

# SIVANATH SASTRI COLLEGE

23/49, GARIAHAT ROAD,

KOLKATA – 700029

## **SCHEDULE FOR ONLINE APPLICATION AND ADMISSION TO SIVANATH SASTRI COLLEGE (2022-23)**

[As per Regulations of University of Calcutta and relevant G.O.s of Department of Higher Education, Government of West Bengal and University Grants Commission, as listed in the Admission Norms for 2021-22 Document. The Schedule follows G.O. No. 507- Edn(CS)/10M-95/14 dt. 30.6.2022 and will be updated as and when further instructions are provided by relevant authorities. ]

Date	Time	Event
18th July 2022	11 A.M.	Opening of Online Portal for Application to all Courses under Sivanath Sastri College.
5th August 2022	11 P.M.	Closure of Online Portal for Application to all Courses under Sivanath Sastri College.
12th August 2022	6 P.M.	<b>a. Publication of List of All Applicants who are Eligible as per College Norms.</b> <b>b. Publication of List of All Rejected Applicants</b> who are deemed ineligible. Such candidates can utilize the Time window for modification of Marks/Details to correct and submit their applications for fresh consideration.
13th August 2022	6 P.M.	Opening of Time Window for Modification of Marks/Details by Applicants.
14th August 2022	3 P.M.	Closure of Time Window for Modification of Marks/Details by Applicants.
14th August 2022	7 P.M.	Publication of Final Applicant List.
16th August 2022	10 A.M.	Publication of First Merit List for all Subjects.
16th August 2022	10 A.M.	Opening of Payment Portal for Applicants of First Merit List to Pay their Admission Fees.
18th August 2022	6 P.M.	Closing of Payment Portal for Applicants of First Merit List for payment of Admission Fees.

19th August 2022	10 A.M.	Publication of Second Merit List for all Subjects.
19th August 2022	10 A.M.	Opening of Payment Portal for Applicants of Second Merit List to Pay their Admission Fees.
20th August 2022	6 P.M.	Closing of Payment Portal for Applicants of Second Merit List to Pay their Admission Fees.
21st August 2022	10 A.M.	Publication of Further Merit List for Subjects with Candidates Still Left in Application List. <i>Payment window for payment of admission fees by merit-listed applicants will be opened at the same time as publication of the merit lists.</i>

Modalities –

- Candidates are required to go through the Admission Norms 2022-23, Seat Matrix, Helpline document, Subject Combinations and Fees documents before submitting their applications. All documents are available on the College website [www.sivanathsastricollege.org](http://www.sivanathsastricollege.org).**
- Dates and processes beyond 21st August 2022 will be informed in due course. Applicants are expected to check the College Website periodically.
- Applicants are required to apply within the application window i.e. from 18th July to 5th August 2022. No fresh application beyond the time and date mentioned above will be entertained unless otherwise notified at a later date.
- Applicants are expected to possess all documents required for admission at the time of submitting their application. Soft copies of these are required to be uploaded. *If any document is pending before relevant authority and not in the possession of the candidate, it is the responsibility of the candidate to ensure that she secures the relevant document by the time admissions begin, as she may be called upon to furnish the document at a later stage in order to complete her admission.*  
***Failure to furnish any necessary document can result in application/admission being cancelled.***
- Modification refers to correction of details that may have been added incorrectly or are missing. Only applications made during the application time window will be open to modification. No fresh application can be made during the modification time window.

6. There will be only one modification window i.e. prior to the publication of the final applicants' list. The College Authority reserves the right to reject requests for any modification of details after the modification window has been closed.
7. *If a candidate fails to furnish documentation attesting to the details provided/modified during the application and modification window, she may forfeit her claim to admission to Sivanath Sastri College. The College Authority reserves the right to request additional/re-uploaded documentation if the documents uploaded at the time of application are found to be problematic in any manner.*
8. Applicant List is the list of all those who have applied. It is distinct from the first (and subsequent) merit list/s and will not be treated as the first merit list.
9. Applicants who have been Merit Listed in the First Merit List will receive an SMS on their registered mobile number i.e. the number provided at the time of application, and an email on their registered email (Gmail) address. This will inform them that they have been selected and must pay the admission fees in order to be admitted to Sivanath Sastri College.
10. *No phone call or personal intimation will be made by the College authorities beyond the SMS/email sent to the registered mobile number/email address. It is the responsibility of the applicant to ensure that they have incoming SMS facility and email facility on the number and email provided by them. College will not take responsibility for any candidate who missed her application/admission slot due to lack of cell-tower availability or other technical problem associated with her computer/mobile phone.*
11. Fees payable at the time of admission varies by Course and Subject Combination. Merit-listed applicants desirous of enrolling in Sivanath Sastri College are required to check the exact fees payable on the College payment portal and make the payment accordingly. Payment of admission fees is mandatory for the applicant to be admitted as a student of the College.
- 12. Applicants are requested to keep the timings given for each step of the application and admission process in mind when proceeding with the application/admission. **Applications/admissions made before the stipulated opening time or after the stipulated closing time of any step will be summarily rejected.****
13. Every Merit List will be published in the College website.
14. If it is found that seats are available even after all applicants have been merit listed and given due opportunity to take admission, the subject and categorical availability of seats therein will be published on the website. Applicants who did not take admission when the merit list containing their

name was opened for admission can contact the helpline numbers if they are desirous of obtaining admission.

15. Helpline Numbers will be added to the Website in due course. Applicants are expected to strictly adhere to the hours and issues mentioned against each helpline number. If queries are addressed to the wrong helpline number and/or beyond given hours, they will not be entertained. *Calls made to the personal numbers of helpline personnel or to faculty members other than those mentioned in the Helpline document, will not be entertained.*
16. *There is no provision for physical presence or in-person queries in the College, as the Online Admission procedure does not have any scope for such in-person queries. Hence, while the College shall remain open in offline mode, the queries and other admission related matters will be dealt with in online mode i.e. via internet and phone call only.*
17. *Candidates are requested not to submit any document/letter/prayer unless they have been specifically been instructed to do so by the College authority. Unsolicited documents and letters may not be entertained.*
- 18. In case of any dispute or confusion, the decision of the Principal of Sivanath Sastri College will be final and binding on all stakeholders concerned.**