



### **General Instruction for admission to various UG courses 2019-20:**

1. Students can apply both UG courses as well as Self- financed courses.
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 failure, students are requested to call for the technical assistance 8584824065 and 8910383651 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 information submitted by him/her is found to be incorrect.
6. Students from Vocational courses are not allowed to apply in any courses.
7. University will be abide by the guidelines issued by the '**Dept. of Higher Education, Govt. of West Bengal vide memo no- 804-Edn (CS), dated: 13.05.2019**' 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:  
**help.rgu@gmail.com /smoitra449@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.**

Sd/-

Registrar

Raiganj University