



Government of West Bengal  
Office of the Principal  
Sarat Chandra Chattopadhyay Government Medical College & Hospital  
Uluberia, Howrah-711315  
Department of Health & Family Welfare  
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## MBBS Admissions 2024: All India

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

### All-India Quota candidates

In accordance with the decision of Government of India, Ministry of Health & Family Welfare, Medical Counseling Committee, Sarat Chandra Chattopadhyay government Medical College & Hospital, Uluberia will conduct the admission process for all-India quota candidates, who have been allotted seats in the institute, as per the schedule published on the [mcc.nic.in](http://mcc.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 the notice, arrange all documents, pay fees online and get the necessary bond ready and then visit the college 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), 2<sup>nd</sup> 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 11:00 am to 5:00 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](mailto:dean.uluberia@gmail.com)

Communicate from an E-mail ID which is readily accessible to you. Do not communicate for trivial reasons – these will be ignored.

While communicating by e-mail you MUST specify

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

## Fees

**Fees payable are 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 is 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: pscgovtmc@sbi**

**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 within the window period declared by MCC. Refund has to be claimed by submitting an application PHYSICALLY or through E-MAIL **within 3 months of the end of the full all-India 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 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. Eight copies of recent color passport size photograph, labeled on the back with name, NEET roll number and date of birth, and placed in an envelope stapled to admission form.
4. Photo ID proof (Voter Card / AADHAAR Card / Passport)
5. Proof of date of birth (Birth Certificate or Secondary examination admit card / marksheet issued by a recognized Board or Council stating date of birth)
6. Seat allotment letter.
7. NEET-UG 2024 Admit card.
8. NEET-UG 2024 Rank letter.
9. 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**

10. Marksheet of 10+2 Board Examination. Provisional marksheet acceptable if original not yet in possession of student passing 10+2 Board Examination in 2024. **ORIGINAL WILL BE RETAINED BY COLLEGE**
11. School Leaving / Migration Certificate.
12. \* If applicable, Caste certificate as proof of SC / ST status
13. \* If applicable, OBC Certificate (sub-caste must tally with central list and in the format mentioned in the certificate)
14. \* If applicable, Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centres as notified by MCC) **ORIGINAL WILL BE RETAINED BY COLLEGE**
15. \* If applicable, EWS Certificate in appropriate format. **ORIGINAL WILL BE RETAINED BY COLLEGE**
16. Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized. [Click to download](#) **ORIGINAL WILL BE RETAINED BY COLLEGE**
17. Responsible conduct certificate. [Click to download](#) **ORIGINAL WILL BE RETAINED BY COLLEGE**
18. Medical fitness certificate. [Click here to download](#) **ORIGINAL WILL BE RETAINED BY COLLEGE**
19. Proof of online fee payment.
20. Fee payment declaration to be filled in and signed by candidate. [Click here to download](#)

Bonds must be made computer printed or typewritten on appropriate denomination non-judicial stamp paper. Information at the blank fields must also be entered computer printed or typewritten – writing by hand 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.

Requests to admit without fee payment WILL NOT be entertained.

### **Candidates must note the following:**

- All documents must be produced in original for verification.
- Laminated documents will 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.

### Documents to Be Retained in Original

As is the norm, the following documents will be retained by the college in **ORIGINAL** till release from bond posting:

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