

**General Instruction for admission to various UG Programmes, 2022-2023**

1. Students can apply both UG Programmes (Aided) as well as Self-financed Programmes.
2. Students are directed '**NOT TO VISIT**' University campus during the online process of admission.
3. If any technical problem arises during payment and software malfunction, students are requested to call for the technical assistance 8584824065 and 6292218758 during office hours only, i.e.10am to 6pm.
4. Verification of documents will be done only when the students will report for classes.
5. Admission of a student will be cancelled if any information submitted by him/her is found to be incorrect.
6. Students from Vocational courses will be allowed to apply only B.A. Programme.
7. University will be abide by the guidelines issued by the '**Dept. of Higher Education, Govt. of West Bengal vide memo no507-Edn (CS)/10M/14, dated: 30.06.2022**' for all concerned of UG admission.
8. Regarding any complain, refund of admission fees etc. the students are directed to send an application to the Registrar via email only. E-mail id: **raiganjuniversityugadmission@gmail.com**
9. *UGC guidelines will be followed in case of refund of admission fees.*
10. **Students are directed to read the separate guidelines for UG courses and UG Self-Financed courses very carefully for admission.**
11. All stake holders shall adhere to the covid-19 norms/protocol issued by the Government time to time.
12. The e-mail id of the student shall be created by his/her name followed by last 4 digits of his/her phone number, eg: [radhikamitra0146@gmail.com](mailto:radhikamitra0146@gmail.com), this e-mail id and password the student has to remember/protect during his/her studentship at University
13. University has limited seats in hostel for boys & girls, Hostel will be allotted to the AIDED PROGRAMMES students as per merit list.
14. Course Choice (CBCS) is Compulsory for all students at the time of ADMISSION.

Sd/-

**Registrar  
Raiganj University**

