

# Heramba Chandra College

23/49, Gariahat Road, Kolkata—700029.

College website:[www.herambachandracollege.ac.in](http://www.herambachandracollege.ac.in)

Admission website:<http://hcconlineadmissionportal.com/>

Or, [www.hcconlineadmissionportal.com](http://www.hcconlineadmissionportal.com)

Admission E-mail:[hccadmission2018@gmail.com](mailto:hccadmission2018@gmail.com)

Admission Helpline: 7044921254 (11-6 P.M.)

## ONLINE APPLICATION PROCEDURE FOR ADMISSION 2018

Applications can be submitted ONLINE only from 10a.m. of Friday, June 8, 2018 up to 4.00 p.m. of Wednesday, June 13, 2018.

<http://hcconlineadmissionportal.com/>

### Read this carefully:

- The applicant (candidate) should have her/his own e-mail id and mobile number.
- The applicant should get her/his marksheet of HS or equivalent examination, certificates for SC / ST / OBC / Physical Disability / Proficiency in Sports scanned. The size of each scanned document (in .JPEG / .JPG / .PNG format only) should be between 200-250kb. These will be required to be uploaded during the process of online application.
- Scheduled Caste/Tribe and OBC applicants must be of West Bengal origin only. Certificates issued by other states will not be accepted.
- If the applicant belonging to the SC/ST/OBC category does not have own certificate but has applied for the same to the designated authority, she/he has to get her/his father's certificate scanned. The size of each scanned document (in .JPEG / .JPG / .PNG format only) should be between 200-250 kb. She/he has to upload this during the application process. In such case, the candidate has to submit her/his own certificate within three months after admission.
- Physically Disabled and Outstanding Sports Persons applying for admission need to upload the scanned copies of their certificates.
- The applicant must make sure that she/he fulfills admission norms set by the College.
- Please remember that admission taken on the basis of false statement or misstatement is liable to be cancelled and appropriate legal action may be initiated against such applicant.
- However, if there is any mistake in filling in application form online, that data can be rectified online even after submission of form and payment of application fees, except data in the restricted fields before 4 p.m. June 13, 2018. If the applicant needs to rectify data put in the restricted fields, she/he will have to submit application afresh and pay application fee once again.
- The mark sheet submitted should reflect that the candidate has passed in the examination.

**Now follow these steps:**

Go to

<http://hcconlineadmissionportal.com/>

Choose your stream (B.Com (Hons. or General) / B.A. Hons. / B.ScHons.

Choose your Honours Subject, your Board (WB Council/Other), Category (General/SC/ ST/OBC-A/OBC-B), State of Domicile(WB/Other State) and tick if you are an Outstanding Sports Person or Physically Challenged.

Fill in the main Application Form. Upload scanned copies of Mark sheet and certificates for SC/ ST / OBC/ & PH etc., if applicable. Then go for payment of application fee which is Rs.100 plus Payment Gateway Charges (for online payment) or Bank Charges (for offline payment) as applicable.

Choose a method of payment:

**ONLINE or OFFLINE.**

If you choose **ONLINE PAYMENT**, you can pay using **ANY CREDIT/DEBIT CARD or NET BANKING**. The payment can be made online between 8 June and June 13, 2018, up to 4.00 PM. Take a printout of the Online Payment Receipt.

If you prefer to pay **OFFLINE**, generate a **CHALLAN**, take a printout and pay at **ANY BRANCH (except Golpark Branch)** of Indian Overseas Bank all over India during banking hours between June 8, 2018 and June 13, 2018. The last date of payment is June 13, 2018 till 4.00 p.m. for offline.

Take a print out of the Application Form and verify that your information is correctly entered. If you find any information mentioned in the form submitted wrong, you can rectify it by logging in once again with your Application Number and Date of Birth. You can alter wrong data entered in the Application Form, except data in the restricted fields up to 4p.m. June 13, 2018.

If you have put wrong data in the restricted field, which cannot be altered, you will have to apply afresh, starting from the first step mentioned above and have to pay application fee once again. The application fees paid earlier for application form submitted with wrong data will be forfeited.

After rectification, take another print out of the submitted Form and preserve that copy of the Application Form along with Online Payment Receipt or copy of the Challan after payment at any branch of Indian Overseas Bank all over India for future reference.

An Applicant need not come to College before the admission is over or as directed on the College website

The Date and Time of verification of original mark sheets and certificates will be notified on the College website, on which the candidate will have to bring original documents personally for verification.

**Admission will be strictly based on merit from amongst the eligible applicants whose names figure in the Master List. Canvassing in any form will be considered as disqualification.**

**Applicants are advised not to be duped by anybody in regard to admission. They are advised not to pay any amount to anybody, except as directed on the college admission website.**

Tentative dates:

List	Date of publication	Time of publication
Master List of all eligible applicants	June 16, 2018	By 1PM
First Merit List	June 18, 2018	By 6PM
Second Merit List (if required)	To be informed later	---
Third Merit List (if required)	To be informed later	---
Fourth Merit List (if required)	To be informed later	---

College fees (in Rupees):

Course	Without Migration	With Migration
B.Com Hons.	5640	5840
B. Com General	5340	5540
B.A. Hons (All subjects)	5280	5480
B.Sc.(Economics Hons)	5880	6080
B.Sc.(Geography Hons)	10280	10480

(Separate Bank Charges will be levied over and above this amount)

Note: Additional Rs. 900/- for Geography Generic Elective Paper has to be paid after Admission.

### **Documents Required for Admission:**

- a. Two Copies of Passport size colour Photograph (taken wearing a light coloured dress) and five copies of Stamp size colour Photographs.
- b. Admit Card of Madhyamik or Equivalent Examination passed - Two unattested Photocopies with the original for verification.
- c. Mark Sheet of last examination passed (H.S. or Equivalent) - Two unattested Photocopies with the original for verification.
- d. Admit Card of last Examination passed (H.S. or Equivalent) - Two unattested Photocopies with the original for verification.
- e. Scheduled Caste / Tribe Certificates (when applicable) - Two unattested Photocopies with the original for verification. In lieu of such caste certificates, certificates from authorities mentioned in Government Order No. 1813-BCW/MR-94/11 dated 20.06.2011 of Backward Classes Welfare Department, Government of West Bengal shall be accepted provided in case of certification by MP/MLA/Municipal Councilor / Panchayat Member etc student must be a resident of the Constituency / Ward / Panchayat etc which is being represented by that certifying authority. But in those cases, if Calcutta University refuses registration because of non- submission of an original Scheduled Caste/Tribe certificates, college shall have no responsibility for such non-registration.
- f. Excepting CBSC/ISC/WBCHSE/N.I.O.S., all other Board students including foreign students are to submit Original Migration Certificate and Authentication Certificate at the time of Verification.

In case of any difficulty, you may write to us at [hccadmission2018@gmail.com](mailto:hccadmission2018@gmail.com) or call Admission Helpline: **7044921254 (between 11am to 6pm)**

### **Frequently asked questions:**

1. **Can an applicant apply for more than one Honours subject?**  
Yes. An applicant can apply for more than one Honours subject, provided she/he has the requisite marks. She/he has to submit separate application forms and pay application fees separately for each Honours subject applied for.
2. **Can a candidate cancel her/his admission after payment of college fees? How she/he can do this? Will she/he be eligible for a refund?**  
Yes. A candidate is allowed to cancel her/his admission after payment of College fees. A candidate willing to cancel her/his admission will have to come to the College office to get it done.  
As a goodwill gesture, we shall refund Rs.3000 to candidates admitted to B.Com Honours and General, B.A Honours (All subjects) and B.Sc (Economics Honours) and Rs.6000 to candidates admitted to B.Sc (Geography Honours), provided she/he cancels her/his admission before taking her/his admission elsewhere within one month from the Date of Admission. Otherwise, no refund will be given.

3. **Can an applicant who has already taken admission with a particular Honours subject (say, B.A Honours in History) by virtue of her/his name appearing in the earlier merit list change her/his honours subject (say, English) by virtue of her/his name figuring in the subsequent merit list?**

Yes. She/he can. She/he has to write an e-mail to the Principal expressing her/his willingness to change subject by clearly stating her/his Form Nos. for two subjects mentioned in the question. The mail should be sent to [hccadmission2018@gmail.com](mailto:hccadmission2018@gmail.com). The Principal will give her/him necessary instructions to get it done. She/he may have to pay the difference in fees, if any.

4. **When will the original marksheets and other documents be verified by the College?**

All documents in original will be checked and verified in due course by the College. The date of verification of such documents will be notified on the website. All admissions are strictly provisional till these documents in original are checked and verified.

5. **Is it necessary to authenticate mark sheet?**

As per the stipulation by the University of Calcutta, candidates from the State Boards other than West Bengal may require to authenticate their mark-sheet before verification of original documents.

6. **What will happen if someone applying for admission against SC/ST/OBCA/OBCB/PH quota is later found to be not a domicile of West Bengal?**

The admission of such candidate will be summarily cancelled.

7. **How many merit lists will be published?**

There is no fixed number. At the time of publishing first merit lists, date of publication of second merit lists, if required, shall be announced. At the time of Publication of Second merit lists, date of publication of third merit lists, if required, shall be announced. And so on.

8. **What will happen if a candidate fails to take admission or deposit college fees within the date mentioned on the website for each merit list in which the name of the candidate has appeared?**

No student shall be considered for admission if he or she fails to take admission or to deposit college fees within the date mentioned in the merit list in which her or his name has appeared. All applicants are advised to follow admission schedule strictly.

9. **What will happen if a candidate makes a wrong statement or misstatement or uploads a forged document for ensuring her/his admission to this College?**

Her/his admission will be cancelled, fees will be forfeited and legal action may also be initiated against him/her, if the Principal so desires.

**Date of admission will be notified on June 18, 2018.**

Date: June 6, 2018



(Dr. Nabanita Chakrabarti)  
Principal  
Heramba Chandra College