

Guidelines for Admission in B.A., B.Sc., B.Com. (Honours and General) Courses

ISSUE OF FORMS & PROSPECTUS

- Forms will be issued by the college office only on such dates and time as will be notified by the college authorities. Only one copy of the prospectus will be issued to each candidate at the time of purchase of forms only on production of ORIGINAL MARKSHEET of Higher Secondary or Equivalent examination.
- Each Prospectus contains 3 Hons. Course Forms (white colour), 4 General Course Forms (yellow for B.A., blue for B.Sc. (Physical Science), green for B.Sc. (Bio-Science) and red for B. Com) and a RECEIPT. All the forms and the RECEIPT bear unique serial no., which will be specific for a candidate.
- 'FORM ISSUED' seal will be affixed at the back of the original Marksheet.
- For candidates with laminated marksheets where seal cannot be affixed, the issuing officer should write the name of the candidate on the 'RECEIPT' by red ink in his/her own handwriting, followed by his/her initial and date.
- On fulfilling the minimum required eligibility conditions, a candidate should tear off the desired forms; unused forms and the RECEIPT will remain attached with the Prospectus.

MINIMUM ELIGIBILITY CRITERIA

ARTS SUBJECTS

SUBJECTS		MINIMUM REQUIRED ELIGIBILITY CRITERIA
FOR HONOURS IN	English Bengali Political Science History Philosophy Sanskrit	At least 45% marks in aggregate and at least 50% marks in the proposed Honours subject at Higher Secondary level
	Economics	<i>Candidates with Economics at Higher Secondary or equivalent -</i> 45% in aggregate and 50% in Economics at Higher Secondary level. <i>Candidates without Economics at Higher Secondary or equivalent -</i> 45% in aggregate and 50% in Mathematics at Higher Secondary level.
B. A. General		Pass marks at Higher Secondary or equivalent examination.

COMMERCE SUBJECTS

SUBJECTS	MINIMUM REQUIRED ELIGIBILITY CRITERIA
S C For Honours in Accountancy E N	<i>Candidates with Commerce at Higher Secondary or equivalent -</i> 50% in aggregate and 50% in Accountancy at Higher Secondary level. <i>Candidates without Commerce at Higher Secondary or equivalent -</i> 50% in aggregate and 50% marks in Mathematics at Higher Secondary level.
C B. Com. General E S	<i>Candidates with Commerce at Higher Secondary or equivalent -</i> Pass marks in aggregate and 30% in Accountancy at Higher Secondary level. <i>Candidates without Commerce at Higher Secondary or equivalent -</i> Pass marks in aggregate and 30% in Mathematics at Higher Secondary level.

SCIENCE SUBJECTS

SUBJECTS		MINIMUM REQUIRED ELIGIBILITY CRITERIA
FOR HONOURS IN	Physics	50% in aggregate with 55% marks in Physics & pass marks in Mathematics at HS/equivalent.
	Chemistry Mathematics	50% marks in aggregate with 55% marks in the proposed Honours subject at HS/equivalent
	Geology	50% marks in aggregate with an average of 50% marks in three elective subjects at HS/equivalent.
	Botany Zoology	50% marks in aggregate with 55% marks in Biology & pass marks in Chemistry at HS/equivalent.
	Economics	<i>Candidates with Economics at Higher Secondary or equivalent -</i> 45% in aggregate with 50% in Economics at Higher Secondary level. <i>Candidates without Economics at Higher Secondary or equivalent -</i> 45% in aggregate with 50% in Mathematics at Higher Secondary level.
B. Sc. General (Physical Science)		Pass marks at Higher Secondary or equivalent examination.
B. Sc. General (Bio-Science)		Pass marks at Higher Secondary or equivalent examination.

GUIDELINE FOR FILLING-UP OF FORMS

- Candidates are requested to fill up the forms legibly and neatly using blue or black ballpoint pen (dot pen).
- Do not leave any column blank. Please put 'X' mark if any column is not applicable.
- Affix your recent colour passport size photograph at the specified space. Attestation of the photograph is NOT required.
- For HONOURS Forms, write in BOLD CAPITAL the name of the honours subject for which you are applying. Forms without mention of the subject will be cancelled.
- Give information regarding your personal details in column 2 - 11. If any of these columns is left blank or filled up with wrong information, the form will be cancelled.
Candidate has to produce original date of birth certificate (preferably Admit Card of Secondary level examination) at the time of counseling.
SC/ST candidates have to produce original Caste Certificate in his/her name from competent authority at the time of counseling.
Physically Challenged candidates must mention their exact % of physical challenge and produce certificate in support of that from recognized government hospital.
- Candidates should give information regarding their marks in HS or equivalent examination. They have to calculate the Aggregate and the Index (for Honours course only) following the given guideline:

Calculation of AGGREGATE

Following instruction issued by the University of Burdwan vide Circular No. RC/PERM/ ADM/539 dated 08.05.07, the formula for calculation of aggregate for admission to the 1st year courses at UG level (Session 2009 - '10) will be as follows:

$$\text{AGGREGATE} = \text{Language 1} + \text{Language 2} + \text{Sum of best 3 optionals / electives out of 4}$$

Marks secured by WBCHSE candidates in Environmental Studies will not be counted for calculating aggregate. However, marks secured in Environmental Studies by non-WBCHSE candidates may be counted for calculating aggregate if that marks comes within the best three Electives.

If there is just one language, aggregate will have to be calculated with the single language and four best Electives. If there are only four Electives apart from the language, all the Four Electives should be considered for calculating aggregate.

Calculation of INDEX (required for Honours course only)

English: INDEX = Aggregate + Marks secured in English
 Bengali: INDEX = Aggregate + Marks secured in Bengali
 Political Science: INDEX = Aggregate + Marks secured in Pol. Science
 History: INDEX = Aggregate + Marks secured in History
 Philosophy: INDEX = Aggregate + Marks secured in Philosophy
 Sanskrit: INDEX = Aggregate + Marks secured in Sanskrit

Economics: INDEX = Aggregate + Marks secured in Economics
 (for Candidates with Economics at HS/equivalent)
 INDEX = Aggregate + Marks secured in Mathematics
 (for Candidates without Economics at HS/equivalent)

Physics: INDEX = Aggregate + Marks in Physics + Marks in Mathematics
 Chemistry: INDEX = Aggregate + Marks in Chemistry
 Mathematics: INDEX = Aggregate + Marks in Mathematics
 Geology: INDEX = Aggregate + Marks in Physics + Marks in
 Chemistry + Marks in Mathematics / Biology
 Zoology/Botany: INDEX = Aggregate + Marks in Chemistry + Marks in Biology

Accountancy: INDEX = Aggregate + Marks secured in Accountancy
 (for Candidates with Accountancy at HS/equivalent)
 INDEX = Aggregate + Marks secured in Mathematics
 (for Candidates without Accountancy at HS/equivalent)

7. Candidates should mention the combination subjects in column 15, following the guideline given in page 5 of this prospectus.
8. Candidates should put their full signatures, countersigned by their guardians at the bottom of each of the forms.
9. On the RECEIPT the candidate should clearly mention about the subjects and categories of forms in which he/she has applied.

SUBMISSION OF FORMS

- A candidate can submit forms for Honours Course and General Course as per below mentioned numbers:

Stream of passing the H.S. level	Maximum number of Forms that can be submitted	
	for Honours Course	for General Course
ARTS	Three out of all Arts Hons. subjects	One B.A. General only
SCIENCE	Three out of all Science, Arts and Commerce Hons. subjects	Three One for B.Sc. (Physical)/ B.Sc. (Bio) General, One for B. Com. General & One for B.A. General
COMMERCE	Three Two for any two Arts Honours One for Accountancy Honours	Two One for B. Com. General & One for B.A. General

- Filled up forms are to be submitted to the college office only on such dates and time as will notified by the college authorities.
- Requests for acceptance of filled up forms after the expiry of prescribed date for submission of forms will not be entertained.
- A photocopy of Higher Secondary or equivalent Mark Sheet has to be attached with the form. SC, ST and PC candidates should affix Xerox copies of respective category certificates.

No other certificates/Xerox copies/original documents should be attached with the forms.

- The receiving officer should affix College Seal on the forms and on the RECEIPT. Without this seal, forms will be considered as cancelled and will not be processed. Candidates coming at counseling with the RECEIPT not bearing the seal will not be considered for admission. So the candidates should take responsibility to ensure that the forms have been properly submitted.

A candidate submitting only Honours form(s) will be considered for admission only in those Honours Course(s). If the candidate also wishes to be considered for admission to General Course, she/he has to submit a separate form for General Course.

A candidate submitting only a General Course Form will be considered for admission in that General Course only.

For a candidate applying for admission to more than one Honours Course the college authorities understand that she/he gives equal preference to all subjects that she/he has applied for.

Forms will be cancelled, if -

- a. All the columns are not filled up properly (please follow the instructions to fill up forms).
- b. Any column in the form is left blank
- c. Xerox copy of Marksheet is not attached with each form
- d. Subject not written on the form
- e. Name of the candidate is not written on any form or the RECEIPT.
- f. Multiple forms submitted for single subject

COUNSELLING & ADMISSION PROCEDURE

- ORIGINAL documents required at the time of Counseling & Admission:
 - i) RECEIPT bearing signature of authorized receiving officer and College seal.
 - ii) Mark sheet of HS / equivalent examination
 - iii) Age proof certificate (*preferably, admit card of secondary examination*)
 - iv) School leaving certificate
 - v) Caste certificate in name of candidate him/herself (*if applicable*)
 - vi) Physically challenged certificate in name of candidate him/herself (*if applicable*)
- All admissions will be strictly according to merit through counseling and following stipulations mentioned above or that prescribed by the Government of West Bengal and the University of Burdwan.
- The INDEX (for Honours course) / Aggregate (for General course) will determine the position of a candidate in the merit panel.
- All merit panels will be regarded as provisional. A candidate whose name appears on a merit panel will be admitted only after she/he has fulfilled all required criteria prescribed above or prescribed by the Government of West Bengal and the University of Burdwan.
- A candidate whose name appears in a merit panel will have to take admission on such date and time as will be notified by the college authorities.
- A candidate whose name appears in merit panels for more than one subjects / streams will have to take admission in any one of those subjects/ streams on specified date and time.

- A candidate who fails to take admission on such date and time as will be notified by the college authorities will forfeit her/his claim to candidature and shall not be entertained for admission on a later date.
- After admission from the first list is completed, candidates from the waiting list will be considered for admission only if there is any vacancy.
- Once admitted to an Honours subject a candidate may be given the choice of transferring to another Honours subject for which she/he had applied, only if there is any vacancy in that subject after completion of the Admission procedure.
- Candidates should strictly follow the date and time schedule, as notified, for counseling and admission. Failure to this may lead to cancellation of his/her candidature.
- Candidates should come to the counseling place well before counseling starts. In this regard they should strictly follow the reporting time, as notified.
- Candidates have to enter the counseling room within 15 minutes of commencement of counseling of a particular subject. Beyond that time, a candidate though present outside the counseling room will be considered as ABSENT.
- During counseling, no candidate will be allowed to go outside the counseling room unless he/she is asked to do so. A candidate going outside without proper permission will not be allowed to re-enter the room and consequently he/she will be considered as ABSENT.
- During counseling, a candidate will be called twice, and if he/she does not respond to that call, he/she will be considered as ABSENT.
- An ABSENT candidate will never be re-considered for counseling/admission. Any request in this regard on a later time/date will not be entertained.
- Candidates who could not take admission in previous years due to reasons beyond their control can apply this year substantiating the reason with appropriate document. However, candidates who have passed Higher Secondary or equivalent examination 4 years ago will have to take permission from the University of Burdwan before admission.

CANCELLATION OF CANDIDATURE DURING COUNSELING -

- If he/she does not produce ORIGINAL HS/equivalent Marksheet.
- If he/she does not produce ORIGINAL Caste Certificate/PH Certificate (*if applicable*) in his/her own name issued by competent authority. For list of the competent authorities whose certificates are valid, refer to page 4. Any other kinds of documents or certificates will NOT be considered.

In the absence of proper certificates, SC/ST/Physically challenged candidates will be considered as general category, and will be fixed at the appropriate place in the general category Merit List / panel.

No grace period will be provided to the candidates *without ORIGINAL Marksheet/Caste certificates/Physically challenged Certificates (as per applicable)*. Certain grace periods, however, may be provided to candidates without original age-proof/school leaving certificates.

Candidate forgotten to bring Caste/Physically Challenged certificates (as applicable), will be considered as general category candidate.

- If original RECEIPT is not produced, his/her candidature will be cancelled.
If the receipt is lost, he/she should immediately make an application to the Principal, Durgapur Government College, mentioning his/her Form Number and the subjects he/she has applied, and bring a copy of that application on the day of counseling.
- If the Serial No. on the forms, the RECEIPT and the no. mentioned at the back of the Marksheet does not match.
- If the form and RECEIPT part does not bear the signature, date and seal affixed by the receiving officer.
- If two different candidates have submitted forms bearing same serial no., both the candidates with all the forms they have submitted will be cancelled.