

B.A./ B.Sc. admission-2019
BARASAT GOVT. COLLEGE

Cancellation of B.A./ B.Sc. admission and Refund of Fees

It is a mandatory duty of an admitted student to inform the college in case he/she intends to cancel his/her admission in this college for taking admission to another or for other reason. Unnecessary holding of seat is liable to be considered as an offence for creating artificial crisis of seats.

Cancellation Procedure:

- **Login to the Barasat Govt. College B.A./B.SC. Admission Portal**
- **Click on ‘Cancel Button’.**
- **Select the Course/Subject (for cancellation)**

This process generates a cancellation request by sending an **OTP to the registered mobile number** of the candidate. The request then may be confirmed by submitting this OTP. The college authority may then verify the appropriateness of the cancellation request by communicating with the applicants over phone/ e-mail. **Whenever the cancellation request is approved by the college (usually within three working days after lodging the request), you have to take a print out of the cancellation receipt and keep it for further correspondences.**

Refund of fees:

Fees except cancellation charge of Rs.125/- may be refunded on submission of **an application on plain paper clearly mentioning the Application No. and Bank details (Account No., Bank Name, Type of Account, IFS code), cancellation receipt and a cancelled cheque** with Account number or first page of Bank Pass Book).

A copy of the photograph uploaded at the time of application must be pasted on the application for cancellation. Application should be addressed to the Principal, Barasat Govt. College and may be submitted to the college office on all working days during **19/08/2019 to 30/08/2019 (2:00 P.M to 4:00 P.M).**