



# NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

129, Belilious Road, Howrah – 711 101.

Ref. No.....

Date.....

## **IMPORTANT NOTICE** **(On-line Admission 2019-2020)**

### **Applicants are advised to note that:**

- Submission of on-line application does not mean admission.
- This online-application is meant for provisional admission only. The final admission is subject to approval by University of Calcutta.
- It is assumed that the information furnished in this application is true to the best of the knowledge of the applicant. In case of any false / misleading information, the application will be summarily rejected and all fees deposited will be forfeited.
- It is also assumed that the applicant is applying voluntarily on his / her own discretion without being influenced by any third party.
- Applicants willing to seek admission must commit to follow the rules and regulations of the college and the University of Calcutta, which may be amended from time to time.
- In regard to admission, the decision of the Online-Admission Committee / College Authority will be deemed to be final and no queries will be entertained.
- The college authority reserves the right of admission / rejection of any application without the obligation of furnishing any reason whatsoever.
- In case of fraudulent activities / misconduct, observed even at a later stage, a candidate / student may be debarred from the college at the sole discretion of the College Authority and legal action may be initiated.

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**Website: [www.narasinhaduttcollege.edu.in](http://www.narasinhaduttcollege.edu.in)**



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## GUIDELINES FOR APPLICANTS

### **PLEASE MAKE SURE**

**YOU HAVE A MOBILE NUMBER THAT YOU CAN USE TILL 15TH AUGUST 2019**

THE MOBILE NUMBER THAT YOU PROVIDE IN YOUR APPLICATION WILL PLAY A

CRUCIAL ROLE IN YOUR ADMISSION

You can **APPLY FOR 12 COURSES IN ONE FORM (7 Honours Courses & 5 General Courses)**

**DO NOT SUBMIT MORE THAN ONE APPLICATION UNTIL YOU HAVE EXHAUSTED THE FULL LIMIT OF ONE FORM**

### **ADMISSION PROCEDURE**

### **APPLICATION**

1. SUBMIT ONLINE APPLICATION FORM
2. PRESERVE YOUR APPLICATION NUMBER FOR FUTURE USE
3. PAY APPLICATION FEE  
PAY ONLINE OR AT ANY BRANCH OF PUNJAB NATIONAL BANK
4. PAYMENT STATUS SHOULD BE CHECKED AFTER TWO WORKING DAYS FOLLOWING PAYMENT (EXCLUDING THE DATE OF PAYMENT)\*
5. IF YOUR PAYMENT STATUS IS NOT UPDATED BY SCHEDULED '**DEADLINE FOR SELF UPDATION OF PAYMENT STATUS**' PLEASE UPDATE YOUR PAYMENT STATUS YOURSELF THROUGH OUR WEBSITE **IN THE SCHEDULED TIME SLOT**
6. REPORT DISPUTES IF ANY (**BY CALLING OUR ADMISSION HELPLINE 98301 68755**) BEFORE THE LAST DATE OF APPLICATION
7. CHECK MERIT LIST ON SCHEDULED DATE



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## **PLEASE NOTE**

- THE APPLICATION FEE IS Rs. 500/- FOR ONE COURSE AND THEREAFTER Rs. 50/- FOR EVERY ADDITIONAL COURSE (EXCLUDING BANK / ONLINE PAYMENT CHARGES )
- ONLINE PAYMENT THROUGH DEBIT CARD IS FREE OF CHARGES
- ONLY PAYMENT RELATED DISPUTES WILL BE ENTERTAINED UPTO THE DAY FOLLOWING THE LAST DATE OF APPLICATION - OTHER DISPUTES MUST BE REPORTED BEFORE THE APPLICATION DEADLINE
- IF YOU PAY ON THE LAST DATE OR THE DAY BEFORE THEN CHECK YOUR PAYMENT STATUS JUST BEFORE THE SCHEDULED '**DEADLINE FOR SELF UPDATION OF PAYMENT STATUS**' AND SELF UPDATE IF STATUS SHOWS 'UNPAID'

## **ONLINE PREFERENCE SUBMISSION**

1. CHECK YOUR MERIT RANK TO ASSESS YOUR CHANCES OF GETTING A SEAT
2. VISIT THE ONLINE PREFERENCE SUBMISSION PORTAL AND LOGIN WITH YOUR MADHYAMIK / EQUIVALENT ROLL AND DATE OF BIRTH
3. SET YOUR COURSE PREFERENCE
4. FURNISH BANK ACCOUNT DETAILS (A/c No., IFSC, A/c Holder's Name, etc.) FOR SECURITY DEPOSIT REFUND (IN CASE YOU ARE NOT SELECTED)
5. PAY SECURITY DEPOSIT OF Rs. 1100/- TO VALIDATE YOUR SEAT REQUEST (ONLINE OR BY CASH AT ANY BRANCH OF PUNJAB NATIONAL BANK)
6. PAYMENT STATUS SHOULD BE CHECKED AFTER TWO WORKING DAYS FOLLOWING PAYMENT (EXCLUDING THE DATE OF PAYMENT)
7. IF YOUR PAYMENT STATUS IS NOT UPDATED BY SCHEDULED '**DEADLINE FOR SELF UPDATION OF PAYMENT STATUS**' PLEASE UPDATE YOUR PAYMENT STATUS YOURSELF THROUGH OUR WEBSITE **IN THE SCHEDULED TIME SLOT**
8. REPORT DISPUTES IF ANY (BY CALLING OUR ADMISSION HELPLINE 98301 68755) BEFORE THE LAST DATE OF ONLINE PREFERENCE SUBMISSION



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## 9. CHECK ALLOTMENT LIST ON SCHEDULED DATE

- IF YOU GET A SEAT YOUR SECURITY DEPOSIT WILL BE ADJUSTED AGAINST ADMISSION FEES
- IF YOU DO NOT GET A SEAT YOUR SECURITY DEPOSIT WILL BE REFUNDED TO YOUR REGISTERED BANK ACCOUNT WITHIN NINETY DAYS

### PLEASE NOTE

- PAYMENT OF SECURITY DEPOSIT AT ONLINE PREFERENCE SUBMISSION DOES NOT GUARANTEE A SEAT
- GETTING A SEAT WILL DEPEND ONLY ON YOUR MERIT RANK - NOT ON YOUR PREFERENCE
- IF YOU QUALIFY FOR A SEAT IN MORE THAN ONE COURSE, ONLY THE COURSE OF YOUR HIGHEST PREFERENCE WILL BE RESERVED FOR YOU
- YOU DO NOT HAVE TO PAY ADDITIONAL SECURITY DEPOSIT FOR REQUESTING A SEAT FOR MORE THAN ONE COURSE.
- YOU DO NOT NEED TO HAVE A BANK ACCOUNT IN YOUR NAME. ANY BANK ACCOUNT HELD BY YOUR GUARDIAN OR A RELATIVE OR A FRIEND CAN BE USED TO ACCEPT THE SECURITY DEPOSIT REFUND
- IF YOU GET A SEAT FOR ANY OF THE COURSES THAT YOU HAVE SET A PREFERENCE FOR, SECURITY DEPOSIT WILL NOT BE REFUNDED
- IF YOU DO NOT WISH TO SET A PREFERENCE FOR A COURSE YOU MUST SELECT "NOT REQUESTING" FOR THAT COURSE
- IF YOU PAY ON THE LAST DATE OR THE DAY BEFORE THEN CHECK YOUR PAYMENT STATUS JUST BEFORE THE SCHEDULED '**DEADLINE FOR SELF UPDATION OF PAYMENT STATUS**' AND SELF UPDATE IF STATUS SHOWS 'UNPAID'
- ONLY PAYMENT RELATED DISPUTES WILL BE ENTERTAINED UPTO THE DAY FOLLOWING THE LAST DATE OF ONLINE PREFERENCE SUBMISSION - OTHER DISPUTES MUST BE REPORTED BEFORE THE ONLINE PREFERENCE SUBMISSION DEADLINE



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## **VERIFICATION**

### **IF YOU GET A SEAT ...**

- 1. VISIT THE WEBSITE TO UPLOAD SCANNED COPY OF REQUIRED DOCUMENTS (CHECK THE LIST BELOW), YOUR PHOTO & SIGNATURE,**
- 2. MAKE CORRECTIONS TO YOUR PERSONAL DATA IF REQUIRED AND TAKE A PRINTOUT OF THE CORRECTED APPLICATION FORM**
- 3. PAY BALANCE ADMISSION FEE:**

**TAKE A PRINTOUT OF ADMISSION FEE CHALLAN FROM OUR WEBSITE AND PAY BY CASH AT ANY BRANCH OF PUNJAB NATIONAL BANK OR PAY ONLINE THROUGH OUR WEBSITE**

- 4. VISIT THE WEBSITE AND CHECK THE PAYMENT ACKNOWLEDGEMENT ON SCHEDULED DATE - **REPORT IMMEDIATELY (ON SAME DATE BY CALLING OUR ADMISSION HELPLINE ) IF PAYMENT STATUS SHOWS 'UNPAID' IN SPITE OF PAYMENT****
- 5. APPEAR FOR PHYSICAL VERIFICATION WITH ALL YOUR CREDENTIALS ON SCHEDULED DATE AND TIME (THIS WILL BE CONDUCTED WHEN CLASSES COMMENCE).**
- 6. SPECIFY YOUR PREFERENCE OF GENNERAL SUBJECTS (FOR GENERAL COURSES) OR GENERIC ELECTIVE SUBJECTS AND THE SEMESTERS WHEN YOU WOULD LIKE TO TAKE THEM (FOR HONOURS COURSES) UPON BEING NOTIFIED BY THE COLLEGE**

## **PLEASE NOTE**

**ADDITIONAL ROUNDS OF SEAT ALLOTMENT LISTS WILL BE PUBLISHED TO FILL UP VACANT SEATS IF NECESSARY**

**IF SUBSEQUENT ALLOTMENT LISTS ARE PUBLISHED YOU WILL BE AUTOMATICALLY UPGRADED TO A COURSE OF YOUR HIGHER PREFERENCE IF YOU SECURE A SEAT BASED ON YOUR MERIT RANK**

**YOU WILL NOT HAVE TO PAY THE BALANCE ADMISSION FEE AGAIN FOR THE NEW ALLOTMENT - DIFFERENCES, IF ANY, WILL BE ADJUSTED LATER**

**YOUR FINAL ALLOTMENT WILL BE ACCORDING TO THE LAST PUBLISHED ALLOTMENT LIST**



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**REQUESTS FOR REVERTING TO A SEAT OF LOWER PREFERENCE (IN WHICH YOU MAY HAVE BEEN ALLOTTED EARLIER) CANNOT BE ENTERTAINED**

**EVEN IF YOU DO NOT PAY THE BALANCE ADMISSION FEE, YOUR NAME WILL STILL BE RETAINED IN WAITING LISTS OF ALL COURSES FOR WHICH YOU HAVE SET A HIGHER PREFERENCE**

**IF YOU DO NOT PAY THE BALANCE ADMISSION FEE AGAINST ANY ALLOTMENT LIST, YOUR CANDIDATURE WILL BE CANCELLED AND ALL FEES & CHARGES WILL BE FORFEITED IF FURTHER ALLOTMENT LISTS ARE NOT PUBLISHED**

**IF YOU DO NOT APPEAR FOR VERIFICATION YOUR CANDIDATURE WILL BE CANCELLED AND ALL FEES & CHARGES WILL BE FORFEITED**

**INCORRECT ENTRY IN YOUR HS / EQUIVALENT MARKS, YEAR OF PASS, BOARD, CATEGORY, GENDER WILL LEAD TO CANCELLATION OF YOUR CANDIDATURE AND YOUR APPLICATION FEE & SECURITY DEPOSIT WILL BE FORFEITED of BALANCE ADMISSION FEE**

**THE FOLLOWING DOCUMENTS MUST BE UPLOADED TO ENABLE THE OPTION FOR PAYMENT OF BALANCE ADMISSION FEE:**

1. Scanned photograph
2. Scanned signature
3. Marksheet of 10+2 level / equivalent
4. Age proof certificate

Also upload the following if applicable

1. Caste certificate, if any, issued by the competent authority,
2. PWD certificate, if any, issued by the competent authority,
3. BPL certificate, if any, issued by the competent authority,
4. Migration certificate, if required,
5. Equivalence certificate, if required,
6. CU Registration certificate, if already Registered,