

**Rules and Regulations**

General information's to the applicants willing to take admission to B.A. / B.Sc. / B.Com. 1<sup>st</sup> year 1<sup>st</sup> Semester, Honours and General Degree program for the Academic Session 2022-23 of Hooghly Mohsin College :

1. Passed H.S./Equivalent level examination in the year 2019, 2020, 2021, and 2022. No marks will be deducted for the applicants with gap year(s).
2. During application, the selection of the Boards will be as per the Burdwan University approved list.

[See Annexure 1]

3. The criteria for preparing the merit list will be as follows:

Merit list will be prepared by taking {40 percent of the percentage of marks obtained in Madhyamik Pariksha or Equivalent Examination (class 10)}, {60 percent of the percentage of marks obtained in best five subjects for those who have five or more subjects in HS or equivalent Examination (10+2) or (60 percent of the percentage of marks in four subjects for those who have only four subjects in HS or equivalent Examination (10+2))} *and* subject marks in HS or equivalent Examination (10+2).

4. Environmental Studies will not be considered in the calculation of % of HS marks if it is taken as Compulsory additional. However, if Environmental Studies is a Compulsory elective with 100 marks, only then it can be considered.
5. Candidates can avail the application FORM from "[www.hooghlymohsincollege.ac.in](http://www.hooghlymohsincollege.ac.in)". Candidates need not pay any fees for submission of application form. They can apply for maximum 5 courses i.e. either {4 Honours subjects and 1 General degree program} OR {3 Honours subjects and 2 General degree program}.
6. The Online Admission Process will be strictly based on merit. Prospective students will not be called for counselling or verification of documents during the process of admission. No physical presence will be required at the college premises during the admission process.
7. Applications detected with false or incorrect or vague declaration or documentation at any stage of admission process is liable to be cancelled without any information to the concerned applicant.
8. The college will communicate with a student via **mail id** or **phone number**. The students are strictly advised not to change their Phone Number and mail id throughout the admission procedure as well as completion of the degree course (in case he/she is selected and admitted). College will not be held responsible in case of failed communication that might occur if the student using a mail id or phone number other than the one provided in the form.
9. Payment of admission fees will be done through an online process, only by the selected candidates in successive merit lists which will be published in college web-portal in due time as per available seats for admission in Hooghly Mohsin College. No cash transaction will be allowed at any stage. Bank charges for payment should be borne by the applicant.

10. A single application form will be generated for an individual applicant indicating unique application id and all other information of the applicant.

11. General merit list for each course will be prepared considering all the valid applicants irrespective of reservation category of that course. Separate merit list for each course for different reserved category will be prepared considering applicants with reservation in that category. Merit list will be prepared strictly on basis of merit index for the particular course in descending order of merit index.

12. Reservation as per rule: SC- 22% ; ST- 6% ; OBC-A 10% ; OBC-B 7%

13. Applicants seeking admission under PWD category must have minimum 40% disability certificate from the appropriate authority of the Govt. of West Bengal. Reservation quota for PWD is 5% of each category of General, SC, ST, OBC-A and OBC-B.

14. If an applicant with reservation (SC/ST/OBC-A/OBC-B) gets chance in both reserved category and general category, then they will be given the choice whether to reservation or not.

15. If any candidate does not participate in the online counseling of a particular course then his/her application will be cancelled on that course only. Request for counseling afterwards will not be entertained in any case.

16. All admission offered are provisional and is liable to cancel if any false or incorrect or vague declaration or documentation is detected on the part of applicants at any stage during verification. The decision of college authority will be final in such cases.

17. If a candidate registers himself / herself with more than one application id using different mobile number and email id, then his/her application will be rejected for all registered application id's of the candidate.

18. Selection of combination subjects in B.A./B.Sc./B.Com. Hons/General applicants shall not be available at the time of filling up the admission form. Students can choose their combination subjects at the time of online counselling only.

19. Scanned copy of following testimonials are required to be uploaded during application: (All documents must be in JPG format only)

(a) Mark sheet of Madhyamik or Equivalent (Class 10),

(b) Mark sheet of H.S. or equivalent Examination (10+2),

(c) Age proof document (Birth certificate / Madhyamik or Equivalent (class 10) Admit Card/Aadhaar card)

(d) Student's Photograph,

(e) Student's Signature,

(f) PWD Certificate in case of Physically Disabled Candidates,

(g) Caste Certificates (in case of reserved category students)

(h) Latest Sports certificate (if applied for sports cota).

20. For reserved category seats (SC/ST/OBC-A/OBC-B), only the applicants with a caste certificate from the appropriate authority of the Government of West Bengal are eligible.

For SC/ST candidates should be from either (i) The SDO of a subdivision in a district or (ii) The District welfare Officer, Kolkata or (iii) The Ex-officio Joint director, BCW (in Kolkata region)

\* If a candidate do not have SC/ST certificate he/she can produce supporting document that he had applied for the same along with a certificate of his/her father/fathers blood relatives, as per Govt. notification no. 746-L, dated 30.04.2013, 1203-BCW/MR-88/2014 dated 27/07/2015 and Higher Education Department Notification No. 07-Edn (U) / 1U-89/13, dated 2<sup>nd</sup> January, 2014.

21. Applicants with Caste Certificate from other States will be treated as General Category.

22. Applicant must not come to the college campus during admission process rather he/she must communicate through mail id: "hmcadmission2022@gmail.com" or to 7076699800 on Whatsapp between 10.00 A.M. to 6.00 P.M.

23. The applicants are advised to go through the College website/college admission portal regularly for subsequent admission notice(s) related to online counseling.



Principal

Hooghly Mohsin College