

## NETAJI NAGAR COLLEGE FOR WOMEN

### **Admission Procedure**

- First Visit our online admission portal <http://admissionncw.in/>
- Check the latest e-counseling list here <http://admissionncw.in/ecounselingList.php>
- If your name is there in the latest e-counseling list you are eligible for admission.
- Now pay the requisite admission fee through online.

### **Payment Procedure**

- Go to our online admission portal <http://admissionncw.in/>
- Click on the button **ALREADY APPLIED** button
- Login as a candidate here <http://admissionncw.in/applicantlogin.php> by providing form No., Acknowledgment No. and date of birth.
- After login click on the **Fees Status** button on the left side
- You will be shown payment option for the subjects you are eligible for admission.
- Pay the admission fee within due time.

### **Procedure for Cancellation Of Admission**

- To cancel admission visit our admission portal <http://admissionncw.in/>
- Click on the tab **ALREADY APPLIED**
- Provide Acknowledgment No., Form No. and date of birth and click login button
- Check for the **CANCEL ADMISSION** button on the left of your screen click it
- Now click on the **CANCEL** button
- Take a print out of the **RECEIPT** of cancellation and preserve it

NB: If a candidate gets chance to admit herself in more than one subject, she can take admission in one subject only in any e-counseling phase. But she can change the subject within that e-counseling deadline. In that case her admission fees will be adjusted but at first she has to cancel her previous admission.

**To get the refund of admission fees, a candidate must cancel her admission through our admission portal. After cancellation she should mail us at [nncwactivity@gmail.com](mailto:nncwactivity@gmail.com) along with the followings**

1. Application Form
2. Admission fees payment receipt
3. Admission cancellation receipt
4. Bank details
5. Contact details: Mobile No. and e-mail id
6. A signed application for cancellation on plain paper

**Refund will be made in due course after deducting the cancellation charges.**