

OFFICE OF THE PRINCIPAL

Chandernagore College

Strand Road, Barabazar, P.O. Chandernagore
Dist. Hooghly, West Bengal

GENERAL INFORMATION

1. STEPS TO BE FOLLOWED FOR REGISTRATION FOR SUBMISSION OF APPLICATION -

- I. Candidates will have to first **“Register”** themselves through mobile number and valid e-mail id at the **Online Admission Portal**, available on the **aforementioned websites**. OTPs will be sent to registered mobile number and e-mail id to authenticate the candidature.
- II. Candidates are requested to give their own mobile number and e-mail id with care during the registration process. In future as an alternate way of communication, **all important information regarding admission** will be communicated to the candidates through **SMSs to their registered mobile number and/or e-mail id**. 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/e-mail** 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 Application and upload relevant documents.
- V. After the submission of Application, editing is not allowed, in any circumstances.
- VI. All subsequent actions required from candidates' end, can be done by logging in to this account only.

2. FILLING UP OF APPLICATION FORM –

- I. **A candidate can apply for any number of Honours and General courses.**
- II. No **Application Fees** is to be paid by the candidate.

3. ADMISSION –

After the last date of online submission of application forms, a provisional list of valid candidates will be published on the College admission portal. In case of any discrepancy candidates are instructed to submit their queries/complaints by contacting the helpline number, which will be available in the College admission portal within the stipulated time, mentioned in the website.

4. DOCUMENT VERIFICATION –

After 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. Any candidate found to have provided any wrong information will lead to the cancellation of their respective candidature at Chandernagore College. Notice related to document verification will be uploaded later on in College website.**

5. 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 after logging in to the account.

6. WILLINGNESS BOX

- I. Candidates are asked to log in to their online account and **express their willingness to be considered for the next rounds of counseling.** Candidates are directed to see the college website for regular updates. No complaints regarding not getting informed by SMS/e-mail will be entertained. 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 counseling.

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

8. Merit Panel will be prepared based on Merit Score (details of calculation is available at College 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.

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

10. 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.

11. 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.
12. In the matter of dispute, the decision of the Head of the Institution will be considered as final and indisputable.
13. Candidates only from boards and councils recognized by The University of Burdwan will be considered valid for admission.
14. Candidates qualifying HS or Equivalent Examination in the Year 2022, 2021, 2020 and 2019 will be considered for admission.
15. Marks secured in **Compulsory Environmental Studies** will not be considered for calculating Merit Score. However, if Environmental Studies included under **compulsory elective/optional elective**, it may be considered for calculating merit score.
16. 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 having certificates from Government of West Bengal are eligible for reservation benefits.
17. **Reservation of seats for Economically Weaker sections (EWSs) candidates will be as per rules of the Government of West Bengal which will be notified later on.** Candidates belonging to EWSs category will have to upload the necessary supporting documents (as framed by Government of West Bengal) of their family income during the application procedure (if necessary).
18. Hostel facilities will be available for limited girl candidates only. Information related to selection procedure for hostel allocation will be intimated later on.
19. **Changes, if any, of the above-mentioned guidelines will be intimated through College Websites only.**