**General Instruction for admission to various UG Programmes for the**Academic Session **2023-2024**

1.  Application fees are waived as per the Govt. order.

2.  U.G. admission to be commenced in 3-year U.G and 4-year U.G (Honours) or U.G (Honours with Research) Programmes.

3.  Students are directed ‘**NOT TO VISIT**’ University campus during the online process of admission.

4.  If any technical problem arises during payment and software malfunction, students are requested to call for the technical assistance help desk number 08584824065/ 06292218758 during office hours only, i.e.10.30 am to 6.30 pm.

5.  Verification of documents will be done only when the students will report for classes.

6.  Admission of a student will be cancelled if any information submitted by him/her is found to be incorrect.

7.  Students from Vocational courses will be allowed to apply only in 3 -Year Undergraduate Programme.

8.   University will be abide by the guidelines issued by the ‘**Dept. of Higher Education, Govt. of West Bengal vide memo no 354-Edn (CS)/10M-95/14, dated: 2nd June 2023’** for all concerned of UG admission.

9.           Regarding any complain regarding refund of admission fees payment related matter, students are directed to send an application to the System and Support Officer to the following email address: [sso@raiganjuniversity.ac.in](http://sso@raiganjuniversity.ac.in/).

10.        Regarding admission related any grievance, students are directed to send an application to the following  email address: [raiganjuniversityugadmission@gmail.com](mailto:raiganjuniversityugadmission@gmail.com)

11.            UGC guidelines will be followed in case of refund of admission fees.

12.            **Students are directed to read the guidelines for**3-year U.G and 4-year U.G (Honours) or U.G                         (Honours with Research) Programmes.

13.    The e-mail id and password of the student has to remember/protect during his/her studentship at University

14.   University has limited seats in hostel for boys & girls, Hostel will be allotted to the students as per merit list.

15.   A student can apply in 3 year or 4 year Under Graduate Programme or both.

16.   Details will be updated time to time. Once student admitted in a particular programme in a shift that will be final. His / her name will not be considered in other programme/s in the same shift he / she applied for.

**17. Counseling cum admission process for**3-year U.G and 4-year U.G (Honours) or U.G (Honours with Research) Programmes**will be simultaneously  conducted**

**18.** **A helpdesk from University will function for the technical & other support for the applicants:**

1. **Dr. Subhradeep Maitra, SSO, (Convener) email: smoitra449@gmail.com**
2. Sri. Nil Kamal Saha (8001608811)
3. Sri. Subir Chakraborty, (8918801308)
4. Student Representatives

**Sd/-**

**Registrar**

**Raiganj University**