

INFORMATION BULLETIN

ADMISSION TO EVENING PG COURSES UNDER THE CENTRE FOR CONTINUING AND ADULT EDUCATION (CCAE) FOR THE ACADEMIC SESSION 2023-24



VIDYASAGAR UNIVERSITY

P.O.: MIDNAPORE , DIST.: PASCHIM MEDINIPUR , WEST BENGAL
PIN- 721102

NOTIFICATION FOR ADMISSION TO EVENING PG PROGRAMMES UNDER CCAE FOR THE ACADEMIC YEAR 2023-24

Ref. No.: VU/PG/159/23

Date: 15.09.2023

Applications are invited for admission to Evening Post-Graduate Courses under CCAE for the academic year 2023-24

Application Procedure:

The candidates will fill in the Application Form only through the **online portal** (<http://onlineadmission.vidyasagar.ac.in>). The applicants have to fill in the form with their personal details and academic details, and have to upload the scanned copy(s) of all the Marksheets & certificates, along with their photo and signature. As per order of the Govt. of West Bengal ((Ref No. 439 - Edn(CS)/10M-95/14, Dated: 13th July 2023) the authorities of the University have decided to waive the application fee.

The eligible applicants will have to fill in the forms for admission to Post-Graduate and other Programmes with their Percentage (%) of Marks (Part-I, II & III) obtained in UG (Honours) course in annual system as described in section C & D. In case of semester system, the applicant will have to fill in the equivalent percentage of marks corresponding to their CGPA obtained as described in section C & D, as per the rule fixed by their home institution. Candidates have to upload the documents showing the official conversion rule (reverse side of the marksheet if conversion rule for CGPA to equivalent percentage is mentioned. Otherwise, candidates have to upload the official conversion rule for the same along with their marksheet). All the candidates have to produce all the original marksheets, certificates and identity proof at the time of verification.

*** Submission of Application Form (online) for admission to Evening Post-Graduate Programmes starts on: 25.09.2023**

*** Last date of submission of Application Form (online) for admission to Evening Post-Graduate Programmes: 02.10.2023**

N.B. The students are required to visit the university website regularly for further updates/changes.

(A) IMPORTANT DATES (*)

| Sl. No. | Stage | Date (s) |
|----------------|---|-------------------|
| 1 | Submission of Online <u>Admission Form (Merit Basis)</u> for Evening PG Admission | 25/09/2023 |
| 2 | Last date of submission of Online <u>Admission Form (Merit Basis)</u> | 02/10/2023 |
| 3 | Publication of Provisional Lists | 03/10/2023 |
| 4 | Correction/Modification of submitted data by the Candidate (in case of any mistake that occurred during online Form submission) through online portal. (Maximum two chances for data corrections) | 04/10/2023 |
| 5 | Publication of Final Merit List | 05/10/2023 |
| 6 | Starting of Payment for Online Admission (e-Admission) | 09/10/2023 |
| 7 | Beginning of Classes | 12/10/2023 |

**** The schedule may be changed due to unavoidable circumstances. The students are required to visit the university website regularly for further updates/changes if any.***

(B) (i) Post-Graduate Programmes Offered (under CCAE):

Graduate students of age less than 60 Years as on 01/09/2023 are only eligible for admission to the following Post-Graduate courses for the academic session 2023-24. Admissions are strictly on the number of approved seats and on Merit basis.

| Sl No | Subject | Criteria | Intake | Semester Fees |
|--------------|--|--|---------------|----------------------|
| 1 | MA in Bengali | BA with Honours in Bengali | 66 | Rs 4000/- |
| 2 | MA in English | BA with Honours in English | 66 | Rs 4000/- |
| 3 | MA in History | BA with Honours in History | 66 | Rs 4000/- |
| 4 | MA in Political Science | BA with Honours in Political Science | 55 | Rs 4000/- |
| 5 | MA in Philosophy | BA with Honours in Philosophy | 55 | Rs 4000/- |
| 6 | MA in Sanskrit | BA with Honours Sanskrit | 55 | Rs 4000/- |
| 7 | M.Sc. in Chemistry | B Sc with Honours in Chemistry | 66 | Rs 12000/- |
| 8 | M.Sc. in Clinical Nutrition and Dietetics | B Sc with Honours in Nutrition/Food & Nutrition Science/Human Development/Home Science/ Physiology/ Clinical Nutrition/BMLT | 66 | Rs 12000/- |
| 9 | M.Sc. in Zoology | B.Sc with Honours in Zoology | 66 | Rs 11000/- |
| 10 | M.Sc. in Geography | B.Sc with Honours in Geography | 33 | Rs 12000/- |

(ii) Seat Distribution:

| PG Programmes | 80% | | | | | | 20% | | | | | | Total Seats |
|---|--------------|----------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| | UR/ UR-DA | EWS | SC/ SC-DA | ST | OBC-A | OBC-B | UR | EWS | SC | ST | OBC-A | OBC-B | |
| Bengali | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |
| English | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |
| History | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |
| Philosophy | 21/1 | 2 | 9/1 | 2 | 4 | 3 | 6 | 1 | 2 | 1 | 1 | 1 | 55 |
| Political Science | 21/1 | 2 | 9/1 | 2 | 4 | 3 | 6 | 1 | 2 | 1 | 1 | 1 | 55 |
| Sanskrit | 21/1 | 2 | 9/1 | 2 | 4 | 3 | 6 | 1 | 2 | 1 | 1 | 1 | 55 |
| Clinical Nutrition & Dietetics | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |
| Chemistry | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |
| Geography | 13/1 | 2 | 6 | 2 | 2 | 2 | 3 | 0 | 1 | 0 | 1 | 0 | 33 |
| Zoology | 25/1 | 2 | 10/1 | 3 | 6 | 4 | 7 | 1 | 3 | 1 | 1 | 1 | 66 |

- **UR:** Unreserved, **EWS:** Economically Weaker Section, **DA:** Differently-Abled, **UR-DA=** Differently-Abled Unreserved, **SC=** Schedule Castes, **SC-DA=** Differently-Abled Schedule Castes, **ST=** Schedule Tribes, **OBC-A=** Other Backward Classes-A, **OBC-A-DA=** Differently-Abled Other Backward Classes-A, **OBC-B=** Other Backward Classes-B.
- The number of particular category column indicates availability of seat.

**(C) ADMISSION PROCESS FOR POST-GRADUATE (PG) PROGRAMMES
(under CCAE)**

[The merit list will be prepared based on the marks obtained in the qualifying examinations.]

1. Preparation of Merit List for the students of Vidyasagar University (VU) [Vidyasagar University and its autonomous colleges] [80% Category: 80% of total seats]

1.1. For the admission of the Vidyasagar University (VU) students (80% category), the merit list will be prepared in the following manner.

- UG (Hons) final percentage of marks (Part-I, Part-II & Part-III taken together) in case of annual system. OR
- UG (Hons) equivalent percentage of marks converted from CGPA, in case of semester (CBCS) system.

1.2. In case of a **tie**, marks obtained in the immediately preceding Examinations are to be considered for ranking.

2. *Eligibility Criteria for Vidyasagar University (80% Category)*

Honours in relevant subjects (as mentioned in point B)

3. *Reservation for Vidyasagar University (80% Category)*

3.1 Reservation policy will be considered as per Govt. order No. 07-Edn(U)/1U-89/13 Dated 2nd January, 2014 and No. 339-Edn (CS)/OM-74L/2023 Dated: 26th May, 2023

3.2 **5% of each category** will be reserved for **differently-abled** candidates. Merit list will be prepared on the percentage of disability. In case of non-availability of **differently-abled** candidate, the seat reserved for **differently-abled** candidates of the particular category will be converted to that Category only.

4. *Preparation of Merit List for Other University students (20% Category:20% of total seats):*

4.1. For the admission of the *Other University students* (20% category), the merit list will be prepared in the following manner.

- (a) UG (Hons) final percentage of marks (Part-I, Part-II & Part-III taken together) in case of annual system. OR
- (b) UG (Hons) equivalent percentage of marks converted from CGPA, in case of semester (CBCS) system.

4.2. In case of a **tie**, marks obtained in the immediately preceding Examinations are to be considered for ranking.

5. *Eligibility criteria for Other University students (20% Category):*

5.1 Honours in relevant subjects (as mentioned in point B)

5.2 The minimum marks required for admission of *Other University students (20% Category)* is as follows:

Arts and Science:

For all Subjects (as mentioned in point B)

45% marks in Hons. (for UR Candidates)

40% marks in Hons. (for SC / ST/ differently-abled /OBC-A/OBC-B Candidates)

6. *Reservation for Other University students (20% Category)*

6.1 Reservation policy will be considered as per Govt. order No. 07-Edn(U)/1U-89/13 Dated 2nd January, 2014 and No. 339-Edn (CS)/OM-74L/2023 Dated: 26th May, 2023

6.2 5% of each category will be reserved for **differently-abled** candidates. Merit list will be prepared on the percentage of disability. In case of non-availability of differently abled candidate, the seat reserved for **differently-abled** candidates of the particular category will be converted to that Category only.

(D) Instructions for calculation of UG % of Marks:

- (a) In case of annual system, the percentage (%) of marks will be calculated on the basis of UG (Hons/General) marks obtained (Part-I, Part-II & Part-III) taken together.
- (b) In case of semester (CBCS) system, UG (Hons) equivalent percentage of marks will be converted from CGPA based on all semesters (Sem-I to Sem-VI), as per the rule fixed by their respective home institution.

(i) For the Vidyasagar University semester system (CBCS):

Let, CGPA = 7.1, The equivalent percentage of marks for V.U. students (as per conversion Rule of V.U) = $7.1 \times 10 = 71$

(ii) For other institutions with semester system (CBCS):

Similarly, for the students of other Universities / Institutions and Autonomous Colleges affiliated to V.U, the percentage of marks will be calculated as per the percentage conversion rule fixed by their home University/ Institution and Colleges.

(E) Documents to be uploaded at the time of application

1. Scanned Signature and recent colour passport size photograph [10KB-100KB each, JPG]
2. Age proof document (Birth certificate/Admit card of Madhyamik or 10th class examination showing date of birth/etc.) – [100KB-300KB, JPG/PDF]
3. Marksheet (scan copy) of Madhyamik or 10th examination [100KB-300KB, JPG/PDF].
4. Marksheet (scan copy) of Higher Secondary or 10+2 examination [100KB-300KB, JPG/PDF].
5. **All available Marksheets** (scan copy) of UG (Hons) in a **single PDF file** [within 750KB] in proper sequence.
6. Reservation (EWS/SC/ ST/ OBC-A/ OBC-B) certificate (as applicable) [100KB-300KB, PDF]
7. Differently-Abled certificate (as applicable) [100KB-300KB, PDF]
8. Registration Certificate (Compulsory for 80% quota) [100KB-300KB, PDF]

N.B: *[In case of non-availability of final year marksheet, the student may upload the Web version of marksheet]*

(F) The following documents have to be brought by the provisionally admitted candidates at the time of physical verification

1. A print out of the online filled-in Application Form with a passport-size coloured photograph affixed in the box provided in the Application Form.
2. Self-attested photo copies of all the Mark sheets of Examinations passed (10th onwards) and University Registration Certificate.
3. Self-attested photo-copy of the Admit Card/ Certificate of H.S. or equivalent /Madhyamik as evidence of the date of birth.
4. Self-attested photo-copy of SC/ ST/ OBC-A/ OBC-B/ differently-abled certificate (/s) issued by the appropriate authority, for those applying under the respective quota.
5. Self-attested photo-copy of EWS certificate (/s) issued by the appropriate authority (Govt WB, Ref. No.959-BCW/MR-52/2019, dated: 18.05.2023), for those applying under the respective quota.
6. Migration Certificate (for other university candidates only) must be submitted within two months from the date of admission.
7. Self-attested copy of Aadhar Card.
8. All the originals of above documents (2 to 7) required to verify.

(G) IMPORTANT INFORMATION

1. *Applicants are to follow the notices all the time. No intimation of any kind will be sent to the individual at any stage.*
2. *The Date and time of verification and admission will be notified at the university portal, for all phases and times of verification and the start of classes.*
3. *Online provisional admission will be done based on the merit list and category wise availability of seats published through the university admission portal.*
4. *For admission to different Programmes, an SC or ST candidate getting admission should have obtained marks [UG (Hons), which are applicable] not lower by 25% of that marks obtained by*

the last candidate of the UR Category. In case of OBC-A and OBC-B the candidates getting admission should have obtained marks [UG (Hons)/PG marks, which are applicable] not lower by 10% of those marks obtained by the last candidate of the UR category. In any case, if a candidate obtained marks lower than the minimum qualifying marks prescribed by the university / appropriate authority for admission to the relevant Programmes, he/she will not be eligible for admission.

- 5. If the other university students (20% category) in the merit list of a particular category (UR/EWS/SC/ST/OBC-A/OBC-B) are unavailable, the vacant seats will be filled in with that particular category from 80% category students in the merit list and vice-versa.*
- 6. All the provisionally admitted candidates are required to be present and to produce all the originals of uploaded Certificates, Mark Sheets and testimonials at the time of physical verification of admission.*
- 7. The physical verification of testimonials & other documents for provisionally admitted students will be held in the concerned departments by the appropriate bodies when students will be asked to report for their offline classes in the Campus.*
- 8. The student will not indulge in any act of ragging. If he/she is found guilty of any aspect of ragging, he/she will be punished as per provisions of the UGC regulations and/or as per law in force.*
- 9. Application forms if not properly filled in and accompanied with attested copies of the documents are liable to cancellation.*
- 10. Admission will be cancelled if the original documents are not found in conformity with the declaration in the forms submitted online.*
- 11. If at any stage it is found that a candidate has concealed, suppressed or distorted any information/fact in the application form, his/her admission to the university, shall be summarily cancelled.*
- 12. If any candidate shifts to another institution without intimation to the university within ten days from the date of commencement of classes, the admission fees paid will not be refunded (as per UGC Guidelines, 3rd July, 2023).*
- 13. If a student applies to the university authority for cancellation of admission within ten days from the date of commencement of classes, processing fees will be deducted from Admission fees and the rest will be refunded (as per UGC Guidelines, 3rd July, 2023).*

14. *If any student remains absent from the classes for 10 (ten) consecutive teaching days without valid reasons and without prior intimation to the respective Head of the Department or the Secretary, Faculty Councils for PG. Studies his/her admission will be treated as cancelled and the vacancy will be filled in-from the Merit Listed candidates on the basis of merit. Absence will be counted from the date of commencement of classes.*
15. The admitted student is to attend at least 75% of the total classes held in all Semesters; otherwise, they will not be allowed to fill in his/her form for examination.
16. The students of other universities who will get admitted have to submit the 'Migration Certificate' within two months from the date of admission, otherwise he / she will not be allowed to appear at the final examination of the Semester-I.
17. Two seats under Supernumerary Quota will be made available to the students of Jammu & Kashmir who seek admission.

(H) Important Instruction regarding payment of admission fees

The online provisional admission is a phase-wise, time-scheduled process. The eligible candidates have to pay the admission fees in the scheduled time.

- (i) *In case of failure in any transaction, candidates are requested to pay it again and report the same to the office of the undersigned immediately.*
- (ii) *In case of multiple payments received from the candidate, it will be refunded to the source account as per the university rule.*

Sd/-
Secretary, Faculty Councils for PG Studies