



Government of West Bengal

Office of the Principal

Shahid Matangini Hazra Government General Degree College for Women

Purba Medinipur, West Bengal, PIN 721649

Memo No. SMHGC/059/2022

Date: 16-07-2022

Admission Notification

[Under Graduate Courses]

First Phase of Application

(Academic Session: 2022-23)

Applications are invited online over the admission portal of the college

admission.matanginicollege.ac.in

from the eligible candidates for admission in the 1st year B.A. and B.Sc. Honours and General Courses for the academic session 2022 – 2023. The choices of different courses offered are available in the portal itself.

Important dates for applicants

Online submission of application will start on	18-07-2022
Last date of submission of online application* *[The access to the admission portal will be blocked at 12:00 midnight on 05/08/2022. No application would be received online after the prescribed date.]	05-08-2022
Date of publication of the provisional merit list	08-08-2022
Date of publication of final merit list	16-08-2022

Application Fee

Application fee is waived for the academic session 2022 – 2023



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The undergraduate admission to Shahid Matangini Hazra Govt. Gen. Deg. College for Women, Nimtouri, Purba Medinipur for the academic session 2022-23 will be entirely online (stand-alone mode) following the **GO No. 507-Edn(CS)/10M-95/14 dated 30.06.2022**. Since the College is affiliated by **Vidyasagar University**, the eligibility for admission will be guided by the University norm and the admission portal has been developed accordingly. See below for the details of the procedure of online application and admission:

1. Applications are to be submitted online within the dates as declared in this notification.
2. The category wise seat availability of subjects offered, available subject combinations and eligibility criteria are also declared in this notice.
3. Candidates are requested to go through the “How to Apply” in the college website or admission portal enclosed in this notification.
4. During application the participants must upload **self-attested scanned copies** of required **testimonials (20KB – 200KB)** as follows along with good quality scanned photograph and signature (20KB – 90KB). The application may be treated as incomplete in case of failure to upload the same. The documents to be uploaded are:
 - a) Self-attested photocopy of the Proof of Date of Birth (Birth certificate/ Madhyamik or Equivalent Examination Admit card).
 - b) Self-attested photocopy of the Higher secondary/equivalent examination mark sheet.
 - c) Self-attested photocopy of the Higher secondary/equivalent examination registration certificate.
 - d) Self-attested photocopy Caste certificate from competent authority, if applicable.
 - e) Self-attested photocopy of Physical disability certificate from competent authority, if applicable.
 - f) Self-attested photocopy of Madhyamik (10 level) mark sheet.
5. The provisional merit list will be published on **08.08.2022**. The provisional merit list includes all valid applications.



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6. The valid applicants will be allowed to report the absence of their name in the **Provisional Merit List** within **12-08-2022** up to 12.00 midnight through e-mail **admsmhgc@gmail.com**. Final Merit List, after inclusion of such omissions (if any) will be published in the admission portal on **16-08-2022**.
 7. **The dates of phases of will be notified in due course.**
 8. If any applicant enlisted in any merit list does not take admission within time span as announced, no further chance of admission can be given to her as because in online admission system after the closure of the online admission time-window (stipulated date and time) the next candidate on the merit list is given the scope of admission.
 9. The applicants selected in each merit list for admission published will be informed through SMS. In spite of that all **applicants are directed to keep monitoring continuously the website/portal of the college** to obtain updated information.
 10. Admission to all courses will be done strictly on the basis of merit as per orders issued by the Department of Higher Education, Govt. of West Bengal.
 11. It is to be noted 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.
 12. For any help prospective applicant/ applicants may contact admin of web-portal or they can also contact to the Admission Committee through email at admsmhgc@gmail.com or through phone at **+91-9007574774** (10 am to 5 pm).
 13. If a candidate has already paid the fees for e-Admission for any subject and want to take admission in another subject then after getting admitted she has to cancel the admission of his/her previous subject. Otherwise 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 Sanskrit (Hons.) she will have to cancel the admission online in Bengali (Hons.) to pay the fees for Sanskrit (Hons.). However the additional fees will be refunded by the college after physical verification of the testimonials and documents of the candidate. Applicants are advised to make choice of the subjects wisely during application procedure. Requests for change of subject after initiation of admission procedure may not be entertained by the college authority.



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14. Candidates admitted provisionally are to report to the college on a specific date to be announced later on in the college website, **with print out of the application form and money receipt and all testimonials and documents in original and a self-attested photo copy of each document for physical verification** and other related documents.

Documents required at the time of physical verification are:

- a) Print out of application form
- b) Copy of online admission fee payment receipt
- c) Proof of Date of Birth (Birth certificate/ Madhyamik or Equivalent Examination Admit card) in original along with a self-attested photocopy of the same.
- d) Higher secondary/equivalent examination mark sheet in original along with a self-attested photocopy of the same.
- e) Higher secondary/equivalent examination registration certificate in original along with a self-attested photocopy of the same.
- e) Caste certificate from competent authority in original along with a self-attested photocopy of the same, if applicable.
- f) Physical disability certificate from competent authority in original along with a self-attested photocopy of the same, if applicable.
- g) Madhyamik (10 level) mark sheet
- i) School leaving certificate (in original)
- j) Undertaking (in original; applicable if the candidate passed H.S. or equivalent examination in 2019 or 2018)
- k) Permission from the Secretary, U.G. Council, Vidyasagar University, Midnapore (in original; applicable if the candidate passed H.S. or equivalent examination in 2017)
- l) Filled-in **Anti-ragging Affidavit** from:

https://antiragging.in/Site/Affidavits_registration_form.aspx

Admission is liable to be cancelled in case of non-submission of all mentioned documents wherever required.



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15. If any student admitted under the online system does not report for verification or continuously remain absent for **one week** without any intimation to the college authority from the date of commencement of class, the college authority has every right to cancel her admission.
16. All admissions done on online system are absolutely provisional. Admission will be cancelled out-rightly if the information stated in the application is found not in conformity with the documents submitted at the time of verification or any fake document is produced. Therefore all applicants are requested to be very careful at the time of submission of information in the admission web-portal of the college. Applicants are advised to avoid any typographical error. Any wrong information furnished in the application as a result of typing error may lead to cancellation of the application. The college authority has the right to cancel any application if it is proved to be erroneous during verification. Application not accompanied by proper supporting documents will also be cancelled. Applicants belonging to reserved categories (SC, ST, OBC-A, OBC-B, PWD, etc.) and enlisted in the provisional merit list must upload their caste/ disability certificates at the time of submission of online application and produce the same for verification, if they get the chance of admission.
17. All applicants getting the scope of admission must submit the **anti-ragging affidavit**, the link for which is https://antiragging.in/Site/Affidavits_registration_form.aspx. A print out of the anti-ragging affidavit submitted online is to be handed over to the Admission Committee at the time of physical verification.
18. Candidates who have passed their higher secondary in 2021 and 2020 must declare online that she has not taken any admission in any other college or not registered to any university. If the candidate is registered to any other University, standard norms of the Vidyasagar University in addition to eligibility criteria of the college will apply for new admission. **A candidate passing 10+2 level in the year- 2019 with above mentioned criteria can also apply but only after getting special permission from the Secretary, U.G. Council, Vidyasagar University, Midnapore is mandatory for her, otherwise the admission will be cancelled.**



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19. All stakeholders shall abide by the COVID-19 norms/protocol, issued by the Government time to time.
20. Any change in the admission process or schedule, if ensued under emergent circumstances, will be notified on the admission web portal and college website.

Sd/-

[Dr. Bijoy Krishna Roy]

Principal

Shahid Matangini Hazra Govt. General Degree
College for Women, Chakshrikrishnapur-Kulberia,
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How To Apply

1. Applicants must register in the online admission portal

admission.matanginicollege.ac.in

Candidates should remember their user id, password, registered mobile number, Roll No., Registration No., Unique No in 10+2 and email id. All these parameters would be required for application and admission.

2. Applicants are advised to make choice of the subjects wisely during application procedure, following the available subject combination offered.

3. For uploading in admission portal, good quality scanned soft-copies of applicant's signature & photo (20KB-90KB) and all other testimonials (20KB-200KB) as mentioned below to be acquired before online application:

- a) Self-attested **Proof of Date of Birth** (Birth certificate/ Madhyamik or Equivalent Examination Admit card)
- b) Self-attested copy of **Higher Secondary/equivalent Examination Mark sheet**
- c) Self-attested copy of **Higher Secondary/equivalent Examination Registration Certificate**
- d) Self-attested copy of **Caste certificate from competent authority** (if applicable) as mentioned in <https://castcertificatewb.gov.in/>
- e) Self-attested copy of **Physical disability certificate from competent authority** (if applicable)
- f) Self-attested copy of **Madhyamik** (10 level) mark sheet

4. Applicants are advised to avoid any typographical error. Any wrong information furnished in the application as a result of typing error may lead to cancellation of the application. The college authority has the right to cancel any application if it is proved to be erroneous during verification. Application not accompanied by proper supporting documents will also be cancelled.



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6. Applicants belonging to reserved categories (SC, ST, OBC-A, OBC-B, PWD, etc.) and enlisted in the provisional merit list must upload their caste/ disability certificates at the time of submission of online application and produce the same for verification on the date of commencement of class, if they get the chance of admission.

7. Candidates who have passed their higher secondary in 2020 or 2019 must declare online that she has not taken any admission in any other college or not registered to any university. If the candidate is registered to any other University, standard norms of the Vidyasagar University in addition to eligibility criteria of the college will apply for new admission. A candidate passing 10+2 level in the year-2018 with above mentioned criteria can also apply but getting special permission from the Secretary, U.G. Council, Vidyasagar University, Midnapore is mandatory for her, otherwise the admission will be cancelled..

Sd/-

[Dr. Bijoy Krishna Roy]

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Steps for Online Application

- Step 1**
 - Visit the official web page of Shahid Matangini Hazra Govt. College for Women. <http://matanginicollege.ac.in/>
- Step 2**
 - Go to the admission portal admission.matanginicollege.ac.in for online registration by providing the personal details as mentioned. A candidate can register her name only once with a personal mobile number. An OTP will be sent to the mobile no. for verification. Those, who have email id can provide their email id during registration for future communication. A confirmation message will be sent to the mobile no. after successful completion of online registration.
- Step 3**
 - After successful registration a unique registration id and password will be generated which will be sent to the applicants registered mobile no. through SMS. Note down the id and password carefully for future use. After the completion of registration candidates can not modify any information.
- Step 4**
 - Candidates have to provide their personal and academic details as mentioned in three steps. Candidates also need to upload their required documents during this process. After final submission candidates can not modify their details.
- Step 5**
 - Based on the eligibility criteria candidates can apply for more than one courses. Candidates first need to click "add courses" and then select their preferred courses. For choosing next course they need to click the plus sign in the below.
- Sep 6**
 - Candidates must choose their subject combination as mentioned in this notification and hence be careful while selecting preferred courses.
- Step 7**
 - After the completion of application take print out of the application form/s which will be required in future.



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Important Dates Regarding 1st Phase of Application

#Online Application by the candidates in admission portal	18-07-2022 (Monday) to 05-08-2022 (Friday)
#Publication of provisional merit list (for all candidates) in the admission portal	08-08-2022 (Monday)
# Last date for lodging complaint regarding non-inclusion of name and any other discrepancy in provisional merit list (through e-mail)	08-08-2022 (Monday) to 12-08-2022 (Friday) up to 12.00 midnight
#Publication of final merit list in the admission portal	16-08-2022 (Tuesday)
# Phases of admission for all subjects	Will be notified later

Sd/-

[Dr.Bijoy Krishna Roy]

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Merit Point Calculation

Admission will be done on merit basis. Merit point for admission in Honours courses is will be calculated by adding 10% of total marks obtained in the best five subjects excluding Environmental Studies at Higher Secondary/equivalent examination and the marks obtained in the subject or related subject in which the admission in Honours course is sought. See eligibility criteria for details.

The merit points for admission to General courses are to be calculated by adding the marks obtained in best five subjects excluding Environmental Studies of H.S. / equivalent examination.

#Note: If more candidates score same merit point, preference will be given to the one who has scored higher marks in the subject, in this way, if more candidates have same merit points and same marks in the subject; preference will be given to the candidate who has scored higher marks in 1st Language/ 2nd Language. If more candidates have same merit points, same marks in the subject and same marks in in 1st Language/ 2nd Language preference will be given to the candidate who has scored higher marks in the 10 level (Madhyamik/ ICSE/CBSE etc.) examination.

Sd/-

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Anti-Ragging Policy

There is an Anti-Ragging Committee in the College, comprising of senior teachers. “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” is prominently displayed in the College website. Students are also made aware of the National Anti-Ragging Help Line(UGC Crisis Hotline)having the 24x7 Toll Free Number 1800-180-5522 and the email helpline@antiragging.in. The information packs from the anti-ragging portals are displayed in the College website in both English and the vernacular.

1. Our institution recognizes ragging as one of the raging social menace, jeopardizing the future of our young generation.
2. Our institution has zero tolerance for harassment or ragging of the students in any form.
3. It is mandatory for all the students to give declaration at the time of admission that she will neither tolerate nor participate in any kind of ragging activities.
4. Students are required to submit anti-ragging undertaking in the Anti-ragging website of UGC.
5. Following types of activities are considered as ragging
 - Physical Abuse
 - Verbal Abuse
 - Forced Activity
 - Lifestyle Restrictions
 - Conversational Mind-games.
 - Or any kind of harassment on part of the students.
6. According to the direction of the Supreme Court if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the local police.
7. Seniors are given directives so that any interaction on their part, with the fresher might remain the friendly, welcoming and non-aggressive.

Sd/-

[Dr.Bijoy Krishna Roy]

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