



Kalyani Government Engineering College
Kalyani – 741 235, Nadia, West Bengal
Ph. & Fax: (033)25821309, 25826680

No. KGEC/ MCA /Admission/2019/118

Date : 29.08.2019

ADMISSION NOTIFICATION FOR MCA PROGRAMMES 2019-20

The candidates who have been allotted seat at Kalyani Government Engineering College for admission into MCA 1st year, 2019 are hereby directed to report at New Academic Cum Administrative Building of the institute on 03.09.2019 or 04.09.2019 between 11.30 a.m. to 2.00 p.m. with the following fees and documents for final admission:

(A) FEES STRUCTURE (*to be deposited at the time of admission*)

a)	Admission Fee	₹	1,500.00
b)	Tuition Fee (July'19 to Dec.,19)	₹	9,000.00
c)	Caution Money Deposit (refundable)	₹	300.00
d)	University Registration Fee	₹	500.00
e)	University Development Fee	₹	1,650.00
f)	Athletic Fee	₹	21.00
g)	Institute Fee	₹	7.00
h)	Admission form	₹	10.00
i)	Identity Card	₹	23.00
j)	Fees Book	₹	19.00
k)	Medical Fee	₹	50.00
l)	College Magazine	₹	125.00
Total		₹	13,205.00

An amount of ₹. 13,205.00 is to be deposited at the cash counter of the institute through bank draft drawn in favour of "KGEC-BLOCK GRANT" payable at Kalyani (**preferable CTS- draft**).

(B) DOCUMENTS REQUIRED AT THE TIME OF ADMISSION:

- Original & Self-attested photo copies of (i) Class X Admit Card , (ii) Class X Mark Sheet , (iii) H.S./ Equivalent Mark Sheet (iv) Degree Mark sheet , (v) Downloaded Rank card of JECA- 2019, (vi) Allotment Card (vii) Caste Certificate(if any), (viii) Domicile certificate (Proforma as given in the Information Bulletin of JECA-2019).
- Original Character Certificate from the Head of the institution last attended
- For a break in studies, a self declaration certificate to be submitted by the student, countersigned by the guardian

d) **ORIGINAL MIGRATION CERTIFICATE** - Students who are studying in any College affiliated to University other than Maulana Abul Kalam Azad University of Technology(MAKAUT) [Formerly West Bengal University of Technology (WBUT)] need to submit self-attested photo copies of Migration Certificate during admission, but he/she has to submit original Migration Certificate at the time of registration.

e) **FITNESS CERTIFICATE** for General Health & Eye to be produced from a Registered Medical Practitioner . The Certificate of Blood Group is to be obtained from an authorized laboratory and submitted during admission.

f) **Students need to submit TWO affidavits as per Annexure-I and Annexure-II in a Non-Judicial stamp paper of Rs. 10/- before an Oath Commissioner**

Note: Admission will be refused if original Certificates/Documents and corresponding attested photocopies of certificates/documents are not presented /submitted at the time of admission.

g) **Filled in Admission Form, Form for Identity Card and Central Library Membership Card. Blank format of all forms attached below. Please download the same and filled up properly for submitting during admission.**

C. ADMISSION TO HOSTEL

Hostel Facilities : Hostel seats are available for all intending candidates.

Procedure for admission : Intending students may be admitted into hostel at the time of college admission. For that purpose, they have to deposit the following amount :

a) For Boys Hostel : a DD of ₹ 9,500/- in favour of “KGEC-V.C. HALL FUND)” payable at Kolkata

b) For Girls Hostel : a DD of ₹ 9,500/- in favour of “KGEC-Pritilata Chhatrinibas Fund” payable at Kolkata

It may be noted that once admitted, a student has to stay in the hostel upto the end of the semester examination compulsorily. The amount paid will be adjusted accordingly.

MCA 1st year Classes will commence on and from 06.09.2019 at 10.30 a.m.

Registrar

ANNEXURE-I
AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o - d/o Mr./Mrs./Ms _____

- 1) having been admitted to _____ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) _____ I hereby solemnly aver and undertake that-
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ **day of** _____ **month of** _____ **year** _____

Signature of Deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) _____ on this the (day) _____ of (month) _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, _____ Mr./Mrs./Ms. (full name of parent/guardian)
father / mother/guardian of _____ (full name of student with admission
/registration/enrolment number),

- 1) having been admitted to _____ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) _____ I hereby solemnly aver and undertake
that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent

Name:

Address:

Telephone/Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month) and _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER



Signature of Student

MCA ADMISSION FORM FOR THE SESSION: 2019-2020
(This form is to be filled in by each selected candidate and to be submitted to the college office at the time of admission)

JECA, 2019 Roll No. _____ **Rank Status** _____

- Overleaf

15. Details of General Academic Qualifications from Secondary Examination (Standard 10) onwards :

Name of the Examination	Name of the Board/University	Year of Passing	Marks secured	Total Full Marks	% of Marks obtained

16. Details of Technical Qualifications (BCA etc.) onwards :

Name of the Examination	Name of the Board/University	Year of Passing	Overall Percentage	Division/Grade

17. University Registration : (a) Name of the College _____
- (b) Name of the University _____
- (c) Year of Admission _____ Registration No. _____ of 20__

18. Reason for Break of Study (if any) : _____

UNDERTAKING :

- (a) I shall abide by all rules and regulations prevailing in the institute and university from time to time during my tenure as student in the college.
- (b) I shall not involve and indulge in, directly or indirectly, any form of ragging in the college and outside of the college premises.
- (c) I am aware that if I fail to attain the requisite academic qualification, my admission will be treated as cancelled.

I declare that the information given above by me are correct and true to the best of my knowledge.

Countersigned by Father/Guardian
Date : _____

Signature of the Student
Date : _____

FOR OFFICE USE ONLY
Verified with original documents

Principal

Admission In-Charge

Signature of the Dealing Assistant

NOTE : **Ragging** in educational institutions, in any form, is strictly forbidden. Anyone found guilty for ragging shall be summarily expelled from the college

[This Form should be printed on a single A4 paper (both side)]

Government of West Bengal
Office of the Principal
Kalyani Government Engineering College
Kalyani-741 235; Nadia

Form for Identity Card

Paste your
Passport Photo
here. Do not sign

Class : Master of Computer Application

01.	Name (in Block Letters)	:	
02.	Date of Birth	:	
03.	Academic Session	:	2019-2022
04.	Father's / Guardian's Name (in Block Letters)	:	
05.	Permanent Address (in Block Letters)	:	
06.	Father's / Guardian's Contact No.	:	
07.	Student's Contact No.	:	
08.	Nearest Railway Station of Permanent Address (in Block Letters)	:	
09.	Blood Group	:	
10.	Identity Card Valid upto	:	2022
11.	Identity Card No.	: (do not fill up)

Signature of Father/Guardian

Signature of Student

Government of West Bengal
Office of the Principal
Kalyani Government Engineering College
Kalyani-741 235; Nadia

Central Library Membership Card

Paste your
Passport
Photo here.
Do not sign

Membership ID :
(for Office use)

Signature

01.	Name (in Block Letters)	:	
02.	Father's / Guardian's Name (in Block Letters)	:	
03.	Permanent Address with PIN Code (in Block Letters)	:	
04.	Present Address with PIN Code (in Block Letters)	:	
05.	Date of Birth	:	
06.	e-mail ID	:	
07.	Contact No. of student	:	
08.	Contact No. of Guardian	:	
09.	Group	:	B.Tech/M.Tech/MCA/Faculty/Staff/PT/RS
10.	Discipline / Department / Section	:	
11.	Year of Entry (for student)	:	1 st / 2 nd
12.	Session (for student)	:	
13.	Blood Group	:	
14.	Aadhar No.	:	

Signature of Father/Guardian

Signature of Student with date



Kalyani Government Engineering College
Kalyani - 741 235; Nadia

From : Dr. Sourabh Kumar Das
1309

Principal

Tel & Fax : [033] 2582

Dear Parent/Guardian,

You will find enclosed herewith a set of Rules and Guidelines that your ward has to abide by during his/her studentship in this college. This has been partly necessitated due to lack of general discipline among the students in the recent past.

Please note that at the end of the communication, there is an undertaking. This has to be signed by your ward and countersigned by you. Your ward has to submit this signed undertaking to the college at the time of admission.

Enclo : As stated
]

[SOURABH KUMAR DAS

PRINCIPAL

RULES & GUIDELINES

1. **Class Attendance :**

- i) All students must have a minimum of 75% of attendance in class for being treated as a sent up candidate for the semester examinations as per the University Rules. Please note that absence due to medical reason will be counted within the 25% leeway given and no extra consideration would be granted for absence due to medical reasons.
- ii) Reasonable attendance in theory classes is essential for attending practical classes. The students may be barred by a teacher to attend a practical class if he/she has poor attendance in theory classes.
- iii) In case of a mass absenteeism from a class, a fine of ₹100/- (Rupees one hundred) only shall be imposed on each student of the class. A student will be allowed to attend the next classes of the concerned teacher only after payment of the imposed fine.

2. **University Examination:**

- i) Malpractices during examination, both practical and theory, are strictly forbidden. A student indulging in malpractice will be treated as per university norm .
- ii) A student should use his/her own calculator, pen, pencil eraser etc. during examination. Exchange of calculators and other articles will not be permitted in the examination hall.
- iii) In addition to scheduled class tests, surprise tests/quizzes may be conducted by a teacher any time during his/her classes and the marks obtained in such surprises tests will be reflected in the internal assessment marks of a student.

3. **Ragging:**

Ragging in any form inside or outside the college campus is strictly prohibited as per the law of the land. Any student found indulging in ragging shall be summarily expelled from the college. FIR will be lodged against the student indulging in ragging as per Supreme Court Order. Any reported incidence of ragging in the institute may lead to the withdrawal of approval of the A.I.C.T.E. by the A.I.C.T.E..

4. **Hostel :**

- i) As accommodation in the college hostels is not available for all the students, preference will be given to senior students while allotting hostel seats. The college authority desires that all pre-final year and final year students should reside in the college hostels.
- ii) The boarders of a hostel must seek permission in writing from the concerned hostel superintendent/assistant hostel superintendent before leaving the hostel for a number of days, failing which he/she may be expelled from the hostel forthwith.

5. **Training:**

It is becoming increasingly difficult for the college authority to arrange for vocational training for all the students free of cost. The students are encouraged to arrange vocational training for themselves by their own efforts. They should also be prepared to pay the requisite training fees/charges demanded by different organizations if training is to be arranged by the college authority.

6. **Placement:**

- i) The college authority does not give any guarantee of placement to the students. However, it makes sincere efforts to arrange a number of interviews, both on campus and off campus, where the students have to prove their merits to secure an employment.
- ii) For facilitating the preparation of the students for job related tests and interviews, the college authority shall endeavour to arrange for special classes/training by reputed organizations/agencies. The students, if interested, shall have to pay the requisite fees for such special classes/training decided upon by the college authority in consultation with such organization/agencies.

7. **Guardian Committee:**

- i) Parents/guardians are expected to attend the parent teacher meeting convened by the college authority from time to time. Without their cooperation, it shall be difficult, if not impossible, for the college authority to maintain the atmosphere of academic discipline in the college.
- ii) Other than such parent-teacher meetings, parents/guardians are welcome to meet the college authority at any time during the year to give feed back as well as to know the performance of their wards.
- iii) A guardian committee will be constituted in every academic session with due representation from the guardians.

8. **General discipline :**

- i) Use of mobile phones in classes or examination halls is strictly prohibited. Loitering or huddling in the corridors or in any part of the college is very much undesirable and will be treated as an act of indiscipline inviting punishment by the college authority.
- ii) Damaging the college and/or hostel properties will invite individual/mass fine or suspension from the classes and/or hostels/or both.

I hereby undertake that I have gone thorough the above rules and guidelines and that my ward shall follow them strictly in both letter and spirit.

Full signature of the student with date
mentioning discipline & year

Phone No. _____

E-mail (if any) _____

Full signature of the guardian with date

Name : _____

Address : _____

Phone No. _____

E-mail (if any) _____