Online Admission Regulations (2020-21)

1. Provisional Merit List for every Honours and General Course offered will be prepared on the basis of the **Merit score calculation formula and tiebreaker rule** as already notified and will be published on **25.08.2020**.

2. **Merit score calculation formula and tiebreaker rule** will be same across all categories.

3. Students can view the published merit list for each subjects under each courses by visiting the online admission portal

4. Name in the Merit List does not ensure admission.

5. Final Merit List and Admission List for Round 1 to be published **on 30.08.2020**

6. Admission will be merit based and will take place from the separate **admission list** published in multiple rounds within the time frame as published in the Admission Schedule(s) depending on the seats remaining vacant after each round of admission and switching/cancellation.

7. **Admission Schedule(s)** for various rounds of online admission will be updated in the portal.

8. You are to respond for admission within the time frame provided.

9. **Each round of admission list will become invalid beyond the stipulated date and time.**

10. A candidate failing to take online admission during the given period is liable to lose her chance of admission to the college in the selected course. Admission List for one round of admission is not valid for other rounds.

11. Candidates will be admitted provisionally only on full payment of requisite Admission fees **(refer to college website/Admission Portal for Admission fees in different subject combination)** through online payment link. No admission will be valid without successful payment of admission fees.

12. Download/Print the admission fee receipt generated and preserve it for verification purposes.

13. All online admission is provisional and is subject to verification of relevant documents and final admission is subject to approval by the University of Calcutta. The college reserves its rights to cancel a candidate's admission if the documents are not found in conformity with the declaration made in the form submitted online and if any other discrepancy arises.

14. Admission process will continue till the time specified as per Govt./ University notification.

15. During the admission process there is no need to visit the college premises.

16. During the online admission process, a candidate already admitted to a course in this college, can **switch** to another course of the candidate's choice during a particular round of admission provided her name appears in the respective **Admission List of other course/subject(s)** valid for that round. In such cases the **previous admission need to be cancelled** before proceeding to take admission to the later choice of course. **A candidate cannot remain admitted in more than one subject/course at the same time in the college. Candidates are required** to pay the **balance fees if required while switching and another receipt will be generated. If admission fees are less than the earlier paid one, the balance will be adjusted.**

17. **Cancellation**: Candidates admitted to a course in this college for the session 2020-21 are requested to cancel their admission in this college online through the portal if they want to get themselves admitted to any other college. They are required to preserve the **Cancellation receipt/Refund Voucher** generated during online cancellation for future reference. There is no provision for offline cancellation of admission. **There is a cancellation charge of Rs.500/- which has to be paid/adjusted against the earlier paid admission fees.**

18. **Refund** only against online cancellation of admission can be claimed only on filling up of online "**Refund Form for Cancellation**" Candidates are required to download the "**Refund Form for Cancellation**" from the portal and e-mail to ndc.admission2020@gmail.com by attaching the following documents:
a) Soft copy of filled in ""**Refund Form for Cancellation**"
b) **Cancellation receipt/Refund Voucher** generated during online cancellation of admission
c) **All Payment receipts generated during the online application and admission process.**
Refund against cancellation of admission will be processed as per U.G.C. guidelines, 2018 as early as possible. Mode of payment will be online and the time schedule will be notified later in the website. Candidates are not liable to get refund if they fail to mail ""Refund Form for Cancellation" and other documents as stated above to the mentioned e-mail address.

19. **There is a provision** for candidates to register their willingness for admission to under a particular stream if the seats are not filled up after completion of rounds of admission based on merit rank is completed. **Only applicants whose names have appeared in the Final Merit List and not getting admitted in the earlier Admission lists published will be able to register their willingness to get admission through the designated link named "Show Interest" provided on the portal within the date specified.**

20. Applicants are instructed to follow the admission portal for all subsequent notices in this regard and **register their names under the "Show Interest" without fail if notified.**
21. 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 as per notifications.