

# **MANBHUM MAHAVIDYALAYA**

Manbazar, Purulia

ADMISSION IN B.A./B.SC./B.COM COURSES FOR 1<sup>st</sup> SEMESTER.

## **A. GENERAL TERMS AND CONDITIONS**

1. Admissions are made strictly on the basis of merit.
2. Applicants are to strictly follow all the notifications regarding admission published in the college web-site. Changes in terms and conditions may be notified as and when required.
3. Candidates who passed 10 + 2 or equivalent examination with minimum five approved subjects (each of 100 as Full Marks and prescribed pass marks) only are allowed to apply for admission, provided **'Course-wise Eligibility Criteria for Application'** are fulfilled.
4. All candidates must have passed in English of 100 marks at 10 + 2 level.
5. Business Mathematics will not be taken into considered in lieu of Mathematics at (10 + 2) level.
6. Aggregate is taken as total marks of **BEST FOUR SUBJECTS** excluding ENVS.
7. Separate application form has to be submitted for each course/option.
8. Only On-Line Application forms will be considered for admission.
9. Certain seats are reserved for SC, ST and OBC-A and OBC-B applicants in each course, as per Government rules.
10. 3 % of seats in each category are reserved for physically challenged candidates.
11. Candidates passing from Open School or from any Council/Board/Institution that Government of West Bengal or Sidho-Kanho-Birsha University does not recognize are not allowed to submit on-line application. In such case applicant will remain personally liable.
12. All the admission will be provisional subject to the fulfillment of University Registration criteria.

13. Maximum 10 seats each course are available for Admission in B.A. (General) and B.Sc. (General) courses for the applicants with Vocational courses in 10+2 level from the schools of Manbazar area only. A separate merit list for the candidates passed 10+2 examination with vocational courses will be prepared and published.
14. All the payments regarding admission will have to be submitted through **PAYMENT GATEWAY** provided in the **ONLINE ADMISSION PORTAL**. No other mode of payment will be taken into account. **Online Transaction charges** (exclusively fixed by the Payment Gateway authority) will have to be paid in addition to the fees payable to the college.
15. While preparing merit list, in case of same index number the priority will be selected first by comparing English Marks in H.S. Exam. and then on the basis of seniority by virtue of Date of Birth.
16. Candidates are requested to keep in mind the restricted number of intakes for different subjects/courses and it is advisable to apply for alternative courses/combinations separately in order to increase the probability of getting admission.
17. The college does not accept any responsibility for cancellation of admission due to suppression or misstatement of facts by students during the course of entire admission process.
18. **In no case whatsoever it may be, the Amount once paid in respect of admission in the College will be refunded. So think judiciously before any payment.**

## **B. IMPORTANT INSTRUCTIONS**

- Read carefully all the admission related information provided in the admission web-portal and also follow college website for notices published from time to time.
- Separate **On-Line Application Form** is to be submitted for each course/option.
- Candidature of an applicant will outright be cancelled (at any stage) if the data given in the On-Line Application Form are found false.

- Application Fees: **Rs. 100.00** and **online payment Charges** will be collected separately by online fees collection authority.
- All relevant important dates will be published from time to time in our College web portal and College Admission Portal.
- **IMPORTANT:** College authority will come into picture in respect of admission only after submission of Admission Amount (fees) following the publication of merit list. The chronological steps of the entire admission process are given below; follow the steps mentioned in the **PROCEDURE**.
- No one has to report or submit any paper to the College before Admission. **But any wrong and misinformation will lead to outright cancellation of admission without any refund of fees already deposited.**
- Date of publication of Merit List and admission will be notified in the Web-Portals of the College.
- Admission of students will be strictly as per merit list, the listed candidate will have to deposit required fees through **online payment gateway only** for admission and then the student has to get his/her admission **provisionally approved** on submission and verification of documents (as mentioned below) **within the period as per notification published with the merit list.**
- All the fields in the on-line application are to be filled with correct data **cautiously** because the scope of correction of data (**except elective subject combinations, marks, Board of Last Examination and Caste**) will be allowed within the time frame notified.
- *Under no circumstance the fees once deposited will be refunded, so fill the forms cautiously after reading all the instructions carefully.*
- **DOCUMENTS TO BE BROUGHT IN FOR APPROVAL OF ADMISSION**
  - i) Original and attested copies of Mark Sheet of the last public examination (H.S or equivalent)
  - ii) **Original and attested copies of Admit Card/Certificate of Madhyamik or equivalent examination as proof of age.**
  - iii) Original and attested copy of Caste certificate from the competent authority for SC/ST/OBC candidates.

- iv) Original and attested copy of School Leaving certificate from the head of the school or college last attended.
- v) Original and attested Certificate (if any) for Physically Challenged Candidate.
- vi) **Original Receipt Copy of Application Fees deposited in the State Bank of India.**
- vii) Original Receipt Copy of Admission Fees deposited in the State Bank of India.
- viii) **Acknowledgement of Application Copy generated from Admission web portal (Containing Scanned Photograph and Scanned Signature printed on it).**

### C. PROCEDURE OF ONLINE APPLICATION

*STRICTLY FOLLOW THE STEPS MENTIONED BELOW:*

1. Read the admission related notices in the College Web-site.
2. Click on the On-Line Application link.
3. Submit the application form after providing all information as asked for. Regarding choice subjects under new CBCS system follow **SUBJECT SELECTION OPTIONS** given below.
4. Pay Application fee through Payment Gateway only. Preserve the counter foil/receipt for submission in the college for Admission Approval later.
5. Wait for the publication of merit list.
6. Candidate, if enlisted in the merit list has to confirm his willingness to take admission and the candidate has to proceed through the College Admission Portal once again and may require changing the options of elective general combination papers, because of intake restrictions.

*Note: Candidate's scanned Pass Port Size Coloured Photograph and Signature is required while confirming his/her willingness to take admission.*

7. Get a printed copy of the Acknowledgement from College Admission Portal.
8. Now with all documents (list of required documents is provided above) candidate has to report to the College authority for **verification and approval of admission** with in the period as mentioned in the notice to complete the admission process in our College.

### D. ELIGIBILITY CRITERIA FOR ADMISSION IN B.A./B.SC./B.COM COURSES.

## HONOURS COURSES

Stream	Courses	Minimum % of Aggregate marks in HS (10+2) Exam.	Minimum % of subject specific marks in HS (10+2) Exam.		Basis of calculation of index for Merit list generation: Average of-
B.A. (Honours)	Bengali (Hons.)	45	Bengali	45	# Aggregate H.S. marks + Subject marks
	English (Hons.)	45	English	45	# Aggregate H.S. marks + Subject marks
	History (Hons.)	45	History	45	# Aggregate H.S. marks + Subject marks
	Santali (Hons.)	45	Santali **	45	# Aggregate H.S. marks + Subject marks
	Pol. Science (Hons.)	45	Pol. Science	45	# Aggregate H.S. marks + Subject marks
B.Sc. (Honours)	Computer Sc. (Hons.)	45	Computer Science	45	# Aggregate H.S. marks + Subject marks
	Mathematics (Hons.)	45	Mathematics	45	# Aggregate H.S. marks + Subject marks
	Geography (Hons.)	45	Geography	45	# Aggregate H.S. marks + Subject marks
	Economics (Hons.)	45	Economics	45	# Aggregate H.S. marks + Subject marks
B.Com (Honours)	Accountancy (Hons.)	45	Accountancy	45	# Aggregate H.S. marks + Subject marks

\*\* A non-Santali candidate applying for Santali Honours must be well conversant in Santali (reading and writing).

## GENERAL/PASS COURSES

Stream	Minimum % of Aggregate marks in HS (10+2) Exam.	Calculation of index for Merit list generation:
B.A. (Honours)	30	@ Aggregate H.S. marks
B.Sc. (Honours)	30	@ Aggregate H.S. marks
B.Com (Honours)	30	@ Aggregate H.S. marks

### Note:

- # Aggregate of H.S. marks means sum of best four subject's marks secured in 10+2 examination (Excluding ENVS).
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## SUBJECT SELECTION OPTIONS

The steps are to be followed while filling up online application form for admission in 1<sup>st</sup> year.

### B.A. HONOURS COURSE

1. Select only one Honours (Core) Subject from the following-

**(Separate application form has to be submitted for different options)**

- BENGALI
- ENGLISH
- HISTORY
- SANTALI
- POLITICAL SCIENCE

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH

### **B.Sc. HONOURS COURSE**

1. Select only one Honours (Core) Subject from the following-

**(Separate application form has to be submitted for each different option)**

- COMPUTER SCIENCE
- MATHEMATICS
- GEOGRAPHY
- ECONOMICS

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH

### **B.Com. HONOURS COURSE**

1. There is only one Honours (Core) Subject, i.e. **ACCOUNTANCY**

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH

### **B.A. REGULAR (GENERAL/PASS) COURSE**

1. Select TWO Regular (General/Pass) Subjects as **OPTION-I** and **OPTION-II** one each from any two of the following three groups-

**(Separate application form has to be submitted for each different option)**

**NOTE:** Selection of **OPTION-I** is very important as in future the candidate may pursue **POST GRADUATE DEGREE** in the subject selected as **OPTION-I**.

GROUP-I	GROUP-II	GROUP-III
BENGALI	HISTORY	POLITICAL SCIENCE
ENGLISH	EDUCATION	GEOGRAPHY
SANTALI	ECONOMICS	SOCIOLOGY
SANSKRIT		PHYSICAL EDUCATION

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH

### **B.Sc. REGULAR (GENERAL/PASS) COURSE**

1. Select THREE Regular (General/Pass) Subjects as **OPTION-I**, **OPTION-II** and **OPTION-III** one each from the following three groups-

**(Separate application form has to be submitted for each different option)**

**NOTE:** Selection of **OPTION-I** is very important as in future the candidate may pursue **POST GRADUATE DEGREE** in the subject selected as **OPTION-I**.

GROUP-I	GROUP-II	GROUP-III
MATHEMATICS	COMPUTER SCIENCE	PHYSICS
	CHEMISTRY	GEOGRAPHY
	ECONOMICS	

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH

### **B.Com. REGULAR (GENERAL/PASS) COURSE**

1. There is no scope of selection, the student has to study subjects as fixed by the University.

2. Select only one Compulsory Language paper (AECC) from the following-

- BENGALI
- ENGLISH