



# SABANG SAJANIKANTA MAHAVIDYALAYA

LUTUNIA, PASCHIM MEDINIPUR, PIN-721166

email address: [sasama1970@gmail.com](mailto:sasama1970@gmail.com)

Ref. No. Sab/Admission/1

Date:- 11/05/2018

## Detailed Admission procedure for Post Graduate Admission in M.A. / M.Sc. of Sabang Sajanikanta Mahavidyalaya for the Session 2018-19

### I. Procedure of Application

Date of online application: 16/05/2018 to 30/05/2018

1. **Subjects offered – Physics, Chemistry, Botany, Bengali, English and Sanskrit.**
2. Application Form can be submitted only through online version available at college website (<http://www.sabangcollege.com>).
3. Proper instructions are to be followed while filling up the form.
4. Before filling the form through online, **Sample application form is to be studied carefully to prepare the materials required for filling up the application form.**
4. After successful filling up and submission of the form, applicant should print the application form for further reference.
5. After successful submission of the form, a bank challan (United Bank of India) will be generated in the system and applicants must submit a non-refundable fee of Rs. 250.00 (Rupees two hundred fifty) only, in total by way of challan or by payment gateway to UBI, Sabang Branch, in order to complete the registration process.
6. Student copy of the challan has to be kept and needs to be shown during counseling. College copy of the challan has to be attached along with filled up forms and to be submitted to the college during counseling.
6. **Any wrong information in the application form is liable to be cancelled by the college authority and his /her candidature will be summarily rejected even after admission, if found at later stage.**



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## II. Eligibility Criteria for the students already registered with Vidyasagar University at UG level (YEAR OF PASSING WILL BE 2018 OR THE PRECEEDING YEAR 2017 ONLY)

### Arts:

- i. B.A. Hons. qualified in Bengali for M. A. in Bengali
- ii. B. A. Hons. qualified in English for M. A. in English
- iii. B. A. Hons. qualified in Sanskrit for M. A. in Sanskrit

### Science:

- i. B.Sc. Hons. qualified in Physics for M.Sc. in Physics
- ii. B. Sc. Hons. qualified in Chemistry for M.Sc. in Chemistry
- iii. B. Sc. Hons. qualified in Botany for M.Sc. in Botany

## III. No. of seats

Physics-15, Chemistry-20, Botany-15, Bengali-40, Sanskrit- 35, English- 20

## ***SELECTION PROCESS FOR ADMISSION***

### ***1. For the students of Vidyasagar University (60% seat)***

- (i) Selection will be made strictly on the basis of merit of Common Entrance Test (CET) conducted by COLLEGE (admit card will be issued through online before exam). In the case of equal marks obtained in CET, total marks / percentage of marks of Honours is to be taken into account for ranking. In case of equal marks obtained in Honours immediately preceding Examination are to be considered for ranking.
- (ii) The students of Vidyasagar University will have to appear at the Entrance Test as per schedule of the college published in the college website.
- (iii) Appeared 3rd year Honours students may also apply.
- (iv) As per order of the Govt. of West Bengal 60% of total seats in each subject will be reserved for the students of V.U & autonomous college(s) affiliated to Vidyasagar University and 40% seats will be available for Open to all.
- (v) The 60% of total seats in each subject will be reserved for passed out Honours students of VU & autonomous college(s) affiliated to Vidyasagar University, which will be selected from the merit list of CET and the candidates have to obtain Hons marks or equivalent in the major subject.



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- (vi) Quota for SC/ ST will be considered as per Govt. order 906 Edn / Estt dated 18.09.1997. Number of seats (SC-22%, ST-6%, OBC-A-10%, OBC-B-7%) will be calculated and considered separately for 60% seats of V.U. students and 40% seats for Open Competition. Fraction of 0.5% or more will be rounded to the next whole number.
- (vii) 3% of each category (Gen/SC/ST/OBC-A/OBC-B) will be reserved for Persons with Disability (PwD) candidates. Merit list will be prepared on the percentage of PwD. In case of non-availability of PwD candidate, the seat reserved for PwD will be converted to General Category.
- (vii) Prize holders at International/National/State representation in the last two years will be considered for sports quota provided that he/she participated in the Inter College Competition/ Inter College Athletic Meet organized by our university in his/her tenure in UG level. The sports events are Football, Volleyball, Athletic, Joga, Khoko, Kabadi, Chess, Table Tennis. A committee will be constituted to assess the performance of the applicants in the respective field.
- (ix) Prize holders in the International/National/State meet in the last two years will be considered for Cultural quota provided that he/she participated in the Inter College Cultural Competition organized by our university in his/her tenure in UG level. A committee will be constituted to assess the performance of the applicants in the respective field.
- (x) 1% of total seats of all PG courses is reserved for Sports/ Culture.
- (xi) The seats for General candidates in the subject will be reduced by the No. of students selected for Sports/ Culture quota in that subject.
- (xii) Normally 60% seats will be for the students of the Vidyasagar University and 40% seats for other Open to all. This 60% and 40% may be relaxed in case of non-availability of the applicants in either category.

## 2. For Open Competition (40 %)

- (i) 40% Seats in each subject are reserved for Open to all (students of V.U & autonomous college(s) affiliated to Vidyasagar University/Other universities), which will be selected from the merit list of CET.
- (ii) The minimum marks required for admission through **Open Competition** (40% seat) is as follows:  
**(YEAR OF PASSING WILL BE 2018 OR THE PRECEEDING YEAR 2017 ONLY)**  
Arts : 45% marks in Hons. (for Gen. Candidates) and 40% marks in Hons. (for SC / ST./PwD /OBC-A/OBC-B Candidates)  
  
Science : 50% marks in Hons. (for Gen. Candidates) and 45% marks in Hons. (for SC/ ST/PwD/OBC-A/OBC-B Candidates)

3. Questions will be MCQ pattern; Full Marks- 50; Total no. of Questions-50, Time- One hour
4. Questions will be set in English, except in Bengali and Sanskrit.
5. Counseling will be held for 60% seats first and then for 40% seats. The counseling will be held in the concerned department. The teachers of the concerned departments will be present at the time of counseling.
6. The admission will be cancelled if a student remains absent from classes for consecutive ten days from the date of admission without any intimation to the Principal / Teacher-in-charge.



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**Following documents are to be attached with the online filled up application form at the time of counseling (date of counseling are to be notified later on):**

1. Self attested photo copies of all the Mark sheets of Examination passed (10<sup>th</sup> onward), University Registration Certificate and a copy of the Passport Size coloured photograph affixed on the box of the Form.
2. Self attested photo copy of the Admit Card of Madhyamik can be produced as an evidence of the date of birth.
3. Self attested photo copy of SC/ ST/ OBC-A/ OBC-B/Persons with Disability (PwD) certificate issued by the appropriate authority, if claimed quota.
4. Self attested photo copies of the Certificate of Games & Sports/ Cultural Competition (International/ National/ State in the last two years), if claimed quota.
5. Self attested photo copy of the BPL Certificate of the parents issued by the appropriate authority, if claimed for concession of tuition fees.
6. College copies of challan after payment of fees to bank / copy of transaction id of payment through payment gateway.
7. Migration Certificate (for other university candidates only) must be submitted within two months from the date of admission.
8. College leaving certificate

**Some important points of special mention:**

- (i) **Application form if not properly filled in and accompanied with attested copies of the documents as stated above, is liable to be cancelled.**
- (ii) **All candidates are required to produce all original Certificates, Mark Sheets and testimonials for verification at the time of Counseling and admission. Candidate or his/her authorized person is to be present at the time of Counseling. No single person is entitled to furnish more than one filled up form.**
- (iii) **If at any stage, it is found that a candidate has concealed, suppressed or distorted any information / fact, in their application form, his/her admission to the university, if granted, shall stand cancelled.**
- (iv) **The candidates who have appeared at Part III of B.A. (Hons) / B.Sc.(Hons) / B.Com.(Hons)/ Major are eligible to apply for admission to Post- Graduate and other courses for the academic session 2018-19. They will write down the total Hons Marks obtained in Part-I & II together out of the total Hons Marks in Part-I & II.**



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## GUIDELINES FOR ACCEPTABLE PHOTOGRAPH & SIGNATURE (FOR UPLOADING)

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

### **Photograph Image**

1. Photograph must be a recent passport style colour picture.( 45 millimeters (mm) high x 35 mm wide)
2. Taken against a light background (preferably light grey or cream background).
3. Look straight at the camera with a relaxed face
4. Free from shadows
5. If you have to use flash, ensure there is no “red-eye”
6. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes)
7. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows)
8. Of each person on their own (no other objects, or other people visible) taken with nothing covering the face
9. Photographs must also be a recent true likeness of the individual, taken within the last 6 months
10. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen
11. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
12. Be free from airbrushing or similar enhancement (for example photographs must not be 'photo-shopped' or 'touched-up' or otherwise digitally altered).
13. Size of file should be between 5 kb – 75 kb

### **Signature Image**

1. The applicant has to sign on white paper with Black Ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. The signature will be used to put on the Hall Ticket and wherever necessary.
4. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
5. Size of file should be between 5kb – 75kb.



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## Necessary points to be noted while doing online form fill up

1. Name of the candidate, Father's name, Mother's Name and Guardian's name will be in block letters
2. Address will be in block letters and must not exceed 250 characters
3. Date of birth which has to be entered in DD/MM/YYYY format
4. Photograph of the candidate as per the guidelines given above
5. Signature image of the candidate, as per the guidelines given above
6. Mobile No. is must for registration purpose
7. Aadhar no., if available, has to be entered
8. Email id of the candidate is required to solve any future problem during log in
9. Persons with disability (PWD) candidates must know the type of PWD like VI, HI or OH and also he should know the percentage of disability
10. Gender can be Male / female/ others
11. Nationality can be Indian / other
12. Address has to be entered with pin code
13. Marks for B.Sc / B.A. (Hons.) first year , second year and third year (if available) are required to fill up the forms through online.
14. Only Hons. marks of first year, second year and third year are required.
15. Those who passed or appeared in third year of Hons. at UG level, in the session 2017-2018 and 2016-17 are only eligible to apply
16. Appeared candidates in 2018 are also eligible to apply but they had to show their hons. qualified results during counseling ( dates of counseling will be notified later on after common entrance test), failing which his /her candidature will be summarily rejected.
17. After successful completion of registration process through online portal the candidate will be allowed to generate challan ( as will be notified later) for payment of fees.
18. Fees may be paid by payment gateway, too.
19. Admit cards will be generated from the dates as will be notified later on.
20. Venue of common entrance test will be college, only.
21. This is the sole responsibility of the applicant to check his/her eligibility before applying.
22. Any wrong information in the application form is liable to be cancelled by the college authority and his /her candidature will be summarily rejected even after admission , if found at later stage.