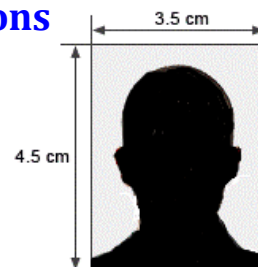


THE HERITAGE COLLEGE

Kolkata 700 107

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. What is “Aggregate” mentioned in the Application Form?**
*Aggregate means Total Marks of the **Best FOUR Subjects** (at least 100). Best Four Subjects include the Honours subject applied for wherever applicable.*
- 3. I could not pay the application fee on-line.**
Print out the 3-part bank challan and pay the fee at any branch of Punjab National Bank.
- 4. I could not take the print out of the bank challan. What should I do?**
Click on the “Retrieve Challan” Link on the admission website, enter your Application number and your date of birth and you will be able to get a copy of your challan. You need not fill up the form again. In case you do not remember your application number, you will have to fill in the form once again.
- 5. 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.***
- 6. 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.
- 7. 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.
- 8. I passed out in the year 2014/2015. Am I eligible to apply?**
As per the Admission policy of the College, those who qualified in the current year are preferred.
- 9. Theory & Practical marks are not separately available. Hence I cannot submit the form.**
The total marks may be entered in the theory “box”.
- 10. 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.
- 11. How long the online submission will continue?**
On line submission of forms stops at 08:00 am and payment to the bank at 4 pm on 1st August 2016.

12. What is the timing of the college?

- For B.Com, it is from 6.30 am to 11.00 am, Monday to Saturday
- For all other courses, it is 10.00 am to 5.00 pm, Monday to Friday, 10.00 am to 1.00pm on Saturday

13. 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 & copy |
| d. Proof of Address | Original & copy |
| e. Mark-sheet of the qualifying examination | Original & copy |
| f. Disability Certificate (if applicable) | Original & copy |
| g. Transfer/ Migration Certificate (if applicable) | Original |
| h. Income Certificate to validate annual income
(Parent's Salary Certificate/IT Returns, ...) | Original & Copy |
| i. Two copies of recent stamp-size photograph | |
| j. College fee in the form of Demand Draft/pay Order as required. | |

14. How should I pay the College fee?

The Fee can be paid by either by Demand Draft or by Bank Pay Order only.

15. Is there any hostel facility for students?

Separate hostels are available for boys & girls. Please contact the college authorities for further details.

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

Send your **sensible** queries to admissions@thc.edu.in