

# Sree Chaitanya College, Habra

## Important Instructions for Filling Up Application Form in Honours and General Course 2021-2022

Special Instruction: If any applicant is found applying for Admission with fake identity, then the College Authority will take stringent action against that applicant in accordance with The Information Technology Act, 2000 of the Govt. of India. It is requested to all the owners of cyber cafes to be cautious in the application procedure and meticulously maintain documents of the applicants such as name, address and phone number.

### Application Form Fill Up

- It is mandatory to fill up every blank space in the application form properly.
- Photograph for application must be within 5 KB to 30 KB in passport size. Scanned copies of H.S. Marksheet within 200 KB and Caste Certificate within 200 KB need to be uploaded along with the photograph. Photograph and all necessary documents should be uploaded in JPG format.
- An applicant has to provide his/her own phone number, WhatsApp number, guardian's contact number and Email id in the application form.
- If correct information as per ELIGIBILITY CRITERIA in the ACADEMIC DETAILS section of the application form is not provided then MERIT POINT will be displayed as zero (0). If MERIT point is '0' then application will not be submitted.
- It is mandatory for the applicant to select two clubs from the clubs offered by the college. However, it is mandatory for Pure Science students to select Number Club and Bio Science students to select Nature club as one of their choices.
- Application form will not be submitted till the declaration is accepted (✓) by the applicant at the end of the application form.
- After submitting the application form properly, a print out must be taken and kept with the applicant.
- As per Govt. Notification no Application Fee has to be deposited by the applicant.
- After submitting the application form, applicant has to collect his/her own Application ID.

### Application Form Fill Up (Special Rules)

- An applicant can apply for different Honours courses at the same time in separate application forms. It is strictly advised that applicant should apply only once for any particular Honours course.
- An applicant can apply separately in three General Course viz., B.A (General), B.Sc (Pure General) and B.Sc (Bio General). It is informed to all applicants that subject combination will not be displayed at the time of application to these courses. However, at the time of Provisional Admission (admission against

payment of fee) as per merit list, an applicant can choose his/her desired subject combination by seeing the subject combinations in these three different courses.

- A student of Pure Science (Mathematics, Physics, Chemistry) in H.S or Equivalent Examination can only apply for Geography Honours. For student of Arts applying for Geography Honours, he/she should have Geography in H.S or Equivalent Examination.
- If any applicant chooses any one Honours subject among Mathematics, Physics, Chemistry and Economics then that applicant should have pass mark in Mathematics in H.S Level or its Equivalent Examination.

### Application Form Correction

- An applicant can correct (if necessary) his/her application form in the specific duration when the online portal for submission of application form remains open.
- In case of any correction in the application form (excluding Date of Birth), go to FORM CORRECTION Section in Admission Portal and login with the help of Application ID and Date of Birth (password).

### Publication of Merit List and Online Provisional Admission

- After appearing in the Provisional Admission List (admission against payment of fee), an applicant has to enter the PAY ADMISSION FEE and pay according to the subject and course and collect the payment slip.
- If any applicant wants to opt for separate combination of subject for admission, he/she shall have to submit the fees for the new combination in such case. The previous admission fee will be given back to the applicant in due time.
- If applicant's name is not enlisted in the published merit list or the applicant encounters any difficulty during the admission process then the applicant has to inform through the **COMPLAINT BOX** in Admission portal with supporting documents within the specified dates. Otherwise, the grievance will not be addressed by the college authority.
- Applicant should have the same subject combination during Admission as well as in the time of Registration. College will not entertain any change in subject combination which is not offered by college at the time of Admission.

### Admission Verification

- It is mandatory for the applicants in Physical Education to go through necessary physical fitness test at the time of verification.
- The verification process will be done as per the Govt. Notification after commencement of classes. Students need to bring all the required documents in the days of verification.
- If any information provided by the applicant at the time of filling up the application is proved to be incorrect then his/her admission will be cancelled and the college authorities will not be liable for it.

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