

HOW TO APPLY(Session 2022-23)

Application to be submitted through online only.

For online Application please go to:- www.caluniv.ac.in & www.caluniv-ucsta.net under **M.A., M.A./M.Sc.** (Archaeology, Economics & Museology), and **M.Com.** Admission

AT THE TIME ONLINE SUBMISSION OF FORMS CANDIDATE SHOULD HAVE WITH THEM THE FOLLOWING

(1) PHOTOCOPIES OF:

- (a) MARK SHEET of FINAL YEAR / SEMESTER showing consolidated results of all three years /semesters,**
- (b) CASTE CERTIFICATE (SC/ST/OBC-A/OBC-B) and**
- (c) PWD CERTIFICATE.**

(2) SOFT COPY OF SCANNED PASSPORT SIZE PHOTO (3.5 C.M. X 3.5 C.M.) and Signature in PENDRIVE / CD / Email (not more than 20 kb each in jpg/jpeg format).

(3) E-MAIL ADDRESS AND CONTACT NUMBER OF THE CANDIDATE

Before submission of Online Application, following points must be ensured.

- 1) All the fields in the Application Form is correctly filled up.
- 2) The Application Form is filled up as per detailed Eligibility Criteria.
- 3) No. of Course(s)/College(s) intended to be applied is correctly selected.
- 4) Order of preference of the Course(s)/College(s) intended to be applied is correctly selected.
- 5) Selection of points 3 & 4 should be done very carefully as change of preference with respect to courses/colleges afterword may not be allowed.
- 6) Photograph and the Signature of the applicant are properly uploaded.

Submission of relevant copies of documents as attachments at the following email addresses:

Group No.	Subject	Campus	Email Address
301, 302, 303, 304, 305, 306, 307, 308, 309, 310,	Bengali , English, Sanskrit, Hindi, Urdu, Arabic, Comparative Indian Language and Literature (CILCU), Linguistic, Pali,	College Street Campus (Asutosh Siksha Prangan) 87/1 College	equivalence.arts.clgst@gmail.com

311, 312, 325, 326, 341	French, Buddhist Studies, Journalism & Mass Communication (JMC), Persian, Russian and Integrated B.Lib.I.Sc. – M.Lib.I.Sc.	Street, Kolkata - 700073 033-2241-0071 Asutosh Building (Ground Floor) for Arts Office - Room No. 3G	
--	---	---	--

Documents required to be mailed as attachments

1. Photocopy of the printed online Application Form.
2. All Part/Semester Marksheets.
3. All Part/Semester Admit Cards.

SELECTION PROCEDURE AND ADMISSION RULE

A) **80% of total seats** in each course **termed as Part – “A”** be **earmarked for C.U. students only**. All the current year (2021) and the immediately preceding year (2020) Honours Graduates of CU including Autonomous Colleges affiliated to CU will be considered in **Part – “A”**.

B) Rest 20% of total seat in each course **termed as Part – “B”** be earmarked for Honours Graduates of other Universities (Non-C.U.).

C) If 80% of the seats reserved for CU Students (Part A) remain unfilled, those may be filled by undergraduates from other Universities (Part B) and similarly, if 20% of the seats reserved for the undergraduates from the other Universities (Part B) remain unfilled, those may be filled by undergraduates from CU (Part A).

A. Selection of candidate of Part “A”.

Selection List for Admission will be published strictly in order of merit , based on percentage of marks secured in **Honours subjects (1+1+1 System) and Core (CC), Skill Enhancement (SEC) and Discipline Specific Elective (DSE) subjects (CBCS System)** and in case of a tie, the aggregate of marks in general subjects (1+1+1 System) and **Generic Elective (GE) subjects** will be taken into consideration for all courses except those specially mentioned below.

B. Selection of candidate of Part “B”

Same as to that of Part A, i.e., Selection List for Admission will be published strictly in order of merit , based on percentage of marks secured in **Honours subjects (1+1+1 System) and Core (CC), Skill Enhancement (SEC) and Discipline Specific Elective (DSE) subjects (CBCS System)** and in case of a tie, the aggregate of marks in general subjects (1+1+1 System) and **Generic Elective (GE) subjects** will be taken into consideration for all courses except those specially mentioned below.

FEE Structure:

Sl No	Name of the College	Intake capacity approved by CU	Fees structure (Rs)#
1	Ramsaday College, Amta, Howrah	50*	5500/- Semester
2	Calcutta University	385	
3	Asutosh College, Kolkata	55	22500 /-at the time of admission full fees.
4	Charuchandra, Lake Market, Kolkata	50	8000/-semester
5	Womens College, Bagbazar	60	10000/- Semester
6	Nabagram Hiralal Paul College, Konnagar	30	7000/- Semester
7	Bijoy Krishna Girls College, Howrah	30	12000/- Semester
8	Prabhu Jagatbandhu, Andul-Mouri	30	5250/- Semester
9	Jogomaya Debi College, Kolkata	50	7500/- Semester

*Unreserved= 27, SC= 11, ST= 3, OBC-A= 5, OBC-B=4 #; source Calcutta University Guideline 2020

Venue of Final Admission

Admission to the candidates whose name featured in the final selection list in various courses in the University departments and in various P.G. courses offered by affiliated U.G. colleges will be held in the following places.

Admission in Various Course	Venue
For Admission to P.G. courses in University Departments	Respective Faculty Secretary Offices of different Campuses, University of Calcutta
For Admission to P.G. courses offering in Ramsaday College	Admission in the Principal's Office of the college

Termination of Studentship

If any student remains absent from his/her classes continuously for seven days or attendance of less than 50% in any consecutive two (2) weeks from the date of his/her admission, his/her name will be struck off the rolls and fees submitted by the students at the time of admission shall not be refunded.

ADMISSION

1) At the time of Admission all Original Documents must be shown / produced for verification.

2) At the time of Admission First Semester fees to be paid only.

3) Fee Book will be issued from the College Office at the time of Admission.

4) Undertaking of Anti-Ragging declaration by the candidate & the guardian using format available in the website in section 24.

5) Non submission of Fees at the time of admission will be considered as NOT – ADMITTED & THE SEAT WILL BE DECLARED VACANT

6) Candidate already admitted in any Institute/ Course have to show letter of cancellation of the existing course submitted in the respective Institute.

7) Candidates with weak financial conditions can apply for partial or total waive of semester fees, which will be decided by the college authority.

POST ADMISSION

1. Roll No. will be issued next day after admission.

2. For Identity Card two copies of stamp size colour photographs and Blood Group is essential. Notice for collection of Identity Card will be circulated latter in the department.

3) For Hostel accommodation, Application to be submitted immediately after admission to the Coordinator, PG, Ramsaday College, Amta, Howrah (tapanbar001@gmail.com). Application Form for Hostel Accommodation is available from the Coordinator.

4) For submission of application form for Hostel accommodation, followings documents are essential

- Distance Certificate from Local Bodies
- Income Certificate of the family
- Two recommendations certificate from two respectable persons.
- One recent passport size photograph.

5) Students are advised to apply for scholarships in respective Government portals (svmcm.gov.in) for Merit cum Means and K-3 scholarships.

6. Admitted candidate may choose any other course/institute as his/her choice. But, before admission to other course/institute, the candidate must submit his prayer for cancellation to the respective C.U. Secretary office.

UNDERTAKING OF ANTIRAGGING

Undertaking to be Filled-in and signed by the Students and the Parents of Newly Admitted Students in the following Format.

UNDERTAKING

I, Mr./Ms..... Roll. No.....
Programme..... Dept Student
of Permanent resident of
..... (give permanent home address with
telephone no.), do hereby undertake on this day month.....year , the following)

1. That, I am aware of the system of punishment in case of ragging to other student(s) and that incase I am found to be involved in any case of ragging, in any form whatsoever, I am liable for any punishment, including, but not limited to, the following :-
 - a) Cancellation of admission;
 - b) Suspension from attending classes;
 - c) Withholding / Withdrawing Scholarship / Fellowship and / or any other benefits;
 - d) Debarring from appearing for any test / examination and / or other evaluation process;
 - e) Withholding result of any test / examination;
 - f) Debarring from representing the Institute in any campus interview;
 - g) Debarring from representing the Institute from attending / participating in any national of international meet/ tournament / youth / festival, etc.;
 - h) Suspension / expulsion from the hostel;
 - i) Rustication from the Institute for such period as may be decided by concerned authorities;
 - j) Expulsion from the Institute and consequent debarring from admission to any other educational institution, for such period as may be decided by concerned authorities;
2. That, I, hereby, declare that, I am aware of the Supreme Court of India directive.
3. That, I, further declare that, I fully understand the meaning of 'Ragging' and know that ragging in any form is a punishable offence and the same is banned by the Laws of the land.
4. That, I also understand that, in case I am involved in ragging, the law will take its own course and I will be liable for such punishment and may be deeded fit and proper by concerned authorities.

Date :

Signature of Student

DECLARATION BY PARENT / GUARDIAN

I, Mr./Mrs./Miss, hereby, fully endorse the undertaking given by my child / ward,, hereinabove and I, further declare that in case of the violation of any of the declaration made in this undertaking by my child / ward will be liable for such punitive action as may be prescribed by the concerned authorities, for which we will be held solely responsible.

Date :

Signature of Mother / Father / Guardian