



CHARUCHANDRA COLLEGE
22-Lake Road, Kolkata – 700 029
Affiliated To University Of Calcutta
www.charuchandracollege.ac.in

ADMISSION 2018-19

INSTRUCTION TO THE CANDIDATES

1. Form should be filled in accurately. Incomplete and incorrectly filled in forms will be rejected.
2. Admission forms can be filled from the link available in the College website www.charuchandracollege.ac.in
3. Applicants are required to carefully fill all the applicable and necessary fields and upload scanned copy of documents (Mark sheet, Admit card, Passport size photo, Caste certificate, PH certificate, Sports certificate (if applicable))
4. A Processing Fee of Rs.200/- (Bank charges extra) to be deposited online after filling up of form.
5. Merit lists will be published on specific dates. Corresponding provisional admission will be taken online. Physical verification of original documents will be done thereafter. Photocopies of all testimonials duly attested by Gazetted officer to be submitted.
6. Absence in physical verification will cancel the candidature on the specified dates and admission fee submitted will not be refunded, if rule permits.
7. Application form should be filled up by the candidates carefully. If any data is found to be false at any stage his/her admission will be cancelled, no admission fee will be refunded.
[N.B. This information should be automatically generated on printed application form]
8. Introduction of co-education in the morning section to be followed as per C.U. order No. C/100/12 –Affl dt. 22/02/2016.

9. Applications of the State level position holders/National level participants in Sports are to be treated as per the existing G.O. and rules of University of Calcutta.

10. Documents to be Produced at the Time of Admission / Verification:

- I. Admit card/age proof certificate: Madhyamik Examination or equivalent: Original and one photo copy.
- II. Caste certificate for SC,ST and OBC candidates and disability certificate for Physically Handicapped candidates from appropriate authority: original and one photocopy
- III. Marksheet : Higher secondary or equivalent: Original and one photo copy.
- IV. Authenticity Certificate/ transfer certificate: In case of incumbents from boards other than H.S, I.S.C and C.B.S.E.
- V. Two copy coloured pass port size photograph of the candidate.
- VI. Photocopy of Photo identity proof of the guardian (Voter I.Card/PAN card/Driving License/Bank pass book front page/ Passport/etc.).
- VII. Transfer certificate from college authority if the student is already admitted to any other college.
- VIII. Certificates related to Sports or any other uploaded during online submission.

All admissions are provisional and may be cancelled if any false information is detected at any time in future.

