



Office of the Principal
Dr. A.P.J. Abdul Kalam Government College
Plot BA-1, AA-1, New Town, Rajarhat
24 Parganas (North), Kolkata 700156

Undergraduate Admission: 2021-2022 **Guidelines for e-Admission**

1. The list of candidates eligible for e-Admission based on the availability of seats and merit will be displayed in the admission portal (<http://ntgc.admissionsystem.xvz/>) before each phase of e-Admission.
2. Candidates are instructed to make the payment for e-Admission in online mode i.e., through Credit card/ Debit card/ Netbanking etc. **In case of late payment the candidate is not considered for provisional admission in this college.**
3. **If a candidate fails to pay the admission fee within the stipulated time due to technical issues from bank's end, no additional time can be provided to take admission as the entire admission process is time-bound and automated. Candidates are requested to make a second payment within the stipulated time in that case. If, however, we receive multiple payments, the extra amount will be refunded / adjusted after admission, on presentation of suitable documents.**
4. The applicants selected in each phase of admission will be informed through SMS. In spite of that all applicants are directed to keep in continuous touch with the website for getting the updated information.
5. If a candidate has already paid the fees for e-Admission for any subject and wants to take admission in another subject then after getting admitted he/she has to cancel the admission of his/her previous subject. Otherwise he/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/she has got the chance in English (Hons.) he/she will have to cancel the admission online in Bengali (Hons.) to pay the fees for English (Hons.). Refund for the admission fee for the cancelled subject may be claimed after admission.
6. All applicants are hereby directed to be honest to declare at the time of online admission whether he/she already took admission to any other college/ institution. He/she will be given the chance of admission subject to the fulfillment of the condition that he/she takes the cancellation statement from the previous college/ institution and sends the scanned copy of the same within 7 days of the date of admission to the mail ID:admission.ntgc@gmail.com. He/she must submit the hard copy of the cancellation statement/Transfer certificate to the admission committee on the date of verification of documents. It is expected that the student will not book the seats in more than one college at the same time.



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7. All admissions done on online system are absolutely provisional. Admission will be cancelled out-right if the information stated in the application are found not in conformity with the documents submitted at the time of verification or any fake document is produced.

Important Dates Regarding e-Admission

Phase of e-Admission	Date
Publication of provisional comprehensive merit list of 1 st phase	30 th August 2021
Receiving of queries related to technical issues (through email to admission.ntgc@gmail.com)	30 th August 2021 to 31 st August 2021 (Till midnight)
Publication of final comprehensive merit list of 1 st phase	1 st September 2021
Publication of 1 st phase e-Admission list	1 st September 2021
Online payment of admission fee for provisional e-Admission	1 st September 2021 - 3 rd September 2021 (Till midnight)
Publication of 2 nd phase e-Admission list (if vacancy exists)	6 th September 2021

Next phases of admission if required will be notified later.

*Above timeline is subject to changes under unavoidable circumstances

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