

SIVANATH SASTRI COLLEGE

ADMISSION TO B.COM./B.A./B.SC. 2024

INFORMATION SHEET

CENTRALIZED ADMISSION PORTAL

Website – <https://wbcap.in>

Also access through - <https://wb.gov.in> /
www.banglaruchchashiksha.wb.gov.in [click on
Centralized Admission Portal]

TOLL-FREE HELPLINE number – 1800-102-8014

SUPPORT Email – support@wbcap.in

Students may also fill up and submit query form in the website.

Students may also obtain assistance from Bangla Sahayata Kendra

(ED-BSK). Website – www.bsk.wb.gov.in [go to ‘Find
your Nearest BSK]

**THERE ARE NO FEES/CHARGES FOR FILLING UP
THE APPLICATION FORM OR OBTAINING
ASSISTANCE**

COLLEGE HELPLINE TEAM

WEBSITE – www.sivanathsastricollege.org

Email – snscadmissions2024@gmail.com

Name of Helpline Resource Person	Phone Number	Contact Hours	Purpose
Aritra Majumdar (Nodal Officer, Admissions, Sivanath Sastri College)	8240767996	9AM – 2PM*	Admission Related Queries
Goutam Das (Admission Sub-Committee Convenor, Sivanath Sastri College)	8240467580	9AM - 2PM*	Admission Related Queries (Except Software/Payment Related)
Debanjan Laha	9163610364	9AM - 2PM*	Admission Related Queries with regard to Commerce (Except Software/Payment related)
Arkadipta Roy	9748274872	9AM - 2PM*	Admission Related Queries with regard to Commerce (Except Software/Payment related)
Janata Bar	9836361639	1:30PM – 6 PM	Queries relating to B.A./B.Sc. General
Snigdhamoyee Kundu	7872304963	9 AM – 1:30 PM	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	6289449983	8AM – 12 Noon	Cancellation-related queries only.

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

IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS AND THEIR GUARDIANS

1. From the upcoming Academic Year 2024-25, the College is shifting to Centralized Admission Portal (CAP), to be operated by the Government of West Bengal. The details for CAP are provided on the first page of this document.
2. All queries relating to the procedures of the Centralized Admission Portal are to be directed towards the helpline/support email/BSKs set up by the Government. The website, www.wbcap.in, also has a Form which can be filled up to submit queries.
3. Details relating to the College eg. Course structures, fees, etc., are available on the CAP website. However, in case of any confusion, concerned persons may contact the helpline team of the College, whose contact numbers are given on the second page of this document.
4. Helpline numbers are meant for applicants and their immediate guardians/parents only. Queries from third-parties will not be entertained.
5. No queries will be entertained beyond the specific hours mentioned against each person.
6. 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.
7. Requests for contact numbers or emails of specific staff/faculty 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.
8. Since the collection of fees, along with refund/adjustment of the same for whatever reason are being handled by the CAP, the College will not be able to answer any queries pertaining to financial transactions associated with the admission process. Furthermore, the College authority will not be responsible for any financial difficulties that the candidates may face at any stage. Such queries may kindly be directed to the competent authority i.e. the CAP.
9. Cancellation of admission by the student, for whatever reason, will henceforth be handled by the CAP. As such, no queries relating to

cancellation will be entertained by the College helpline team. Such queries are to be directed to the CAP helpdesk or BSK.

10. Admission to the College will be made provisionally on the basis of the documents submitted by the candidate. If, during verification of the same by the College at any stage, it is found that there is a mismatch and the student is ineligible for the Course or combination as per the rules of the University (University of Calcutta), the College shall reserve the right, the procedures of the CAP notwithstanding, to modify the combination of minor subjects or recommend the cancellation of admission of the student to relevant authority. In case cancellation is recommended, the student will be advised to seek fresh admission on the basis of correct documents, in a later round (if available).
11. In case the College is unable to offer a particular combination of minor subjects owing to infrastructural or faculty constraints, students admitted to the College with that particular combination will be required to choose a different set of minor subjects. Refusal to do so may result in cancellation of admission.
12. College will not be able to modify the Major Course or subject, or the stream [B.A./B.Sc.] of a multidisciplinary course. Only minor subjects can be changed.
13. It will not be possible to change the details – Name, DOB, Category [General, SC, ST, OBC-A, OBC-B, EWS], marks or other details – at the College level at any stage during the application process. Changes, if possible, can be done only through the CAP website as per the modalities outlined therein. As such, no requests for modification of any details will be entertained by the College helpline team. Such queries are to be directed to the CAP helpdesk or BSK.
14. While the candidate is strongly advised to visit and check the CAP website on a regular basis for updates, the College will also maintain an admission page which will provide important notices regarding admission from time to time (as far as the College is involved). As such, students are requested to check the college website – www.sivanathsastricollege.org – regularly as well.
15. *Any attempt at canvassing or unfair means will be dealt with strictly and to the fullest extent permitted in law.*