

CHANDERNAGORE COLLEGE

General Information for Admission: 2019 -2020

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 2019-20 will be accepted from 17.05.2019 (Forenoon) to 04.06.2019 (6 PM).
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 **above websites**.
 - II. Candidates are requested to give 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 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 100%.
 - V. After the creation of 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 in the marks obtained in HS or MP or Equivalent Examinations.
 - VI. All subsequent actions required from candidates’ end, can be done by logging in 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 have to be paid separately.**
 - II. Payment of **Application Fees** of **Rs.50** (per application) and bank charges, if any, 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. **Admission –**
 - I. After the last date of online submission of application forms, a list of valid candidates will be published on the college website. In case of any discrepancy candidates are instructed to report the College office according to the date given in College website.

- II. After the publication of the 1st merit list in College website as an alternative way of communication, SMS will be sent to the merit listed candidates intimating the same. They are required to log in to their online account and upload the following documents-
- i. Scan Copy of **Mark Sheet of M.P or Equivalent Examination.**
 - ii. Scan copy of **Mark Sheet of H.S or Equivalent Examination.**
 - iii. Scan Copy of **proof of Date of Birth** (Birth Certificate/Admit Card of Madhyamik Examination).
 - iv. Scan Copy of **Caste Certificate** issued by the Competent Authority (issued by SDO/DM). Caste Certificate from other State will not be accepted.
 - v. Scan copy of **Physically Challenged Certificate** from Competent Authority, certifying at least **40% physical disability.**

After successful upload 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.

6. Document Verification –

After successful submission of admission fees candidates are asked to attend the Honours and General classes according to the schedule available in the College website. **Attendance 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 intimated later on in College website.**

7. Transfer from one subject to other –

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

8. Cancellation of Admission and Generation of Transfer Certificate –

For cancellation of admission and issuance of transfer certificate, a candidate will have to come to the college in person and apply to the college authority for the same.

9. Willingness Box

- I. After the three 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.**
- 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.

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

11. Merit Panel will be prepared based on Merit Score (details of calculation is available at admission website) and the reservation policy of 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.

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

13. 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 admission process gets over.
14. All admissions are **PROVISIONAL**, until registration of 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 afterwards of admission.
15. In matters of dispute, the decision of the Head of the Institution will be considered as final and indisputable.
16. Candidates only from boards and council recognized by The University of Burdwan will be considered valid for admission.
17. Candidates qualifying HS or Equivalent Examination in the Year 2019, 2018, 2017 and 2016 will be considered for admission.
18. 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 consider for calculating merit score.
19. 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.
20. Hostel facilities will be available for selected girl candidates only. Information related to selection procedure for hostel allocation will be intimated later on.
21. **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