RULES & REGULATION OF THE POST-GRADUATION COURSE IN BENGALI & ENGLISH, ACADEMIC SESSION: 2018-2019

1. General Information

As per West Bengal Govt. Rules, there shall be reservation of 60% seats in each Course for candidates who have Graduation with Honours in the respective subject (i.e. in Bengali/English) from Home University (Kalyani University) and 40% seats will be for candidates from other Universities as well as candidates from home university. Candidates admitted from '60% category' will not be allowed to appear for the admission test in concerned subject in '40% category'.

Students of the University of Kalyani in Bengali/English mean those candidates who have their qualifying degree (B.A. /B.Sc. Honours in Bengali/English etc.) from the University of Kalyani and have their latest registration under the University of Kalyani and have not been migrated.

Candidates in the 40% category and applicants for the Bengali/English PG course without 60-40 division shall have to appear for Admission Test conducted by the Dept. of Bengali & English, Haringhata Mahavidyalaya.

2. Eligibility for Pursuing Post-Graduation Course in Bengali/English

Bachelor degree in Arts (B.A.) with Honours in the respective subject from any UGC recognized University.

Relaxation

Candidates belonging to the Scheduled Caste (SC) or Scheduled Tribe (ST) community taking up PG course of Bengali/English shall enjoy 5% relaxation in marks in (i) and (ii) as the case may be.

3. Merit List Preparation Criteria

Merit List for 60% category (Home University) will be based on marks obtained in the Honours subject (Part 1+Part 2+Part 3) only. In case of tie, aggregate marks of best of five subjects, excluding Environmental Studies obtained in Higher Secondary Examination, will be taken into consideration.

Merit List for 40% (Other University + Home University applicants who fail to get admission from the 60% merit list) & for Courses without 60-40 category, will be based on 50% marks obtained in the Honours subject (Part-I+Part-II+Part-III) + 50% marks obtained in the Admission Test **(Admission test will be of 100 marks, 50 MCQ, 2 marks each)**. In case of tie, aggregate marks of best of five subjects, excluding Environmental Studies obtained in Higher Secondary Examination, will be taken into consideration.

For all the Post-Graduate programme one seat is reserved for the candidates applying under "SPORTS QUOTA". Such candidates should apply in a prescribed format, available in the Admission Section. The seat of Sports Quota will be allotted from the available seats of the particular category in which the selected candidate belongs to.

If an applicant belongs to "SPORTS QUOTA" then such candidates should apply in a prescribed format, available in the Admission Section

2% will be deducted from the total percentage obtained in the qualifying examination (B.A/B.Sc Honours in Bengali/English) for all candidates having passed their qualifying examination (Part- III Hons.) in the year 2015, 2016 & 2017.

Candidates who have passed their qualifying examination in or before 2014 are not eligible to apply.

Admission Test will be conducted for PG course in Bengali/English. For applicants from other Universities as well as applicants of Home University who do not secure admission in the Home University Category (60%).

4. Application Procedure:

Application has to be filled up ONLINE at the portal of the college: **www,haringhatamahavidyalaya.org**

Candidates need to visit the portal and CLICK the requisite link ONLINE APPLICATION and thereafter they will be directed to the actual application form. The form is interactive in nature and the fields required to be filled up are categorised in different sub-sections. The filed super scribed with * MUST be filled up as they are MANDATORY, otherwise the application will NOT get submitted.

The application form is broadly categorised into three steps: Filling up of PERSONAL DETAILS, DOCUMENTS UPLOADING and FEE PAYMENT.

Candidates need to fill in the first part i.e. PERSONAL DETAILS and will thereafter be directed to DOCUMENT UPLOADING. Once the documents are successfully uploaded, the system enters into the FEES PAYMENT. Finally the candidates may take PRINT OUT of the CONFIRMATION PAGE generated upon successful fee payment for their own record. **There is no need to send any document by post.**

5. Application Form:

Filling up of fields will be interactive in nature. As soon as the cursor is taken to a certain field, a cursor tip MESSAGE will be shown to the candidate to assist in filling up. In case of difficulty, the HELP icon placed right next to the field will direct the **candidate to that section of the Brochure** which deals with the filling up the said field. Please note that the applicant name, father's name, mother's name, domicile and date of birth taken together must be unique for each application.

On completion and submission of the personal details, the system will generate a unique 7 digit numeric APPLICATION NUMBER for the candidate. The candidate has to choose a password and keep it as a guarded secret for all subsequent entries into their domain. A SECURITY QUESTION AND ANSWER will be captured from the password in case it is forgotten at later stage. Once an application number is generated and the password is chosen, the candidate may logout of the system. The candidate will need to enter the system subsequently for various reasons as given below:

- Accessing and editing personal information (till going to the document upload stage)
- Uploading of documents
- Printing of E-Challan for Bank/ performing fee payment through EPG
- Printing of confirmation page
- Correction to date during dates specified by the College, if needed

The candidate has to use the system generated APPLICATION NUMBER and chosen password for subsequent login to the system for all subsequent accesses to the system. Therefore it is very important for the candidate to note down the application number and password. It is also important to note the security question and the answer pair for retrieval of the password in case the candidate forgets the chosen password. So the candidate must note down the security question and answer for future reference.

6. Application Fees Details:

Irrespective of his/ her category and gender, a candidate applying for PG ADMISSION 2018 has to pay Rs. 300/- as application fees, through ONLINE Mode. The candidate on successfully uploading the PERSONAL DETAILS and DOCUMENTS; will be directed to the webpage containing process of the payment of application fee. The candidate has the option to choose from the following modes of payment:

ATM/Debit Card	Credit Card	Net Banking

Service charges, as applicable, would be payable along with the fees at the bank.

a) **Payment through Easy Payment Gateway (EPG):** The candidate has to select EPG if he/ she desire to submit the application fee through electronic payment gateway via ATM/debit card, credit card or net banking. As soon as the transaction is completed, a RECEIPT will be generated containing details of the transaction. Upon successful payment, **the confirmation will be automatically generated.**

7. Confirmation Page:

The **Confirmation Page** is generated upon successful payment of application fee. Its generation means that the candidate has been successfully **registered**. The candidate

should take a printout and preserve the confirmation page for future reference. **There is no need to send any document to the college by post.**

8. Admission Fees:

Students who are selected for admission to different courses will have to pay requisite admission fees through the following mode of payment:

Online		
ATM/Debit Card	Credit Card	Net Banking

9. Discrepancy and correction:

Normally it is expected that the candidate has filled up all details correctly before proceeding to the next stage. However, in case if corrections are needed, there will be a window period during which the candidates would be allowed to change their data. No further changes would be entertained beyond this stipulated period.

The candidate is required to enter their domain by typing the Application number and Password in the specified space through **www.Haringhatamahavidyalaya.org** for getting intimation regarding any discrepancy about the data or uploaded documents by the college. Candidates would also be intimated over phone depending on the criticality of the mistakes.

Disclaimer:

The College reserves the right to cancel any admission if the information provided and/or scanned copies of documents uploaded by the candidate to the college are found untrue and/ or incorrect at any later stage. Even penal action may be contemplated in such case(s).