

Haringhata Mahavidyalaya

Admission Rules and Procedures for 2017

1. Admission Qualification:

A. Eligibility and Recognised Board:

A candidate may be admitted to the first year of three-year B.A/ B.Sc/ B.Com (Honours/ General) courses of studies on passing Higher Secondary (10+2) Examination in General or Vocational Stream conducted by the West Bengal Council of Higher Secondary Education or an equivalent examination conducted by other State Board/ Council or RabindraMuktaVidyalaya or National Open School recognised by the Distant Learning Council.

B. Candidates from Other Boards:

In case of other Boards/ Councils, a candidate shall have to pass in five recognised subjects, of which one shall be English, of full marks not being less than 100 each. A candidate passing in four subjects shall not be eligible for admission.

C. Candidates from Vocational Streams:

Candidates passing Higher Secondary Examination from Vocational Stream conducted by the West Bengal Council of Higher Secondary Education or any other equivalent Board/ Council are eligible for **admission in general courses** provided that the candidate must have passed in five recognised subjects, of which one shall be English, in the previous qualified examination.

2. Permissible Chances of Admission:

Candidates shall be allowed for admission within three consecutive academic sessions including the year of passing the previous qualifying examination.

For example, candidates passing H.S Examination in the year 2015 will get last chance of admission in the Academic session 2017-18.

3. Eligibility for pursuing Honours Course of Studies:

A. A candidate taking up honours course in a subject must have obtained

- (i) A minimum of 50% marks in aggregate and 45% marks in the subject or related subject at the previous qualifying examination, or
- (ii) 55% marks in the subject or related subjects and 45% marks in aggregate at the previous qualifying examination, or
- (iii) 55% marks in aggregate when the candidate has not studied the subject or any related subject in his/ her previous qualifying examination subject to the conditions that the corresponding elective subjects combination as enumerated in Point No. 5 will remain unaltered.

B. Relaxation:

Candidates belonging to the ScheduledCaste (SC) or Scheduled Tribe (ST) community taking up honours course of study shall enjoy 5% relaxation in marks in (i), (ii) and (iii) as the case may be.

C. Aggregate:

- (i) Aggregate means the sum of marks of best scored five subjects excluding compulsory Environmental Education/ Environmental Science/ Environmental Studies (ENVS).
- (ii) While calculating such aggregate full marks of each subject will be scaled down to 100 wherever needed.

4. Some Special Conditions for Admission to Honours Courses in Accounting & Finance, Education and Philosophy:

a) Accounting & Finance:

For admission to the B.Com Honours course in Accounting & Finance the word “subject or related subjects” shall mean the following:

Accountancy, Book Keeping, Business Economics including Business Mathematics, Business Mathematics, Business Organisation, Business Studies, Commerce, Economics, Economic Geography, Elements of Cost Accountancy and Auditing, Financial Accounting, Mathematics, Office & Secretarial Practice, Statistics.

b) Education:

The subjects History, Philosophy, Political Science, Psychology and Sociology shall be treated as related subjects.

c) Philosophy:

The subject Psychology shall be treated as related subject.

5. Merit List:

Admission will be strictly on the basis of merit. Merit List will be prepared uniformly on the basis of the following criteria.

- a) **Honours Courses:** Best of five plus the marks obtained in the subject in which he/ she intends to take up honours subject or related subject.
- b) **General Courses:** Merit list will be prepared on the basis of Best of five.

The merit list for candidates will be prepared by listing them in the descending order.

While admitting candidates from the merit list if it is found at some point of time that the approved intake is likely to be breached due to sharing of the same merit position by more than one candidate, then in that case all the candidates at that particular merit position may be admitted subject to prior approval of the Vice Chancellor and the excess admission will be granted only for that year. Otherwise in all cases, admission will be restricted strictly to the intake capacity.

A general merit list based exclusively on merit as reflected in the results of the relevant examination irrespective of castes, tribes or classes shall be prepared separately for each course, stream or subject to fill up the unreserved seats. Separate merit list of the scheduled caste, scheduled tribe, OBC-A and OBC-B candidates shall be prepared for each course, stream, subject to fill up the seats reserved for these respective categories. The scheduled caste, scheduled tribe, OBC-A and OBC-B candidates who have been placed in the general merit list to fill up unreserved seats shall not be taken into account in the reserved list for SC, ST, OBC-A and OBC-B candidates as the case may be.

Simultaneously, the ST, SC, OBC candidates who have found place in the general merit list on the basis of their merit shall also be placed in the list of seats for SC, ST, OBC as per their inter se merit, and be asked to exercise their option on whether they would like to be placed in the general merit list or the

separate merit list for reserved candidates of ST, SC, OBC. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances.

For admission to different courses, SC or ST candidate getting admission should have obtained in their previous examination; qualifying marks not lower by more than 25% of the marks obtained by the last candidates of the general category. In case of OBC-A and OBC-B the candidates getting admission should have obtained in the previous examination, qualifying marks not lower by more than 10% from the marks obtained by the last candidates of the general category.

In any case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the university for admission to the relevant course, he/ she will not be eligible for admission.

If seats reserved for the SC candidates are remaining unfilled even after observing the instruction laid down in the previous clauses of the Rules may be filled up by the ST candidates and vice-versa. Likewise, if seats reserved for OBC-A are remaining unfilled even after following the instruction laid down in the previous clauses of the Rules may be filled up by the OBC-B candidates and vice-versa. If after this exercise, reserved seats still remain unfilled due to non-availability of reserved category candidates, such seats shall be taken up for de-reservation in such manner as prescribed under Rule 8 of this Rules.

6. Deduction of Marks:

Two percent marks from the aggregate as secured by a candidate passing the qualifying examination in a year prior to the current year shall be deducted and the aggregate marks thus arrived at will be taken up for consideration.

7. Change of Subjects or Stream:

Candidates may be allowed to change subject or stream or course in their first year of study subject to the limit within the approved intake capacity and various Clauses of University of Kalyani's Admission Rules, by the Principal of the college before submission of Registration Form to the University or any date specified by the University, whichever is earlier. No change will be entertained after submission of Registration Form.

In such a case, the admission fees deposited earlier by the student shall not be adjusted in either way. In this case required fees shall have to be deposited afresh by the student concerned to the college before submission of Registration Form.

8. Reservation of Seats:

The college will comply with the reservation norms as per the Guidelines of West Bengal Government in the following manner:

a) Percentage of Reservation:

Section 3 of the West Bengal State Higher Educational Institution (Reservation in Admission) Act, 2013 states the following reservation:

SC	22%
ST	6%
OBC-A	10%
OBC-B	7%

- b) **Act not to apply in certain cases:** Section 4 of the West Bengal State Higher Educational Institution (Reservation in Admission) Act, 2013 states that the provisions of section 3 of this Act shall not apply to *“the students belonging to the creamy layer of the society”*.
- c) **Reservation for Persons With Disabilities (PwD) Category:** @ 3% of the seats will be reserved for PwD candidates in each of the above categories. The same percentage of reservation shall also apply in case of unreserved seats.

PwD category candidates will be eligible with a minimum of 40% disability with respect to Loco-Motor Disorder, Visual Impairment, Speech and Hearing Impairment.

d) Applicability:

The reserved seats for SC, ST, OBC-A and OBC-B categories can be availed of by those students who are domiciled only in the State of West Bengal.

SC, ST, OBC-A and OBC-B candidates hailing from states other than west Bengal are not eligible for such benefits and they will be treated as unreserved category candidates.

9. Authorities with regard to issuance of SC and ST Certificate Notwithstanding anything contained otherwise in any memorandum, orders, notifications etc. issued earlier that the authorities as specified in column 2 below shall be competent to issue Scheduled Caste or Scheduled Tribe certificate for the purpose of admission of scheduled caste and scheduled tribe students in respective educational courses as specified under column 1.

Name of the course (1)	Name of the Authorities (2)
A. For admission to schools and colleges (upto degree course both pass and honours)	<p>A (i) A member of Gram Panchayat, a Pradhan of Gram Panchayat, a member of Panchayat Samity, a Sabhapati of Panchayat Samity, a member of ZillaParisad, a Commission of Municipality, a Councillor of Municipal Corporation, a Chairman of Municipal Corporation, Mayor of Municipal Corporation, a member of State Legislature, a member of Parliament and any Group A Officer of the state Govt.</p> <p>A (ii) Deputy Director, Backward Class Welfare West Bengal and Commissioner Backward Classes Welfare West Bengal in case of candidates claiming to be scheduled caste or scheduled tribe residing in any part of West Bengal.</p> <p>A (iii) Deputy Collector of Land Revenue, Kolkata, Collector of Stamp Revenue, Kolkata, Metropolitan Magistrate Kolkata, Additional Chief Metropolitan Magistrate, Kolkata, Chief Metropolitan, Kolkata, First Class Stipendiary Magistrate, Executive Magistrate, Sub-Divisional Magistrate, Sub-Divisional Officer, Deputy Collector, Additional District Magistrate, Collector and District Magistrate within their respective jurisdictions in case of candidates claiming to be scheduled caste or scheduled tribe and ordinarily within such jurisdictions.</p> <p>A (iv) A Councillor of Darjeeling Gorkha</p>

	Hill Council for candidates claiming to be scheduled caste or scheduled tribe and ordinarily residing within the jurisdiction of the Darjeeling Gorkha Hill Council.
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10. Authorities with regard to issuance of OBC Certificate

The certificate is to be obtained from a competent authority.

11. Provision for submission of Domicile Certificate:

To avail the reservation facilities for SC, ST and OBCs, domicile certificate is to be submitted at the time of application. However, no domicile certificate is required in case candidate submitting caste identification certificate issued by the competent authority of the Govt. of West Bengal.

A. Explanation-

The domicile of West Bengal shall be treated for those candidates who are either residing in West Bengal continuously at least for last 10 (ten) years as on 31.12.2014 (Proforma-A) or whose parent(s) is/ are permanent resident(s) of West Bengal having permanent address with the state of West Bengal (Proforma-B)

B. Procedure for submission of Domicile Certificate-

Candidate must upload domicile certificate in either Proforma-A or Proforma-B whichever is applicable for his/ her case. The applicable Proforma is to be downloaded and printed on A4 size white paper and will be required to be filled it properly.

C. Authority to issue Domicile Certificate:

Proforma-A or Proforma-B must be signed and certified by any of the following competent authorities from Central Govt. or State Govt. having local jurisdiction over the place of the permanent residence of the concerned candidate (Proforma-A) or his/ her parents (Proforma-B), as the case may be, viz.

- (i) District Magistrate, (ii) Additional District Magistrate, (iii) Deputy Magistrate (iv) Deputy Collector, (v) Sub-Divisional Officer, (vi) Block Development Officer, (vii) Superintendent of Police, (viii) Additional Superintendent of Police, (ix) Sub-Divisional Police Officer or Deputy Superintendent of Police, (x) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate, (xi) Judicial Magistrate of any rank or position in the concerned district or metropolitan locality or Honourable High Court at Kolkata or Honourable Supreme Court of India, (xii) Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation, (xiii) Executive officer of Municipality, (xiv) Assistant secretary/ Equivalent or above in the Secretariat to Govt. of west Bengal (including GTA) or Central Govt., (xv) Deputy Director or above in Directorate to the Govt of West Bengal or Central Govt.

Certification from any authority other than enumerated above will not be accepted.

12. Authority with regard to issuance of PwD Category Certificate:

- a) Every Primary Health Centre, Block Primary Health Centre, State General Hospital, Rural Hospital, Sub-Divisional Hospital or District Hospital run by the state government or any hospital run by a statutory body or authority shall be the medical authority in this regard.
- b) Every Officer-in-Charge or Medical Head of the institution, by whatever name it is called, of the concerned medical authority mentioned in above (a) shall be authorised to sign the disability certificate on behalf of that medical authority.
- c) In case, the PwD Certificate is issued by a medical authority, who is not a Govt. servant, it shall be valid only if it shall be counter signed by the Chief Medical Officer of the district.

13. Separate Applications for Different Honours and General Subjects:

Students may apply for more than one honours subjects, if they fulfil the following conditions as stated below, but they have to pay Rs.100/- (rupees one hundred) as Registration Fee for each honours subject they will apply for.

As separate **ID** and **Password** will be generated after applying for each and every honours subject which are case sensitive, the applicants are advised to preserve each and every **ID** and **Password** for future login in different subjects.

- **B.A / B.Sc. Honours-**

A student may apply for honours course provided he/ she has studied the concerned or related subjects at +2 level.

- **B.Com. Honours in Accounting & Finance-**

Similarly a student applying for B.Com Honours in Accounting & Finance may also apply in Bengali, English and Geography Honours in B.A. or Geography Honours in B.Sc., provided that he/ she has studied the concerned or related subjects at +2 level.

- **B.A./ B. Sc/ B. Com General-**

Subject to the provision of having concerned subject or related subject at +2 level, a student may apply to the college for B.A, B. Sc, and B. Com General course.

Note:In all the courses students not having concerned or related subject at +2 level may also apply as per Point No. 3 A (iii). In such cases no credit for marks will be granted in the subject in which Honours is sought for.

ADVISORY:

For being limited number of seats in B.A. (General)/ B. Sc. (General) in Geography and Physical Education students applying for the same may not get an opportunity for admission to these subjects. In such a particular case, his/ her applications for admission in the above subjects will not automatically be considered for admission to B.A. (General)/ B.Sc (General) with other general subject combinations.

To avoid such incidents, students are being advised to apply simultaneously for admission to B.A. (General)/ B.Sc (General) with other general subject combinations, besides applying for admission to Geography and Physical Education general subjects. Whatsoever be the case, students have to pay Rs. 100/- (rupees one hundred) as Registration Fees for each and every application.

As separate **ID** and **Password** will be generated after applying for each and every General subject which are case sensitive, the applicants are advised to preserve each and every **ID** and **Password** for future login in different subjects.

However he/ she may have to pay requisite admission fees for different courses of study if he/ she gets an opportunity of admission in more than one subjects, **but in no case admission fees deposited to college by the students will be refunded.**

On being admitted in different courses/ subjects, if any, he/ she has to submit an application in writing to the college authority specifying clearly in which subject he / she will continue his/ her study in this college.

14. Procedure of Publication of Merit List and Admission to Specific Subject except Physical Education:

- (i) Publication of merit list in all honours and general courses of studies both for Unreserved and Reserved Categories : As per schedule
- Admission of candidates in merit list under unreserved category: As per schedule.

- **First Step:** Initially total number of seats available in unreserved category will be offered for admission (Say, X).
 - **Second Step:** Number of seats filled up/ admission taken (Say, Y)
 - **Third Step:** (X – Y) number of seats, if any, will again be offered for admission in order of merit.
 - **Fourth Step:** The same process will continue until all the seats under unreserved category are filled up within the prescribed date and time limit.
- (ii) Once the admission under unreserved category is over, admission under SC category will start following the steps mentioned under (ii) above. If any seat remains vacant under SC category even after following the above mentioned steps and after the prescribed time limit, then the same will be converted into ST category and will be offered strictly to the applicants of ST category only.
 - (iii) Once the admission under SC category is over, admission under ST category will commence following the steps mentioned under (ii) above. If any seat remains vacant under ST category even after following the above mentioned steps and after the prescribed time limit, then the same will be converted into SC category and will be offered strictly to the applicants of SC category only.
 - (iv) After following the procedures mentioned under (iii) and (iv) above, if any seat still remains vacant, the same will be converted into unreserved category after necessary approval from the competent authority.
 - (v) These converted unreserved category seats (after getting necessary approval from the competent authority regarding conversion of vacant SC inter alia ST category seats) will further be offered to applicants under unreserved category in order of merit, if any. That means the candidates, if any, who could not take admission earlier in unreserved category for any reason, whatsoever, now may take admission to these vacant seats.
 - (vi) Once the admission under SC, ST and converted unreserved categories is over, admission under OBC-A category will start following the steps mentioned under (ii) above. If any seat remains vacant under OBC-A category even after following the above mentioned steps and after the prescribed time limit, then the same will be converted into OBC-B category and will be offered strictly to the applicants of OBC-B category only.
 - (vii) Once the admission under OBC-A category is over, admission under OBC-B category will start following the steps mentioned under (ii) above. If any seat remains vacant under OBC-B category even after following the above mentioned steps and after the prescribed time limit, then the same will be converted into OBC-A category again and will be offered strictly to the applicants of OBC-A category only.
 - (viii) After following the procedures mentioned under (vii) and (viii) above, if any seat still remains vacant, the same will be converted into unreserved category after necessary approval from the competent authority.
 - (ix) These converted unreserved category seats (after getting necessary approval from the competent authority regarding conversion of vacant OBC-A inter alia OBC-B category seats) will further be offered to applicants under unreserved category in order of merit, if any. That means the candidates, if any, who could not take admission earlier in unreserved category for any reason, whatsoever, now may take admission to these vacant seats.

Note: *In all categories, PwD candidates in merit list will be admitted first. If PwD quota remains unfilled, those seats will revert back to respective categories.*

15. Procedure of Publication of Merit List and Admission to Physical Education:

The merit list for Physical Education to be published at the first instance is completely provisional. Provisionally shortlisted candidates in order of merit will be called for their physical and skill test to be

conducted by the experts nominated by the University of Kalyani. After this exercise is over, a final merit list shall again be published and admission will take place by following the procedures mentioned in point no. 19.

16. Date and Time Scheduled for Application and Admission At a Glance:

Publication of merit list in all honours and general courses: As per schedule

17. Admission simultaneously both in Honours and general Courses:

Admission in all honours and general subjects will be made simultaneously following the procedures mentioned in point no. 19.

18. Application Procedure:

Application has to be filled up ONLINE at the portal of the college: [www,haringhatamahavidyalaya.org](http://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.**

19. 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.

20. Uploading of documents:

Candidates domiciled in West Bengal including those who want to enjoy various category benefits need to upload the following documents, as applicable in addition to the above:

- **The SC/ ST/ OBC/ PwD Certificate as per the Rules**
- **Domicile Certificate (applicable for SC, ST and OBCs)**

All the uploaded images/ documents have to be in JPG/ JPEG format. The page size of the document is to be in A4 size format.

21. Application Fees Details:

Irrespective of his/ her category and gender, a candidate applying for ADMISSION 2017 has to pay Rs. 100/- 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
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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 desires 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.**

22. 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.**

23. 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

24. 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).