Notification No: Admission/GGDCKGP-II/40/2020-21   **Dated** 03/11/2020

Procedure for Cancellation of Admission 2020-21

It is hereby notified that the newly admitted students who are willing to cancel their admission in any subject/course because of taking admission in more than one College/Institution, may please inform the college authority **within 06/11/2020** that they are willing to do so. As per the Notification of Vidyasagar University, students who are admitted in more than one College, the registration of the studentship will be denied/cancelled by the University authority.

The candidates will have to send filled copy of application format along with the necessary documents (Application Form and Payment Receipt) to the this Email Id: ggdckgp2admission2020@gmail.com from their Registered E-mail ID. For the convenience of the students, a format for the application is attached herewith. The candidate will have to fill it up after print out the format, and then mail scanned copy of the filled up application along with the necessary documents.

Sd/-   Sd/-
Convener   **Officer-In-Charge**
Admission Committee   **Govt. General Degree College, Kharagpur-II**
Govt. General Degree College, Kharagpur-II

<u>Application Format for Cancellation of Admission 2020-21</u>

To   Date:
The Principal
Government General Degree College, Kharagpur-II
Ambigeria, Madpur, Paschim Medinipur-721149

I, ...(*Name*) admitted in your

College in ....(*Subject*) against application Form

No....................................am willing to cancel my admission. The

reason for my cancellation is

    1. I have taken admission in another College/Institution

    2. Any other reason...(*Write reason*)

    (*Candidate should tick the appropriate option*)

I shall be highly obliged if you kindly consider my problem and do the

needful. All the necessary documents are enclosed herewith.

Thanking you.

Yours faithfully,

(Candidate's signature)

    Documents/Information Attached:
- Scan copy/pdf of Application Form
- Scan copy/pdf of Online Payment Receipt