

Hooghly Women's College

[Affiliated to : The University of Burdwan]

General Information for Undergraduate Degree Courses Admission, 2019

- **Only online** application for admission to three years (6 semesters) B.A./B.Sc. Honours and General courses under CBCS pattern of The University of Burdwan for the Academic Session 2019-20 will be accepted from 29.05.2019 to 04.06.2019.
- Application Forms, Rules, Regulations, Directives and Online payments will be carried out through the Official Website of the College admission : www.hwcadmissions.com
- A candidate can apply for **any number of Honours and General courses**. For **each Honours / General Course, a separate application** form will be generated and **application fees have to be paid separately**.
- Candidates are requested to give **mobile number** and **e-mail ID** with care during the online form fill up process. **Important information regarding admission** will be communicated to the candidates through **SMS to their registered mobile numbers** only. **Candidates** are also **instructed** to follow the **college website** on regular basis for important **dates, notices and corrigenda**. **No request** for any **change in the schedule** for not receiving **SMS** in time will be entertained.
- **No physical presence of the candidates or any related person** will be required at college campus during the process of admission (as directed by the Department of Higher Education, Govt. of West Bengal vide G.O. No. 804-Edn(CS)/10M-95/14 dated: 13.05.19).

Important information before filling up the on-line application form:

1. Application for admission does not guarantee enlistment. Only Valid applications will be considered.
2. **Admission** is granted only to deserving candidates **Strictly on the basis of Merit**. **Merit Panel will be prepared based on Merit Score/Marks** (details of calculation is available at admission website) and the reservation policy of Government of West

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Bengal. The Merit lists will be prepared in the descending order of Merit Marks. In case of a tie, preference will be given to higher subject marks, wherever applicable.

3. A candidate is responsible for the data provided in the application form. Her candidature will stand cancelled if any discrepancy is observed in the information provided at any stage of the admission process and even after admission process gets over.
4. All admissions are **PROVISIONAL**, until registration of candidate is finalized by The University of Burdwan. Admission of any candidate shall be cancelled, if found to be in contravention of the University Regulations and Restrictions, or in contravention of any rule framed by the college authorities, even though detected afterwards of admission.
5. In matters of dispute, the decision of the Head of the Institution will be considered as final and indisputable.
6. The College has 17 departments out of which 16 offer Honours in Humanities and Science General Courses in B.A. and B.Sc. are also offered.
7. Candidates who have passed Higher Secondary or equivalent examination in 2016, 2017, 2018 and 2019 conducted by boards approved by the University are eligible for application.
8. As per the norms of the University of Burdwan, the candidates who have passed 10+2 examination with at least five subjects (excluding Compulsory Environmental Studies) of 100 marks each including at least one language subject either English or Bengali may be considered for admission in the 1st year class, if otherwise eligible.
9. Students passing 10+2 level with vocational Engineering and Technology/ Vocational Agriculture/ Vocational Business and Commerce for admission to B.A. / B.Sc. Course for the session 2019 – 2020 are asked to apply on-line. The

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applicants can apply for as general course(s) as they want, provided they satisfy the eligibility criteria in the concern course.

10. An application fee of Rs 150/- (Rupees One Hundred and fifty only) excluding bank charges is to be paid online for each application, failing of which the application will not be considered. Detail about mode of payment and bank charges will be displayed at the time of submission of the form.

11. **Admission:** After the publication of the merit list in College website as an alternative way of communication, **SMS will be sent to the merit listed candidates** (phase wise, which will be notified accordingly in website), intimating the same. (candidates are also instructed to follow the official website as well in case of any delay in receiving SMS). After that, they are required to log in to their online account and upload the following documents-
 - Scan copy of **Mark Sheet of H.S or Equivalent Examination**.
 - Scan Copy of **proof of Date of Birth** (Admit Card/ certificate of Madhyamik Examination).
 - Scan Copy of **Caste Certificate** issued by the Competent Authority (issued by SDO/DM). Caste Certificate from other State will not be accepted.
 - Scan copy of **Physically Challenged Certificate** from Competent Authority, certifying at least **40% physical disability**.

After successful upload of above-mentioned documents, candidates have to confirm their admission by paying the stipulated admission fees for the subject selected using debit card / credit card/ net banking. Fees structure for all Honours and General subjects is available on the college website.

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12. **Document Verification:** After successful submission of admission fees candidates are asked to attend the Honours and General classes according to the schedule available in the College website. **Attendance of those classes is mandatory for all candidates.**
Documents will be verified during the class and not during the admission procedure.
Notice related to document verification will be intimated later on in College website.
13. Reservation of seats for SC / ST / OBC-A / OBC-B candidates will be as per the existing rules of the Government of West Bengal (No. 1084(20)-Edn (U)/EH/1U/-89/13 dated. 7th December, 2018 read with No. 07-Edn (U)/1U-89/13.- dated. 2nd January, 2014). Certificate from a competent authority (e.g. SDO) must be produced for claiming such reservation. Certificate issued from members of Parliament, Assembly or local bodies (e.g. Panchayat, Municipality etc.) will not be accepted and such candidates will be considered as candidates of General Category. Certificate issued in favor of parents or siblings and documents in favor of submission of application for certificate will also not be accepted for this purpose. Candidates having SC / ST / OBC Certificate issued by States other than West Bengal will be treated as General Category for admission.
14. Preference will be given to State-level sports person opting for Honours courses provided they satisfy other eligibility criteria together with valid certificate of game / sports etc in which they participated.
15. According to regulations of Burdwan University, 5 % seats are reserved from each category for physically challenged students. If there are no such applicants the reserved category percentage remains as notified.
16. There are 40 seats available in the Hostel for First semester students. Allotment of seats will be in accordance to merit as well as distance from residence of candidate.
17. **Changes, if any, of the above-mentioned guidelines will be mentioned in the Specified Websites only.**

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APPLICATION PROCEDURE – *read it carefully*

Candidates can apply accessing the website www.hwcadmissions.com only. The candidates must provide all the necessary details while filling up the ON LINE FORM. Candidates are asked to take a print of the online application form after successful submission of data. The processing fee of Rs. 150/- (Rupees One Hundred and Fifty only) for each Application Form should be paid **ONLINE** within the specified time to be intimated on website. The details of the fees to be paid at the time of admission will be informed later. No application will be considered for admission without payment of Processing Fee. The Applicant's Copy of the printed downloaded Application Form complete in all respect should be produced at the time of admission, if selected.

FOR SUBMISSION OF APPLICATION FORM: [CLICKHERE](#)

Principal
Hooghly Women's College