

Online Registration-এর পদ্ধতি

১. Registration-এর সময়সীমার মধ্যে সকল যোগ্য প্রার্থীকে [১০+২ স্তরে প্রাপ্ত মোট নম্বরের কমপক্ষে ৪৫ শতাংশ এবং ২০১০, ২০১১, ২০১২ এবং ২০১৩ সালে উত্তীর্ণ হতে হবে] Internet-এর মাধ্যমে একবার মাত্র Online Admission Registration করতে হবে।
২. Online Admission Registration-এর সময় প্রার্থীর ব্যক্তিগত তথ্য [প্রার্থীর নাম, পিতা-মাতার নাম, ঠিকানা, মোবাইল নম্বর, ই-মেল-ID, Category (SC, ST, OBC, PwD)] ও শিক্ষাগত যোগ্যতার তথ্য (দশম ও দ্বাদশ শ্রেণির পরীক্ষার রেজিস্ট্রেশন নম্বর, পরীক্ষায় প্রাপ্ত নম্বর / গ্রেড / গ্রেড-পয়েন্ট, বোর্ড/কাউন্সিলের নাম] ইত্যাদি জানাতে হবে। ১০+২ পরীক্ষার বোর্ড/কাউন্সিলের নাম ও রেজিস্ট্রেশন নম্বর প্রার্থীর পরিচয়ের মূল বিষয় হিসাবে গণ্য হবে, যাতে একই প্রার্থী একাধিকবার রেজিস্ট্রেশন করতে না পারে। Online Admission Registration-টি যথাযথ ও সম্পূর্ণ হলে Registration ID এবং Password জানানো হবে।
৩. Password ভুলে গেলে SMS/e-mail-এর মাধ্যমে জানানো হবে।
৪. Online Admission Registration confirm করলে Choice Filling-এর সুযোগ পাবে। Choice Filling Interface-এ যে-কোনো বিষয় Click করলে Drop down menu-তে কেবলমাত্র সেই কলেজগুলির নাম পাওয়া যাবে, যেখানে ওই বিষয়গুলো পড়ানো হয়। ১০+২ স্তরে যে যে বিষয়গুলিতে প্রার্থী পাশ করেছে সেগুলিই এবং সেই সম্পর্কিত বিষয়গুলি বাছাই-এর জন্য পাওয়া যাবে।
৫. System থেকে e-challan-এর প্রিন্ট নিয়ে State Bank of India-র নিকটবর্তী শাখায় ফেরৎ অযোগ্য ৩০০ টাকা Online Admission Registration Fee হিসাবে জমা দিতে হবে।
৬. সর্বাধিক ২৫টি বিষয়ে আবেদন করা যাবে এবং প্রতিটি আবেদন সমান পছন্দের বলে ধরা হবে, কোনো preference থাকবে না।
৭. Online Admission Registration করা, Choice Filling করা এবং প্রয়োজন হলে সংশোধন করার জন্য ৮ (আট) দিন পর্যন্ত সময় পাওয়া যাবে। প্রক্রিয়াটির শেষে প্রার্থীকে নির্দিষ্ট সময় সীমার মধ্যে তার Choice Filling Lock করতে হবে।
Choice Filling Interface-এ দুটি বোতাম থাকছে—Save এবং Lock। প্রতিটি পরিবর্তনের বা সংযোজনের পর Save করতে হবে। Choice Filling চূড়ান্ত করার পর Lock করতে হবে, Password দিতে হবে এবং Lock Confirm করতে হবে। প্রার্থী Save করতে বা Lock করতে ভুলে গেলে ৮ম দিনে বিকেল ৫টার সময় Choice Filling-টি Auto Save ও Auto Lock হয়ে যাবে।
৮. প্রার্থীকে নিজের Choice Lock করতে হবে এবং ওই Lock করা Choice-এর Print out নিয়ে রাখতে হবে। Lock করার পরেও log in করে Locked Choice দেখতে পাওয়া যাবে কিন্তু কোনো পরিবর্তন করা যাবে না।
৯. Online Admission Registration period-এর শেষ পর্যন্ত প্রার্থী চাইলে Choice Filling পরিবর্তন করতে পারবে।

১০. মেধা তালিকা প্রস্তুতির জন্য বিশ্ববিদ্যালয় নির্ধারিত Grade Point ও যোগ্যতাবলি প্রযোজ্য।
১১. কলেজ ভিত্তিক মেধাতালিকাটি Category, Honours subject এবং আসন সংখ্যার ভিত্তিতে প্রস্তুত হবে।
১২. প্রথম দফায় ভর্তির জন্য ৪+১ দিন সময় পাওয়া যাবে।
১৩. Online Admission Registration site-এ log in করে ব্যক্তিগত status দেখা যাবে। SMS জ্ঞাপনও হতে পারে। পছন্দমতো বিষয় বা কলেজে সুযোগ পেলে প্রার্থী সেখানে click করলে e-challan এবং admission document পাবে। অন্যতর বিষয়-এ সুযোগ পাবার জন্য “upgradation desired” option দিতে হবে।
১৪. প্রার্থীকে দু-কপি e-challan print নিয়ে Online Admission Registration Account-এ ১০০০ (এক হাজার) টাকা নিকটবর্তী SBI শাখায় জমা দিতে হবে। Admission document-এর দু-কপি Print নিতে হবে। e-challan এবং Admission document-এই দুটি প্রার্থীর কাছে নথি হিসাবে থাকবে।
১৫. Provisional Admission-টি চূড়ান্ত approval পাবে সংশ্লিষ্ট কলেজে মূল নথি পর্যালোচনার পর। “Upgradation desired” option দিলে পরবর্তী মেধা তালিকা পর্যন্ত প্রার্থীর আবেদন বিবেচিত হতে থাকবে।
১৬. Provisional Admission-টি approve করানোর জন্য সংশ্লিষ্ট কলেজে ভর্তি সংক্রান্ত সকল কাগজপত্র—যার মধ্যে মূল নথি দেখাতে হবে, ফটোকপি জমা দিতে হবে এবং ওই কলেজে নির্দিষ্ট অতিরিক্ত fee জমা দিতে হবে পরবর্তী দফার ভর্তির পদ্ধতি শেষ হবার আগে।
(উদাহরণ : প্রথম দফায় সুযোগ পাওয়া ছাত্রের ভর্তি ‘Approved’ হতে হবে দ্বিতীয় দফার ভর্তি শেষ হবার আগেই।
১৭. কলেজ স্তরে Provisional Admission approve করার সময় প্রার্থীর নথিপত্রে কোনোরূপ অসংগতি থাকলে Admission বাতিল করার অধিকার সংশ্লিষ্ট কলেজের থাকবে।
১৮. Allotted lock করার পরেও যে-কোনো প্রার্থী একটি better allotted choice পেতে পারে। সেক্ষেত্রে প্রার্থী second allotted choice click করতে পারবে।
১৯. দ্বিতীয়বার allotted choice click করার পরেও যে-কোনো প্রার্থী আরও পছন্দের allotted choice পেতে পারে। সেক্ষেত্রে প্রার্থী third and final allotted choice click করবে।
২০. এভাবে একজন প্রার্থী ভর্তির জন্য সর্বাধিক তিনটি সুযোগ পাবে এবং প্রার্থী তৃতীয়বার Option জানাবার পর তার নাম আর বিবেচনা করা হবে না।
২১. প্রথম বার সুযোগ পেয়েও Admission Option না জানালে প্রথম দফায় প্রার্থীকে দেওয়া সুযোগগুলি বাতিল হয়ে যাবে। একই নিয়ম পরবর্তী পর্যায়েও প্রযোজ্য।
২২. পর্যায়ক্রমে মোট ৫ বার মেধা তালিকা প্রকাশ করা হবে এবং ভর্তি প্রক্রিয়া সমাপ্ত হবে।

The University of Burdwan
Department of Inspector of Colleges
Rajbati, Burdwan- 713104
West Bengal



Tel. Nos. +91-0342-2634975 (EPABX)
Telegraphic Code : BURDSITY
Fax : +91-0342-2533920
E-mail : ic@buruniv.ac.in
Website : <http://www.buruniv.ac.in>

No. ICI Admin/2013-14/155(91)

16th May, 2013

To
The Principals/ Teacher in Charges
Of all affiliated colleges under
The University of Burdwan.

Sub: On-line admission.

Sir/Madam,

I am directed to state that the Executive Council, The University of Burdwan in its meeting held on 10.05.2013 has resolved that admission to all Honours Subjects of all courses in all the colleges affiliated to the University of Burdwan will be made through on line admission process from the current academic session i.e. 2013-16. The college will admit the students in General Course(s) like previous years.

The details of on line admission to the B.A./B.Sc./B.Com. Honours (Three year courses) will be sent to you shortly and the same will be available on the university website as well.

Yours faithfully,

Inspector of Colleges

Guidelines in respect of Online Admission to Hons. courses in colleges affiliated to B. U. in 2013.

In tune with Govt. order no. ED-283/2012 dated 04-06-2012 the University of Burdwan has decided to admit students in Hons. courses in 2013 through a Centralised Online Admission Process. The university will try best to ensure high degree of transparency of the whole process. For this whole hearted cooperation from all colleges and candidates willing to seek admission is solicited. Summary of basic features of the process is outlined below.

General Information:

- ❖ After hosting the online admission website, 2(two) days including the day of hosting the Website for On-line Admission will be given to colleges to check & confirm that the information pertaining to the college in the online admission website is correct and complete in all respect.

CORRECTNESS OF THE FOLLOWING INFORMATION IS TO BE CHECKED BY ALL COLLEGES:

- BANK A/C DETAILS (in which admission fees & charges are to be transferred) (A separate SBI account of Burdwan University branch will be used for submission of registration fee and admission fees and charges for all colleges. Subsequently the admission fees will be transferred to the account of the college)
- College wise Hons subjects along with respective combination subjects (as on 31-05-2013).
- Information about availability of hostel (Men, Women) and number of seats.
- Admission fees and charges payable at the time of admission for a particular Course/Hons Subject.
- ❖ Each college will be provided with unique login id and password by the system for its activities. Report generations related to the colleges are to be provided in their part. Updatation of their information i.e. courses details, address, contact number, etc. can only be done from the university module. Students status updatation i.e. admitted/cancelled is to be updated with the provision of proper alert (Email, SMS) too, and print out generation.
- ❖ One general rules of admission will be applicable for admission in Hons courses to all affiliated **and constituent** colleges.

Subjects under consideration:

Geology, Bengali, English, Sanskrit, Hindi, Santhali, French, Urdu, ~~Arabic~~, Political Science, Sociology, History, Philosophy, Economics, Education, Mass Communication & Journalism, Music, Geography, Physics, Chemistry, Mathematics, Statistics, Electronics, Computer Science, Zoology, Botany, Physiology, Environmental Science, Microbiology, Nutrition, Accountancy/Finance Honours.

Sequence of Online Admission Procedure:

1. All eligible candidates are required to register ONLINE through Internet from places convenient to them. Online single Registration by the candidate will be allowed only during the registration period of the online admission process. No fresh registration will be allowed afterwards.

2. Registration includes entries of student details: (Name, parent's name, address, mobile number (*very important but not mandatory*), email id (*not mandatory*), category [*Unreserved (UR), ST, SC, PwD, etc.*], (Registration nos. & marks /Grade (*with range of marks: from... to...*) /Grade point of 10 level and 10+2 level, board name(s), etc.). Registration number of 10 + 2 level examination and name of the board (*NOS, IGNOU, CBSE, ISC, WBCHSE, RMV, NSOV, OTHERS*) will be considered as the verification of their identity so as to restrict multiple registrations by single candidate. (*Whenever, a candidate clicks OTHERS, a box will open for writing the name of the board*)
 3. Successful registration means creation of registration id and password. Thereafter the System will automatically generate candidate specific e-challan for payment of registration fees worth Rs. 300/-. *If the candidate decides to confirm registration, (s)he may click confirm button of dialogue box to exercise options/choices. The choice filling dialogue box will then open subject to some conditions (see 5a, b and c) and (s)he would fill in the choices.* The candidate is *also* required to get a print-out of the e-challan and pay registration fee (Rs. 300/-, Non-Refundable) at any branch of SBI *for confirmation of registration.* Payment is to be made within the eight working-days time span for registration and exercise options (*see 7*). If payment is not corroborated by bank the options exercised will stand automatically cancelled.
 4. There will be provision for recovery of forgotten password of the student concerned (This may be forwarded to the candidate by SMS).
 5. a) An applicant passed H.S. (10+2) level (*in 2010, 2011, 2012, 2013*) with at least 45% marks in *aggregate* is eligible to apply for Hons. Courses/subjects e.g. (i.)Geology,(ii)Bengali,(iii) English (iv) Sanskrit (v)Hindi (vi) French (vii) Urdu (viii) ~~Arabic~~ (ix) Political Science (x) Sociology (xi) History (xii) Philosophy (xiii) Economics (xiv) Education (xv) Mass Communication & Journalism (xvi) Geography (xvii) Physics (xviii) Chemistry (xix) Mathematics (xx) Statistics (xxi) Electronics (xxii) Computer Science (xxiii) Zoology (xxiv) Botany (xxv) Physiology (xxvi) Environmental Science (xxvii) Microbiology (xxviii) Nutrition and (xxix) Accountancy/Finance. In case of Santali and Music where 40% marks in aggregate at H.S. Level (10+2) will be the minimum. In this regard percentage of marks will be calculated taking marks of one language/two languages (*as available in the marksheet*) and marks of best three out of four elective/optional subjects. *A candidate will not be considered if (s) he has been graduated in any discipline (This stipulation is not applicable to the applicants for Honours in Music).*
- b) Following Table shows subject/allied subject required at 10+2 level *to study with Hons* in a subject .

Honours Subject	Eligibility: Passed (10 + 2) level with
Geology	<i>Geology(?), Physics, Chemistry AND Mathmatics</i>
Bengali	Bengali
English	English
Sanskrit	Sanskrit
Hindi	Hindi
Santali	Santhali
French	French
Urdu	Urdu
Arabic	Arabic
Political Science	<i>(no subject bar)</i>
Sociology	<i>(no subject bar)</i>
History	<i>(no subject bar)</i>
Philosophy	<i>(no subject bar)</i>
Economics	<i>(no subject bar)</i>
Education	<i>(no subject bar)</i>
Mass Communication & Journalism	<i>(no subject bar)</i>
Music	<i>(no subject bar)</i>
Geography	Geography
Physics	<i>Physics and Mathematics and Chemistry</i>
Chemistry	<i>Chemistry and Mathematics and Physics</i>

Mathematics	Mathematics and Physics and Chemistry
Statistics	Statistics or Mathematics and Physics and Chemistry
Electronics	Electronics or Physics and Mathematics and Chemistry
Computer Science	Comp. Sc./ or Mathematics/ or Statistics/ or Mathematics from Vocational Engineering and Technology
Zoology	Bio-Science and Chemistry
Botany	Bio-Science and Chemistry
Physiology	Bio-Science and Chemistry
Environmental Science	Bio-Science and Chemistry/Physics
Microbiology	Bio-Science and Chemistry
Nutrition	Nutrition and Chemistry/ Bio-Science and Chemistry
Accountancy/ Finance Honours	Accountancy or Mathematics or Statistics or Comp. Sc Or Business Mathematics & Statistics (Vocational Business & Commerce)

c) In the choice filling interface, each choice is a set of one honours subject name and one college name. If a subject is clicked a drop-down list will show names only of those colleges where the subject is taught at Hons. level. Again, a student will be allowed to choose from among those subjects for which (s)he is eligible. This restriction in the choice filling interface will prevent incorrect filling up of form.

6. Candidates will be allowed to fill in maximum 25 choices and it is to be noted that the choice is WITHOUT ANY PREFERENCE i.e. ALL CHOICES will be considered equally preferred.
7. Duration for registration, choice filling and change/rectification of choice filling is 8 working days. Candidates will be permitted, if they so desire, to change/delete their existing choices and insert new one any number of times until they lock their final choices during the above-mentioned duration.
8. Two buttons are to be given in choice filling interface:-
 - a. Save – every time after any changes/insertion taking place in choice filling, the student should click this button to save his/her activity. If forgotten to click the save button, AUTOSAVE should do the same.
 - b. Lock - Candidates MUST lock their choices only after they have finalized their options. The locking of choices involves a few steps after the LOCK button is clicked. This includes, entering the password, confirming the locking etc. Candidate should follow all the steps carefully to complete the locking procedure. If candidates fail to explicitly lock their choices by 5.00 PM of last date (final day of registration), their last saved choices will be automatically locked using AUTOLOCK feature.
9. Candidates are therefore strongly advised to lock their choices themselves and secure a print out of these locked choices *with the serial no of choices*. (This serial no will be very important during actual admission process, see 14) Candidates can login again after locking the choices; the locked choices will be displayed but cannot be modified or altered.
10. The choices submitted by the candidates during the registration period will be processed up to the last phase for admission, if so desired by the candidate.
11. Merit point in the Merit list will be calculated in accordance with the eligibility criteria already mentioned(5a, 5b) and merit formulation criteria as mentioned below:

$$\text{Merit Point (M)} = X + Y + Z$$

Here X stands for percentage of marks obtained at secondary/ equivalent level; Y stands for percentage of marks obtained at H.S. (10+2)/equivalent level; Z stands for percentage of marks obtained at H.S.(10+2)/equivalent level in the desired subject/allied subject (*for more details, please refer to annexure to pt. no. 11*).

12. College-wise merit list will be generated on the basis of Category, honours subjects and intake capacity. All reserved candidates shall be considered in unreserved list as well as reserved list. If such a candidate be found eligible for admission in both lists and (s)he gets admission, (s)he will be considered to have filled in the UR list. However, his/her name will be deleted from both lists. The candidate belonging to reserved category recognized only by the Govt. of West Bengal is entitled to get admission in reserved seats. Caste certificate issued by any competent authority in the applicant's name or in the name of his/her father will only be accepted (as per BCW guidelines).
13. Duration for 1st phase of admission will be 4 + 1 days of which the *First and Final* day must be a bank working day.
14. An applicant will get scope for viewing his/her status by logging in. Also SMS information of allotted choices will be sent to applicant as per serial number in the applicant's choice list. Whenever an applicant is allotted seat/seats due to status up-dation, SMS information would be sent. The college will be able to view status of all candidates applying for admission in the college. If an applicant finds any seat allotted to him/her in one of the colleges opted for and he/she opts for admission in one, (s)he will click for **"APPLY"** and then an e-challan and an admission document will be generated. Instantly, this choice will be locked in his/her favour (*and he/she will get a SMS for his/her next actions for provisional admission and approval of that*) and all other choice allotted to him/her will be released for other applicants and thus a status updatation of the merit list will be effected. If (s)he *seeks better option by indicating "up-gradation desired"* (s)he, will be considered in further admission process *and his/her status updatation will take place during further admission process.*
15. Applicants **MUST** get two print copies of the e-challan and make payment (Rs.1000/-) to the same account as that of the registration fee submission. The bank will inform the system database about the payment. Two print copies of the admission document should also be taken. The payment document and the admission document together will serve as a record for provisional admission of the student in the concerned college and university.
16. This provisional admission is to be ultimately approved by the college on verification of testimonials *before the end of next phase* of provisional admission. *During this period, the candidate's name would be considered for options other than those shown at the time of the provisional admission.*
17. To approve his/her provisional admission by *the college*, the student should reach the college with original and photocopies of all testimonials (including reservation certificate, if applicable, two copies e-challan receipts, two copies of admission documents) for verification by college authority *by the penultimate day of immediate next phase* of provisional admission. (i.e., a candidate locking a choice in the 1st phase of admission must get his/her provisional admission approved by the college before the **end of penultimate day** of the 2nd phase of admission.) The college will collect extra money payable, if any, at the time of approving admission, and signal finalisation of their admission through college secure login web interface.

However if any candidate does not make any contact with the college concerned for verification of his/her testimonial and other admission related documents within the stipulated time mentioned earlier, then his/her admission will *be* treated as cancelled and all allotments in his/her favour upto the next phase would be cancelled. For other subjects, however, he/she would be considered in subsequent phases.

18. If any discrepancies found during the verification of original testimonials at the allotted college, the college authority will have the right to reject the admission of the student and inform the University about that so that it would be reflected in the merit list. *He/she shall be out of the admission process for the subjects in which (s)he entered wrong data and shall not be considered in subsequent publication of merit lists of*

those subjects. Also, the approved cases are to be reported by the college to the University/ CMC, who will be in charge of the process.

19. There will be UNINTERRUPTED ADMISSION WITH RUN-TIME (CONTINUOUS) UPGRADATION FOR 4 (FOUR) DAYS(DURING THE WORKING HOURS i.e. 10AM.TO 5PM) FOR THE NEXT 1(ONE) WORKING DAY (FOR BANK) ALL APPLICANTS WHOSE NAMES WOULD BE IN THE LIST AT THE LAST MOMENT OF THE FOURTH DAY WILL GET CHANCE OF ADMISSION AND NO DYNAMIC UPGRADATION will be effected on this day.
20. *After locking one option, a candidate may get a better second choice within the 4 days mentioned above. In such case, (s)he might click for a second choice. Instantly, this choice will be locked in his/her favour and all other college(s) allotted to him/her at that instant will be released for other applicants and status updatation of the merit list will be effected. Also, his/her admission document will be changed with the note that (s)he cancelled his/her previous admission. (S)he will have to go to the newly opted college with that admission document and e-challan with payment document from bank.*
21. *Even after locking an option for a second time, a candidate may get a better third choice within the 4 days mentioned above. In such case, (s)he might click for a third and final choice. Instantly, this choice will be locked in his/her favour and all other college(s) allotted to him/her at that instant will be released for other applicants and status updatation of the merit list will be effected. Also, his/her admission document will be changed with the note that (s)he cancelled his/her previous two admissions. (S)he will have to go to the newly opted college with that admission document and e-challan with payment document from bank.*

Thus, Students will be allowed to get admission for 3 times at the best. After a student exercises option for getting admission 3rd time (in the same college or in different colleges) his/her name will not be considered for any future selection whatsoever.

22. Even if a candidate does not seek admission in the first phase, all options for which his/her status was confirmed ~~at~~ till the end of the first phase will be forfeited. Remaining options, however, will be considered at the *subsequent* phases.
23. *Merit list will be updated after a gap of one day (the fifth day of first phase) and provisional admission of the second phase will be commenced. Duration of 2nd phase of admission will be 3 days (run-time up-gradation) + 1 day (working day for banks & no run-time up-gradation on this day)*
24. There is no fresh registration and choice filling in 2nd/subsequent phases of admission (as mentioned in #1). Choices selected during the registration period will be considered in all phases of admission. Business rules will be same as described in the 1st phase of admission.
25. *Merit list for 3rd phase will be updated after a gap of one day (the fourth day of 2nd phase) and provisional admission of the third phase will be commenced. Duration of 3rd phase of admission will be 3 days (run-time up-gradation) + 1 day (working day for banks & no run-time up-gradation on this day). Business Rules for 3rd phase of admission will be same as described in the 1st/2nd phase of admission.*
26. *Merit list for 4th phase will be updated after a gap of one day (the fourth day of 3rd phase) and provisional admission of the fourth phase will be commenced. Duration of 4th phase of admission will be 2 days (run-*

time upgradation) + 1 day (working day for banks & no run-time up-gradation on this day). Other Business Rules for 4th phase of admission will be same as described in the 1st/2nd/3rd phase of admission.

27. Merit list for 5th and last phase will be updated after a gap of one day (the third day of 4th phase) and provisional admission of the fifth phase will commence. Duration of 5th phase of admission will be 2 days. Run-time upgradation of list will be done for 1 day and up to 2p.m. on the second day. Both these days must be working day for banks & no run-time up-gradation will be done after 2p.m. on the 2nd day. Other Business Rules for 5th phase of admission will be same as described in the 1st/2nd/3rd/4th phase of admission.

A candidate will have to go to the college where he/she got provisional admission in the 5th phase by two working days for approval of provisional admission.

28. Log process should be available for every activity of a candidate and the college.

29. The University and CMC will jointly set up of 4 outlets in 4 different district head quarters for online admission of UG courses where university staff as well as that of CMC will be present to assist the students to make them acquainted with this new system.

30. Itinerary for online admission:- (D stands for day, subscript for day number)

- D₀ (date of hosting the Website) - Declaration of HS result/ 10th June (whichever is later)
- D₁ - gap (may be used for college to check general information and let CMC/University know in case of any error)
- D₂ to D₁₀ - Registration and choice filling period
- D₁₁ and D₁₂ - gap
- D₁₃ to D₁₇ - 1st phase of admission
- D₁₈ to D₂₁ - 2nd phase of admission
- D₂₂ to D₂₅ - 3rd phase of admission
- D₂₆ to D₂₈ - 4th phase of admission
- D₂₉ to D₃₀ - 5th phase of admission

Provided in each phase 1st day and last day are the working days. So, actual number of days will increase by 6/7 days

Annexure to Point No. 11

- Only candidates who have passed XII(10+2) standard in 2010, 2011, 2012 or 2013 (and did not pass B A /B Sc /B Com) will be considered.
- PwD candidate with certified minimum 40% disabilities will be considered in reserved category.
- All reserved candidates shall be considered in unreserved (UR) list as well as reserved list. If such a candidate be found eligible for admission in both lists and (s)he gets admission, (s)he will be considered to have filled in the UR list. However, his/her name will be deleted from both lists.
- The candidates treated as reserved by the government of West Bengal will only be considered as reserved (reserved in other states will be considered as UR candidates).

MERIT FORMULATION CRITERIA

Merit Point (M) = X + Y + Z (X, Y & Z are percentage of marks of aggregate of 10th standard, 12th standard and subject concerned respectively, each upto 4 decimal places)

MERIT LIST GENERATION

X) To calculate % of marks at 10th level consider Aggregate marks in madhyamik (10th std.) with additional marks if a candidate passed madhyamik on or before 2008 & without additional marks if a candidate passed madhyamik on 2009 on afterwards.

In case of CBSE (10 standard), ICSE (10 standard), if marks of Board Exam be available – add up to find aggregate. If marks of Board Exam are not available, the marks given by the institute and approved by the concerned board will be taken in to account for calculation of percentage of marks.

Note:- In case marks are not awarded but grade points (GP) are awarded, GP is to be converted into marks on 100 point scale (for 10 point grade scale it can be done by simple multiplication of grade point by 10. If letter-grades with range of marks for the letter-grades are given ,then the mid-value of the range of a particular letter-grade will be considered for determination of % of marks .

Y) To calculate % of marks at 12th level add marks of 2 languages + best 3 elective subjects studied. Environmental studies will not be considered in deriving aggregate of marks.

In case of CBSE and ISC (12 standard), Consider 2 or 1 language(s) as available + 3 best elective subjects and find aggregate marks.

Z) To calculate % of marks in the subject chosen as Hons. Subject, consider marks of that subject. If that subject is not studied, consider marks of one subject as indicated in the table below:

Honours Subject	Marks [in (10 + 2)] level of 1 st mentioned subject, if that subject is not studied, subsequent subject(s) will be considered serially, unless otherwise mentioned
Geology	Geology/ Mathematics /Physics/ Chemistry
Bengali	Bengali
English	English
Sanskrit	Sanskrit
Hindi	Hindi
Santhali	Santhali
French	French
Urdu	Urdu
Arabic	Arabic
Political Science	Political Science/ Sociology/ 1 st language
Sociology	Sociology /Political Science / 1 st language
History	History / 1 st language
Philosophy	Philosophy / 1 st language
Economics	Economics/Mathematics/Statistics/Computer Sc./ 1 st language .
Education	Education/ Psychology/1 st language
Mass Communication & Journalism	Mass Communication & Journalism / Journalism /1 st language
Music	Music/ 1 st language

Geography	Geography
Physics	Physics
Chemistry	Chemistry
Mathematics	Mathematics
Statistics	Statistics/ <i>Mathematics</i>
Electronics	Electronics / <i>Physics</i>
Computer Science	<i>Comp. Sc./ Mathematics/Statistics/Mathematics from Vocational Engineering and Technology</i>
Zoology	Bio-Science
Botany	Bio-Science
Physiology	Bio-Science/ Chemistry
Environmental Science	Bio-Science / <i>Chemistry</i>
Microbiology	Bio-Science / <i>Chemistry</i>
Nutrition	Nutrition/Bio-Science / <i>Chemistry</i>
Accountancy/ Finance Honours	<i>Accountancy/Mathematics/Business Math and Statistic.(who studied in Vocational Business & Commerce) / Statistics/ Comp. Sc./ Comp. Application</i>

TIE-BREAKING OF GRADE POINTS (if multiple students have same grade point up to 4 decimal places)

The following points are to be considered sequentially:

- Marks obtained at 10+2 level of the subject (*Hons. sought for*) / allied subject (*as shown in table for calculation of Z*) will be doubled to break a tie, if any.
- Total marks of H.S. will be considered if the tie persists.
- Finally Marks of 1st language will be considered