



Government of West Bengal
Office of the Principal
Shahid Matangini Hazra Government College for Women
Purba Medinipur, West Bengal, PIN-721649

SMHGC/Admission/E-Notice 01 /2020

Date: 20-07-2020

NOTICE

This is to notify that an admission committee meet will be held at 8 pm today on Google Meet platform to discuss miscellaneous issues related with admission in 1st Semester 2020. All the members of the committee and the TCS of the college are requested to be present at the meeting. Please find the meet link in the admission committee Whats'App group.

Sd/-

[Dr. Bijoy Krishna Roy]

Principal

Shahid Matangini Hazra Govt. College for
Women, Chakshrikrishnapur-Kulberia,
Purba Medinipur, PIN-721649.



Minutes of the admission committee meeting held

Members Present in the meet:

1. Dr. Bijoy Krishna Roy, Principal
2. Mr. Deepankar Das, TCS
3. Mr. Nabendu Sekhar Kar, Convenor
4. Mr. Mahadeb Pal, Member
5. Mr. Sayan Bag, Member

The participants of the meet discussed about a rough blueprint of the steps to be followed for successful accomplishment of admission process in the 1st Semester for the 2020-2021 academic session. The issues are summarised as below:

Pre-Admission Works

Under the admission tab of College Website only the “Courses Offered” dropdown document is live at present. Further three updated documents are to be sent to the Principal asap by the admission committee members for uploading–

- i) **Eligibility Criteria**
- ii) **How to apply?**
- iii) **Admission guidelines**

Under section admission guidelines, a complete **step flow chart** is to be provided. The reserved seat distribution is to be reviewed following the new GO on introduction of reservation for **Economically Backward Class** along with the others. The GO will be uploaded to the admission committee Whats’App group by the Principal. The revision must be made as per the **university criteria** which is hoped to be communicated to the college in few days.

Syn-Admission Works

The works to be done during admission are:

- 1) Regular checking of the payment gateway for refund of **double-payment** of application/admission charges done through **Rupay Debit Card**. The email-id linked with payment gateway needs to be changed to a new one; will be done by the Principal.
- 2) Regular **monitoring and updating tally for the subject wise seat availability** by the committee during the whole admission process.



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- 3) Regular review of the credentials of the admitted candidates (scanned e-copy) and reporting through a live excel file by the respective academic departments through **e-verification**; the file-format will be provided by the committee. For this and other admission purpose opening of a new admission email-id is proposed. For communicating subject wise admission related documents subject wise folders will be created in the G-drive of the email and the HoDs will be given access to those folders.

Post-Admission Works

Post admission works include the **physical verification of the student credentials** and the execution of the activities following **academic calendar**. Viewing the pandemic situation, it is decided that discussions on these issues will be entertained later.