

## **Rules and regulations**

Rules and regulations regarding P.G Courses are followed by the Calcutta University guidelines: ( see [www.caluniv.ac.in](http://www.caluniv.ac.in))

## **SELECTION PROCEDURE AND ADMISSION RULES**

- A) 60% of total seat in the course be earmarked for C.U. students only. This 60% of total seat be termed as **Category – “A”** seat in the course. All the current year C.U. and C.U. Autonomous College Honours Graduate will be considered in **Category – “A”**.
- B) Rest 40% of total seat in the course be earmarked for both Non-C.U. and C.U. candidates. This 40% of total seat will be termed as **Category – “B”** seat.

**C.U. Honours Graduate candidates of the preceding year will be considered in Category –“B” only.**

### **A. Selection of candidate of *Category “A”*.**

1. Admission is strictly in order of merit, judged on the basis of percentage of marks secured in Honours subject and in case of a tie, the aggregate of marks in general subjects are taken into consideration.
2. **A Draft Merit List for Category “A” where no Entrance Test held** of the candidates graduated from the C.U. and C.U. Autonomous College(s) in the current year, will be published after the last date of submission of Application Form. All the current year C.U. and C.U. Autonomous College applicants may check the Draft Merit List specially Hons. Marks, Genl. Marks, SC/ST/PWD status & Year of Passing. If there is any mistake, please report immediately in writing to the College. No claim will be entertained later.

### **B. Selection of candidate of *Category “B”* will be made on the basis of Entrance Test.**

1. Group wise Entrance Test for Non C.U. and C.U. applicants for selection in 40% of total seats will be held.
2. Entrance Test will be of one hour duration. Full marks for Entrance Test will be of 100 marks. Number of questions in test will be of 50 and each question should have four options of answers of which one will be correct answer. For each correct answer scoring will be +2 marks and negative marking of -0.5 marks for each wrong answer and for no try there will be 0 marks.

3. Selection for 40% of such seat in each course will be made on the basis of marks obtained in the entrance test only. If there is a tie of marks obtained in the written entrance test amongst the candidates then the candidates with less negative marking will be placed in higher position in the merit list than the other candidate.
4. There will be two main merit lists in each group of applications (a) one for Category – “A” Mode of selection mentioned above and (b) other for Category – “B”. only on the marks obtained in Entrance Test.
5. Selection in each course may be run simultaneously from two merit lists a) Category–“A” and b) by marks obtained in Entrance Test Category – “B”.
6. Existing SC/ST/PWD reservation rules will be followed separately in both Category – “A” 60% marks earmarked for C.U. students and Category – “B” 40% seats earmarked for both Non-C.U. & C.U. students.
7. If sufficient suitable no. of SC/ST candidates are not available in Category – “A” the same may be filled up by the other Category – “B” and vice versa.
8. All Non-C.U. applicants have to appear in the Entrance Test and will be placed in the Merit list of Category “B” only.
9. Any C.U. applicant may or may not appear in Entrance Test where Entrance Test is not Mandatory.
10. In case where Entrance Test is Mandatory for both C.U. and Non-C.U. candidate, the candidate will not be in the Merit List if he or she fails to appear in the Entrance Test.

**Others :**

1. **Midterm Counseling / Call Up** : may be held as and when necessary to expedite the admission process.
2. Admission to be closed within maximum period of one month from the commencement of class.
3. All the rules are subject to change by the order of the appropriate authority.
4. C.U. Final year P.N.C. candidate may also apply as appeared candidate to be included in the Merit List after production of Pass Mark sheet immediately after publication of result satisfying the requisite eligibility criteria.

5. SC/ST/PWD reservation as per University rules and practices to be followed in both “Category-A” and “Category-B”. The University Reservation Rules framed time to time shall be applicable.

For admission to different courses an SC/ST/PWD candidates getting admission should have obtained in the previous examination, qualifying marks not lower by more than 25% of marks obtained by the last candidate of the General category.

Where merit list will be prepared on the basis of marks obtained in the entrance test the SC/ST/PWD candidate should obtain entrance marks not lower than 25% than that of obtained by the last candidates admitted of General Category.

**SC/ST/OBC/PWD** candidates of domicile state are entitled to get the reservation facility i.e. SC/ST/PWD candidates hailing from states other than West Bengal are not eligible for such benefits and they will be treated as General Category candidates.

Candidate seeking admission in Reserved Category seat must be domicile of West Bengal and accordingly submission of Domicile Certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are EITHER Residing in West Bengal continuously at least for last 10 years as on .....

OR  
Whose parent (s) is/ are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

THE CERTIFICATE BEING SUBMITTED BY THE CANDIDATE FOR CLAIMING RESERVATION UNDER SC/ST/OBC QUOTA; MUST HAVE BEEN ISSUED BY THE COMPETENT AUTHORITY, ON A DATE PRIOR TO THE SUBMISSION OF APPLICATION. CERTIFICATE ISSUED ON A LATER DATE BY ANY AUTHORITY, WILL NOT BE ACCEPTABLE AT THE TIME OF ADMISSION.

1. If sufficient suitable no. of SC/ST/PWD/OBC C.U. candidates are not available in Category –“A”, the seats may be filled up by the Category –“B” and vice- versa.
2. **SC/ST/PWD/OBC** Candidates securing equal or higher marks than the last candidate admitted from the general category will be treated both as “General Category” as well as respective reserve category.
3. Vacant seat(s) of Category A / Category B due to insufficient suitable applicant may be filled by any other category suitable student available on the basis of merit.

**Note :**

If the candidate avails facility in minimum eligibility requirement then the candidate will be treated under concerned reserved category.

**4. PWD (Persons with Disabilities)** Persons with disabilities having 40% and above degree of disability will enjoy a 3% reservation **horizontally** in each of the categories, i.e. in SC, ST, OBC –A, OBC-B and in the Unreserved or General Category, and such candidates, if available, shall be placed towards the top of the list prepared for each category of students.

The PWD candidates claiming seats under reserved category are required to produce **appropriate PWD certificates issued by the competent authority satisfying the following criteria:**

Officer-in-Charge or Medical Head of Primary Health Centres, Block Primary Health Centres, State General Hospitals, Rural Hospitals, Sub-Divisional Hospitals or the District Hospitals run by the State Government or any hospital run by a statutory body or authority.

PWD category candidates will be ELIGIBLE with a minimum of 40% disability subject to the condition that the candidate is capable of carrying out all activities related to theory / practical work, as applicable ,to the courses without special concession and exemption.

Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc. ), the PWD candidate should obtain final score not lower than 25% than that of obtained by the last candidates admitted from General Category .