



SREE CHAITANYA COLLEGE, HABRA

(GOVT. SPONSORED)

Affiliated to West Bengal State University, Barasat

NAAC GRADING – B++

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Ref No.....

Date...03.10.2025

NOTICE

This is to inform all concerned students of UG Semester-III and Semester-V that the online application of the Concession on tuition fees for the academic year 2025-26 will commence from 03.10.2025. Willing students are asked to fill in the application format provided in the Google form link given below within 15.10.2025.

Following documents are required for submission of application. You can submit the form only once.

1. College ID card/ Copy of previous semester Admission Challan (jpg under 200KB)
2. Family income certificate from competent authority [not older than 6 months] (jpg/pdf under 200KB)
3. Grade Card of all previous semesters in a single file (pdf under 3MB)

Google form link:

<https://forms.gle/x6kJDU41WDCY19sT6>

SD /-

Teacher-in Charge

Sree Chaitanya College, Habra

INSTRUCTIONS FOR APPLICATION SUBMISSION

Candidates must follow these steps carefully:

- 1. Eligibility Criteria:** Candidates applying for the concession must have successfully cleared all their previous semester examinations.
- 2. Proper Identification:** Ensure that your College ID and Registration Number are correctly entered in the Google form.

Example for College ID: B. A/24/____; B.Sc./24/____; B.Sc. (Bio)/24/____;

- 3. Required Documents:** College ID card or Previous Semester Admission Challan: A clear, scanned copy in jpg format under 200KB must be uploaded.

- 4. Income Certificate:** Upload a recent Family Annual Income Certificate (**not older than 6 months**) in the student's name. The certificate must be authorized by a competent authority (Chairman of Municipality, Pradhan of Panchayat, BDO, or SDO) and uploaded as a jpg or pdf file under 200KB.

- 5. Grade Card:** Scan and combine all grade cards from previous semesters showing your SGPA into a single pdf file under 3MB, and upload it.

- 6. Candidates can submit the form only once. Keep all required documents ready before submitting the response in the Google form.**

Any false information or incorrect declaration or low-quality resolution of the uploaded document will result in the cancellation of the application.

SD /-

Teacher-in Charge

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