



Government of West Bengal
Office of the Principal
Sarat Chandra Chattopadhyay Government Medical College & Hospital
Uluberia, Howrah-711315
Department of Health & Family Welfare
Email: principal.uluberia@gmail.com, Phone: **033-2661-0197/0198**
Website: www.sccgmch.ac.in

MBBS Admissions 2024: WB state

Notice regarding admission to MBBS course in Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia in the academic session 2024-25

State Quota Candidates

In accordance with the decision of Government of West Bengal, Ministry of Health & Family Welfare, Medical Counseling Committee, Sarat Chandra Chattopadhyay Government Medical College & Hospital (SCCGMCH), Uluberia, will conduct the admission process for state quota candidates, who have been allotted seats in the institute, as per the schedule published on the wbmcc.nic.in portal. Concerned candidates are advised to carefully go through the applicable rules & regulations, and participate in the admission process by reporting on the scheduled days. Candidates are advised to go through this notice carefully, arrange all documents, pay fees online and get the necessary bond ready and then visit the admission office. This will make the admission process smoother and avoid crowding.

Contact Information

The admission process will be handled by the institute's Student Section (Office of the Dean of Student Affairs), 2nd Floor, Academic Building. The address of the institute is Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia District - Howrah, West Bengal.

For urgent communication you can contact (between 9:00 AM to 7:00 PM)

Prof. (Dr.) Arunabha Tapadar, Nodal Officer, Admissions, on Mobile: 9830217818

Please note that it may not be possible to resolve all issues over phone.

For non-urgent communication queries can be addressed to dean.uluberia@gmail.com

Communicate from an E-mail ID through which you are readily accessible. Do not communicate for trivial reasons – such communications will be ignored.

While communicating by e-mail you MUST specify

- ~ Your name, NEET-UG Roll No & All-India rank
- ~ College allotted
- ~ Whether All-India Quota or State Quota candidate
- ~ Active mobile number and E-mail ID

Fees

Fees payable amount to Rs. 6,644/- (Rupees six thousand six hundred forty - four only) for all categories of candidates. No concessions are applicable. Fees are to be deposited online and pdf copy of the transaction receipt generated to be saved and produced at the time of admission.

For fee payment please use the SBI Collect: - Click here. <https://www.onlinesbi.sbi/sbicollect>

or

UPI ID: pscgvtmc@sbi

Select in sequence State: West Bengal | Type of Institution: Educational Institutions | Educational Institution's Name: Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia | and finally select appropriate payment category.

Do not forget to save a copy of the online transaction receipt:

The fees paid are refundable excluding the Admission Fee of Rs. 1,000/- (Rupees One thousand) only if the candidate gets upgraded in the 2nd round and leaves the college or if a candidate surrenders his/her seat while the admission process is still ongoing, within the window period specified by the MCC. Refund has to be claimed by submitting an application **PHYSICALLY** or through **E-MAIL within 3 months of the end of the full State Quota admission process.** Enclose proof of fee payment with the application. After verification in the accounts section of the college, the refund amount will be credited electronically to the bank account, details of which have been provided by the candidate in the **fee payment declaration form.**

Documents to Be Submitted

After submission of fees, please collect documents for submission as per the checklist provided below (checklist to be downloaded). Some documents / templates are to be downloaded – links provided below. **Please arrange all documents in order of the checklist and put them in a clear bag type plastic folder before coming to the admission office – one set originals and one set clear photocopies.** This will make the admission process smoother and easier.

The following documents are to be submitted:

1. Checklist of documents being submitted duly filled-in and signed. Documents submitted must tally with this checklist. [Click to download checklist](#)
2. College Admission Form duly filled in and signed. [Click to download](#)
3. Four copies of recent color passport size photograph, labeled on the back with name, NEET roll number and date of birth in an envelope stapled to admission form.
4. Photo ID proof (Voter Card / AADHAAR Card / Passport)
5. Proof date of birth (Birth Certificate or Secondary examination admit card / marksheet issued by a recognized Board or Council stating date of birth)
6. Acknowledgment slip generated online after successful verification of documents.
7. Seat allotment / provisional allotment letter.
8. NEET-UG 2024 Admit card.
9. NEET-UG 2024 Rank letter.
10. * Domicile Certificate in appropriate proforma – a1, a2, b or e-domicile – certified by appropriate authority. Please refer to NEET UG Counseling notice 2024 of Government of West Bengal for details.

11. In case Domicile Certificate on b proforma or e-domicile is being submitted, then two (02) photo ID proofs of any one parent (either father or mother) — showing residential address of the parent in West Bengal, (Passport / AADHAAR card / Voter ID card).
12. Certificate of passing 10+2 Board Examination. Provisional certificate acceptable if original not yet in possession of student passing 10+2 Board Examination in 2024. **ORIGINAL WILL BE RETAINED BY COLLEGE**
13. Marksheet of 10+2 Board Examination. **ORIGINAL WILL BE RETAINED BY COLLEGE**
14. * If applicable: Caste certificate as proof of SC / ST status. This must have been issued in West Bengal.
15. School Leaving / Migration Certificate.
16. * If applicable: OBC Certificate issued in West Bengal (along with NCL Certificate / Income certificate issued on or after 01.04.2023 as specified in NEET UG Counseling notice 2024 of Government of West Bengal, in case OBC Certificate is dated earlier to 01.04.2023). **ORIGINAL of separate NCL / Income Certificate WILL BE RETAINED BY COLLEGE.**
17. * If applicable, Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centers as notified by MCC) **ORIGINAL WILL BE RETAINED BY COLLEGE**
18. * If applicable, EWS Certificate in appropriate format. **ORIGINAL WILL BE RETAINED BY COLLEGE**
19. * Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized. **ORIGINAL WILL BE RETAINED BY COLLEGE** [Click to download](#)
20. Responsible conduct declaration. **ORIGINAL WILL BE RETAINED BY COLLEGE** [Click to download](#)
21. Medical fitness certificate. **ORIGINAL WILL BE RETAINED BY COLLEGE** [Click here to download](#)
22. Proof of online fee payment to SCCGMCH.
23. Fee payment declaration filled in and signed by candidate. [Click here to download](#)

* *Formats provided by MCC. Old / outdated certificates will not be accepted.*

Bonds must be made computer printed or typewritten on appropriate denomination non-judicial stamp paper. Information in the blank fields must also be entered computer printed or typewritten – handwriting is not acceptable. Candidates may get the bonds ready by filling in blank fields appropriately, getting clear prints and then getting them duly notarized. Note that local courts may be closed in the festive season.

The college will make all efforts to accommodate candidates in genuine difficulty for any reason. However, requests to admit in the absence of essential documents **WILL NOT** be entertained. Further, even if a seat is allotted by MCC, admission under any Reserved Category or Person with Disability Category **WILL NOT** be done in the absence of valid documents. No such requests will be entertained.

Request for admission **WILL NOT** be accepted without payment of fees.

Candidates must note the following:

- All documents must be produced in original for verification.
- Laminated documents may not be accepted for verification.
- Please bring one set of photocopies of all documents to be retained by the college office. Poor quality photocopies or scanned copies will not be accepted.
- Selected documents will be retained by the college office in original as specified below. Please bring a sturdy CLEAR BAG type folder for this purpose.

Documents to Be Retained in Original

As is the norm, the following documents will be retained by the college in **ORIGINAL** till course completion

1. Certificate of 10 + 2 level Board Examination
2. Mark Sheet of 10 + 2 level Board Examination
3. If applicable, NCL / Income Certificate
4. If applicable, EWS Certificate
5. Premature discontinuation bond (non-returnable)
6. Responsible conduct declaration (non-returnable)
7. Medical fitness certificate (non-returnable)
8. PwD Certificate.
9. School Leaving Certificate. (for registration to university)
10. Migration Certificate. (for registration to university)

UNDER NO CIRCUMSTANCES, original documents, once submitted and a receipt issued, can be handed back, before completion of the course or premature discontinuation / resignation and completion of penalty formalities for release of documents. Students are strongly advised to retain hardcopies and softcopies of all original documents being submitted. It is not feasible for the college office to periodically give access to originals for photographing or photocopying.

We look forward to meeting our prospective students.