

FAQ

1. The student has changed the college. How will he submit his form?

The student will submit the form online as usual with college change option and submit the printout of the form to the college along with requisite fees. The data of such cases will not be available online in college domain. College is required to verify and confirm the eligibility by authorized endorsement and submit the form to the University for necessary correction and generation of new roll no.

2. How a student will correct registration number or will change category (Honours/General) or will change appear type (as a whole/in failed subjects) ?

The student will submit the form online with available information, get a printout of the submitted form, make necessary corrections and will submit the corrected printout of the form to the college along with requisite fees. Such corrections are not supported online. College is required to verify and confirm the correction/s made by the student and will submit the form to the University for necessary correction and generation of new roll no, if required.

3. Mistake found in candidate's/guardian's name or in Subject Code/s or in Compulsory Language or in candidate's Gender code. How to make the correction/s?

Making such correction/s for Part I examination can be done online by the college only. The candidate will make necessary corrections on the printout of the form and will submit the form to the college along with requisite fees. College will check the validity of the correction/s made by the candidate and, if satisfied, will make the corresponding corrections online before approval of the application of the candidate by selecting the menu '**Part-I Data Correction**' in college domain . Subject correction must be supported by the relevant regulations and prior permission of the Registrar of the University of Calcutta.

4. The college failed to confirm the application online within schedule date. What to do?

The college has to approach to the Controller of Examination for necessary instruction.

5. Photo/signature printed is wrong though other information is correct. What to do?

College will collect the form from the student with pasted photo on it and authorize such correction and submit to the University.

6. Confirmation/Rejection is not done properly. How to Change?

Be careful for confirmation or rejection. There is no scope for rectification online. College will write to the Controller of Examinations for necessary changes.

7. Missed to mark non-collegiate/dis-collegiate status of the student. What to do?

College will write to the Controller of Examinations for necessary changes. If university considers the request for changes, reprint the fees statement and pay additional amount separately if fees already paid for other candidates.

8. Does the college need to verify the physically challenged criteria?

Yes, college is required to get a copy of physically challenged certificate and verify with the original. If not satisfied, impose the fees as usual and inform the University for making necessary correction.

9. Can a candidate apply in blank form though data are available online?

Discourage such practice. If necessary, help the candidate in submitting online form. But in some emergent cases you may allow such practice. Send those forms to the university and submit fees separately.

10. How to submit forms and fees for candidates allowed in special permission?

Collect filled-in blank form and fees from the student along with copy of special permission and submit the form to the University. Submit fees separately for such candidate.