



Office of the Principal
Haldia Government College
P.O. Debhog, Dist: PurbaMedinipur,
Pin – 721657

Undergraduate Admission: 2021-22

Guidelines for e-Admission

1. The list of candidates eligible for e-Admission based on the availability of seats and merit will be displayed in the admission portal (ugportal.hgcadmission.org) before each phase of admission.
2. Candidates are requested to go through the “**Steps for e-Admission**” given in the college website or admission portal:
www.haldiagovtcollege.org.in Or. <http://ugportal.hgcadmission.org>
3. Candidates are instructed to make the payment for e-Admission in online mode i.e., through Credit card/ Debit card/ Netbanking etc. within the stipulated time span as announced.
4. The applicants selected in each phase of admission will be informed through SMS. In spite of that all applicants are directed to keep in continuous touch with the website for getting the updated information.
5. If any applicant enlisted in any merit list of an admission phase does not take admission and make the e-payment within the scheduled time span as announced no further chance of admission can be given to him/her because in on-line admission system after the closure of the admission date and time the next candidate on the next merit list is given the scope of admission.
6. For an eligible candidate, during e-Admission, after making payment in the admission web portal if there is no “payment successful” message received or payment receipt is not generated, the concerned candidate is recommended to re-submit admission fees to confirm his/ her admission. After admission if it is found that a candidate made multiple payment for a particular subject, the additional fees will be refunded by the college after verifying the documents of the candidate.
7. If a candidate has already paid the fees for e-Admission for any subject and wants to take admission in another subject, then during e-Admission he/she has to cancel the admission of his/her previous subject. Otherwise he/she will not be able to pay fees for a new subject. For example, a candidate who took admission in Bengali (Hons.) in any phase of admission but later on he has got the chance

in Education (Hons.) he will have to cancel the admission online in Bengali (Hons.) to pay the fees for Education (Hons.). However, the additional fees will be refunded by the college after verifying the documents of the candidate.

8. All applicants are hereby directed to be honest to declare at the time of online admission whether he already took admission to any other college/ institution. He will be given the chance of admission subject to the fulfilment of the condition that he takes the cancellation statement from the previous college/ institution and sends the scanned copy of the same within 7 days of the date of admission to the email ID: admission.haldiagovtcollege@gmail.com. He must submit the hard copy of the cancellation statement/Transfer certificate to the admission committee on the date of verification of documents. It is expected that the student will not book the seats in more than one college at the same time.
9. All applicants getting the scope of admission must submit the **Anti-ragging affidavit**, the link for which will be given in the admission portal and college website. A print out of the anti-ragging affidavit submitted online is to be taken and it is to be handed over to the Admission Committee on the date of commencement of class.
10. It is to be noted carefully that the applicants for admission are not allowed to come to the college for any enquiry or for any other purpose from the beginning to the end of the admission process. **They are to report for online/ offline document verification to be notified later on. If any student admitted under the online system does not report for verification or continuously remain absent for two weeks without any intimation to the college authority his/ her admission will be cancelled.**
11. **All admissions done on online system are absolutely provisional. Admission will be cancelled out-rightly if the information stated in the application are found not in conformity with the documents submitted at the time of verification or any fake document is produced.**

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Officer-in-Charge

Haldia Government College