



GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, KHARAGPUR-II
AMBIGERIA, MADPUR, PASCHIM MEDINIPUR-721149, WEST BENGAL

Notification No: Admission/GGDCKGP-II/46/2020-21

Dated 24/12/2020

Application for Changing of Subjects for Newly Admitted Students 2020-21

It is hereby notified that the newly admitted students who want to transfer from one subject to another should write an application requesting for the same to the Officer-in-charge of the Government General Degree College, Kharagpur-II provided that he/she has already applied for admission in the subject of his/her choice in this college. The newly admitted students who are willing to transfer may please inform the college authority with in 26/12/2020. No such Application will be entertained after 26/12/2020. This transfer will take place according to availability of the seats and merit of the candidates. A model for the application format is provided below for the assistance of the students.

The candidates will have to send separate application formats along with the necessary documents to the following Email Ids: ggdckgp2admission2020@gmail.com and principalggdckgp2@gmail.com (Applicants are requested to send their application in both E-mail Ids). The candidate will have to fill it up after print out the format, and then mail scanned copy of the filled up application format along with Application Form to both the above mentioned Email Ids with in 26/12/2020.

Sd/-
Convener
Admission Committee
Govt. General Degree College, Kharagpur-II

Sd/-
Officer-In-Charge
Govt. General Degree College, Kharagpur-II

Application Format for Transferring from one subject to another

To
The Officer-In-Charge,
Government General Degree College, Kharagpur-II
Madpur, Paschim Medinipur-721149

Sub: Request for transferring of subject

Respected Sir,

This is to inform you that I,(Name of the student),
have taken admission in.....(the subject/course name) bearing Form
Number.....(Form number of the student while applying for the subject
currently admitted to) at your College. Now, I want to transfer to
.....(the subject/course name) and I applied for this
subject/course through online Form fill up bearing Form
Number.....(Form number of the student while applying for the
subject he/she wants to be admitted to).

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

Thanking you.

Yours faithfully,

(Candidate's signature)

Enclo: Scan/pdf of Application Form in which he/she wants to be admitted to

Student Name:

Subject/Course in which Admitted:

Category:

Amount Paid During online Admission:

Mobile No: