

GUIDELINES FOR ONLINE FORM FILL-UP FOR UG ADMISSION

(UG Online Admission 2021-22 are guided by Notification of Dept. of Higher Education vide No. 706-Edn(CS)/10M-95/14, date 13/07/2021 and Notification of West Bengal State University Ref. No. WBSU/Reg/UG/Online/Admission/77/2021-22, dt. 22/07.2021)

1. **Fill up the Online Application Form with correct data** using the link provided in the home page of College Website www.sreechaitanyamahavidyalaya.ac.in
2. **Upload scanned copies of documents (Mandatory)**
The applicant is required to **upload the scanned copies** of (i) **Passport size photo**, (Image Format, size 1kb to 30kb) (ii) **Signature of applicant** (Image Format, size 1kb to 20kb) (iii) **Mark sheet** of H.S./ equivalent examination (PDF Format, size 1kb to 150kb) and (iv) **Caste Certificate** of reserved candidates (PDF Format, size 1kb to 150kb). The scanned copies of the documents are required for e-verification, for which the documents must be clearly readable.
3. **Merit list of candidates** eligible for admission will be published on notified date after e-verification of the documents.
4. **SMS and Email Alert**
The candidates **enlisted for admission** will receive **SMS and/or Email Alert** from the college.
5. **Admission Fees Payment**
The candidate whose name appears in admission list and received **SMS and/or Email Alert** from the college is required to login again to deposit the requisite **Admission Fees only** through **online Payment Gate-Way Mode** strictly **within the due date** as mentioned.
6. **Submission of Documents at College Office (Mandatory)**
The candidates are required to submit the under-mentioned documents **on notified date for final verification**:
 - (i) Two copy of Filled-up **Application Form**,
 - ii) One copy of **money receipt generated from payment gate-way** (college copy)
 - (iii) Original & Photocopy of **Age Proof, HS Mark sheet & Certificate, Caste Certificate** (If any),
 - (iv) **School Leaving Certificate** (original).
7. **Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted on-line.**

Note:

- Applicants must preserve the unique Application No for any future reference like admission.
- Applicant should keep receipt **copy of money receipt generated from payment gate-way** safely. College copy will be required to be deposited at the time of final verification.
- Applicants are requested to visit the Applicant Panel frequently for getting admission related notices, information, payment status etc.
- **If at any stage of the admission process, marks or any information entered in online application system is found incorrect, the application will be rejected and no claims of refund of admission fees will be entertained.**
- **In case of any query regarding Online Admission, contact helpline:**
Email ID: scmonlineadmission@gmail.com or Call 6291796572 (from 10.00 am to 5.00 pm)

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