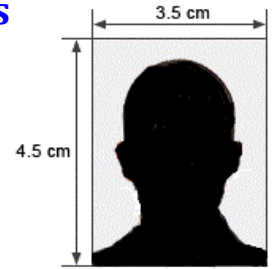


THE HERITAGE COLLEGE

(Affiliated to University of Calcutta)

Kolkata 700 107

Admission 2018 - 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/Top FOUR Subjects** of full marks not being less than 100 each CSR/41/07 dated 29/03/2007, (CSR/4/18 dated 07/05/2018). Best/Top FOUR Subjects include the Honours subject applied for.

Environmental Science will not be taken into consideration for the "best/top four" subjects, if it is a compulsory subject at the 10+2 level. However, it will be accepted as a "best/top four" subject, only if it is an Elective Paper of 100 Marks at the 10+2 level.

3. I don't have a 'Second Language' during my course of study. What should I do?

This situation may arise in case of candidates from non-WB Board. In such cases, enter marks of any subject (of 100 marks) other than English or the Honours subject applied for, after entering 'Others' in the 'Language studied other than English' box.

4. When does the On-line submission of forms start?

On-line submission of forms starts immediately after the 10+2 results are published. Please check the College website to log on to admission portal.

5. How do I pay the Application Fee?

Application Fee (Non-refundable) can be paid online through Net Banking / Debit Card / Credit Card.

6. The Online payment was not successful. What should I do?

Click on the "Retrieve Application" Link on the admission website, enter your Application number and your date of birth and you will be directed to the Payment Page. In case you do not remember your application number, you may call the help-line or you may fill in the form once again.

7. I passed out in the year 2016/2017. Am I eligible to apply?

As per the Admission policy of the College, those who qualified in the current year are preferred. However, you may be considered for admission if vacancies exist and subject to the approval of the University.

8. Theory & Practical marks are not separately available. Hence I cannot submit the form.

The total marks may be entered in the theory "box".

9. I made an error while filling up the form. How do I correct it?

You may send the details to admissions@thc.edu.in.

10. What is the timing of the college?

- For B.Com, it is from 6.30 am to 12.00 noon, Monday to Friday
- For all other courses, it is 9.00 am to 5.00 pm, Monday to Friday

11. What all documents should I produce at the time of counselling/admission?

- a. Application Form
- b. Online Payment Receipt Original& copy
- c. Proof of Date of Birth Original & copy
- d. Proof of Nationality of candidate/parent Original& copy
- e. Proof of Address Original & copy
- f. Mark-sheet of class X and XII Original & copy
- g. Disability Certificate (if applicable) Original & copy
- h. Transfer Certificate (if applicable) Original
- i. Income Certificate to validate annual income Original & Copy
(Parent's Salary Certificate/IT Returns.)
- j. Two copies of recent stamp-size photograph
- k. College fee in the form of Demand Draft/Pay Order as required.

12. How should I pay the College fee?

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

13. When will I know about my Selection Status?

If selected for admission, you will also be intimated through SMS & email from the college.

14. Is there any hostel facility for students?

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

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

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