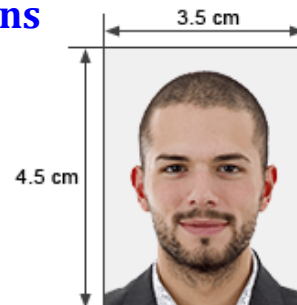


# Scottish Church College

Kolkata 700 006

## Admission 2016 - Frequently Asked Questions



- 1. What should be the size of the photograph to be uploaded?**

*A very recent photograph with size and face coverage as shown on the right with 45 to 50 KB file size.*
- 2. I could not pay the application fee on-line.**

*Print out the 3-part bank challan and pay the fee at any branch of Indian Bank.*
- 3. I could not take the print out of the bank challan. What should I do?**

*Submit the form once again, not forgetting to take the print out of the Bank challan and, pay the fee at ANY branch of **Indian Bank** with the challan.*
- 4. What should I do after remitting the Application Fee?**

*Check your Payment Status on line after FIVE days. Wait for the Counselling/Merit List to be published. **The College does not need ANY document till then.***
- 5. The Payment Status shows, "The fee not received by the college". What should I do?**

*Normally the payment status is updated, latest THREE days after payment is received by the bank. Please check your Payment Status FIVE working days after paying the fee in the bank.*
- 6. Should I print the Application form?**

*You may print the form for your reference only. There is provision for printing the form during submission. If it could not be printed, don't worry; the college does not need it. The Bank needs only the challan with Form Number to remit the application fee.*
- 7. I passed out in the year 2013/2014/2015. Am I eligible to apply?**

*As per the Admission policy of the College, those who qualified in the current year are preferred.*
- 8. Theory & Practical marks are not separately available. Hence I cannot submit the form.**

*Divide the subject mark sensibly between theory and practical, enter it in appropriate boxes and submit the form. Make necessary corrections at the time of Counselling/Admission.*
- 9. I made an error in entering my annual income/contact no. How do I correct it?**

*Correct the error at the time of Counselling/Admission.*
- 10. How long the online submission will continue?**

*On line submission of forms stops at 2 pm on 7<sup>th</sup> June and payment of the application fee through offline bank challan to the Indian Bank branches by 2 pm on 8<sup>th</sup> June.*
- 11. What all documents should I produce at the time of counselling/admission?**

a. Online Payment Challan or Bank Challan	Original & copy
b. Proof of Date of Birth	Original & copy

c. Proof of Nationality of candidate/parent	Original
d. Mark-sheet of the qualifying examination	Original & copy
e. SC/ST/Disability Certificate (if applicable)	Original & copy
f. Transfer Certificate (if applicable)	Original
g. Income Certificate to validate annual income (Parent's Salary Certificate/IT Returns, ...)	Original & Copy
h. Two copies of recent stamp-size photograph	
i. For <b>Christian</b> candidates (Both are essential)	
• Baptism/Confirmation Certificate	Original & copy
• Membership Certificate from the parish priest	Original

**12. What is the timing of the college?**

- For B.Com, it is from 6.30 to 11 am, Monday to Saturday
- For BBA, it is from 11.30 am to 6.30 pm, Mon – Friday, 11.30 am to 4.30 pm Saturday
- For all other courses, it is 10 am to 5 pm, Mon – Friday, 10 am to 1.20 pm Saturday

**13. When will the merit list be published? Will it be published on-line?**

Five days after On-line submission is over. Details will be made available on the Admission Page.  
The Merit list will be available on the website along with the dates of Counselling/admission.

**14. When is the date for admission test for Physics & BBA?**

Will be published in the College website after On-line submission of forms is over.

**15. Is there any hostel facility for students?**

There are three hostels for boys and two for girls.

Please check the College Hostels page on the website for details.

**16. I would like to take direct admission for Philosophy/Sanskrit. Should I apply on line.**

Of Course. Submit your application on-line as a regular candidate. Bring the Payment Challan at the time of Direct Admission. Without the Payment Challan, you are not eligible for Direct Admission.

**17. My queries are not covered above. How do I get in touch with the college?**

Send your **sensible** queries to [sccadmqueries@gmail.com](mailto:sccadmqueries@gmail.com).

**Principal**