

SIVANATH SASTRI COLLEGE

ADMISSION TO B.Com./B.A./B.Sc. 2022

List of Helpline Numbers

Name of Helpline Resource Person	Phone Number	Contact Hours	Purpose
Aritra Majumdar (Nodal Officer, Admissions, Sivanath Sastri College)	90389493 93	9AM - 2PM*	Admission Related Queries (Except Software/Payment Related)
Goutam Das (Admission Sub-Committee Con- venor, Sivanath Sastri College)	8240467580	9AM - 2PM*	Admission Related Queries (Except Software/Payment Related)
Debanjan Laha	9163610364	9AM - 6PM	Admission Related Queries with re- gard to Com- merce (Except Software/Payment related)
Arkadipta Roy	9748274872	9AM - 6PM	Admission Related Queries with re- gard to Com- merce (Except Software/Payment related)
Janata Bar	8017288052		Queries relating to B.A./B.Sc. General
Snigdhamayee Kundu	7872304963		Queries relating to B.A./B.Sc. General
Srijita Mondal Ghosh (will be ac- tive from 26.7.2022)	8910000597		Queries relating to B.A./B.Sc. General
Mithun Das	8478800932	9AM - 1:30PM	Queries relating to B.A./B.Sc. Honours
Ankita Singh	9836361639	1:30PM - 6 PM	Queries relating to B.A./B.Sc. Honours
College Office	62894499 83	8AM - 12 Noon	Cancellation-re- lated queries only.
Admission Online Portal Helpline Number 1	8910450803 /	10 AM – 7 PM	Application and Admission related

	7890812021		queries (software/computer-related queries only)
Admission Online Portal Helpline Number 2	9831095291	10 AM – 7 PM	Application and Admission related queries (software/computer-related queries only)
Bank Helpline Number	On Request (see point 7 below)	On Request (see point 7 below)	Payment Related Queries (Only for Merit Listed Candidates)

* - The Nodal Officer and Admission Sub-Committee Convenor will be available to take queries till 6pm on a best effort basis.

Please Note -

1. Helpline numbers are meant for applicants and their immediate guardians/parents only. Queries from third-parties will not be entertained. Queries of a general nature pertaining to the College but not related to admission will not be handled by these helpline numbers.
2. Queries from media houses/journalists must be made to the Principal. Information to the media will be provided only if permission is provided by the Principal.
3. No queries will be entertained beyond the specific hours mentioned against each person.
4. No queries will be entertained beyond the specific issues/courses mentioned against each person. In this connection, candidates are to note that separate personnel are assigned for B.A./B.Sc. Honours, General and B.Com. Honours. Queries regarding these courses are to be directed to these personnel only. The helpline numbers have been colour coded for easier comprehension. The Nodal Officer and Admission Sub-Committee Convenor will be available to take queries till 6 PM provided they cannot be solved by other helpline members.
5. Queries must clearly mention the Subject and the stage of application (intending to apply/applied/merit listed/rejected/admitted). General queries of a vague nature will not be considered.
6. Requests for contact numbers or emails of specific staff members, including the Principal, will not be considered. If required, helpline members will contact staff and faculty of the College on behalf of the applicants.

7. Payment-related queries will usually be answered and solved by the Admission Technical Helpline. In exceptional circumstances where this is not possible, the Nodal Officer or Admission Sub-Committee Convenor may provide the Bank helpline number to relevant candidates/admitted students on a strict need-to-know basis.
8. Queries relating to cancellation of admission are to be made to the Nodal Officer, the Admission Sub-Committee Convenor or the College Office helpline only. Due procedure, to be provided in a separate document, will have to be followed for approval of cancellation request and refund of fees paid.
9. Admission is strictly through online mode as per instructions of the Department of Higher Education, Government of West Bengal. No physical presence of candidates in the College premises is required. Candidates who are unable to have their queries addressed due to all helplines being busy are asked to call again later (within the times specified). Gate security will not ordinarily allow any candidate to enter the College premises on admission-related matters.
10. *Any attempt at canvassing or unfair means will be dealt with strictly and to the fullest extent permitted in law.*