VIDYASAGAR METROPOLITAN COLLEGE

2nd PHASE STAND-ALONE MODE ADMISSION – 2024

Date – 18.09.2024

1. Applications are invited from all interested candidates for admission to UG courses against existing vacant seats OR possible vacancy arising in near future.

2. Admission procedure will be guided by the University of Calcutta notification no. CSR/04/2023, CSR/05/2023 and CSR/06/2023 dated 23.06.2023.

3. Admission forms can be filled in from the link available in the College website or at **https://vmc.collegeadmission.in/ from 6.00 am on 19.09.2024 to 11.30 pm of 20.09.2024.**

4. Applicants' names will be published in the provisional merit list only if all required documents are uploaded.

5. **Provisional merit list for all courses will be published in the website on 21.09.2024 after 3:00 pm.** without any thorough scrutiny and verification of the admission forms. **Applicants will be admitted from the provisional merit list on the basis of merit score**. Any wrong inclusion in the merit list due to any incorrect information is liable to cancellation of the application form.

6. **Those who have applied for UG admission earlier in the Centralized admission portal and have been admitted / cancelled admission / have not taken admission in any institution can also apply.**

7. **Applicants from the 1st phase of stand-alone UG admission process need not apply again.**

8. Those who passed HS / equivalent examination in or after 2021 are eligible to apply, provided the candidate has also passed in English having full marks not being less than 100.

9. For the purpose of determining eligibility for admission to the courses, aggregate marks shall be calculated by adding the marks in top-four subjects in order of marks secured by a student. However, marks in compulsory Environmental Education / Studies shall not be taken into account for calculation of aggregate marks. If the subject "Environmental Science" is studied as an elective subject of 100 marks, it may be taken into account for the purpose of determining the aggregate marks.

10. Applicants are required to fill all the applicable and necessary fields carefully. **Valid mobile number and email ID (Gmail) of the applicant are to be provided compulsorily**. In the event of any change after admission, the college must be informed and changes be registered in college office record.

11. **Steps for online application:**

   - Applicants have to register first into the admission portal using personal details, mobile number, email ID (Gmail) and provide a password. An applicant ID number will be sent to the registered email ID and mobile number.

   - Then the applicants should enter the admission portal using the applicant ID number and password to fill up the details required (other personal details, guardian details, qualifying examination details, course selection and contact details).

   - Next they need to **upload the scanned copy of the following original documents**:-

Document	Type	Dimension	Size
Photograph (without dark glasses)	jpeg, jpg	140 px × 162 px	< 50 KB
Signature	jpeg, jpg	150 px × 50 px	< 50 KB
Age Proof Document (Class X Admit Card / Birth Certificate / Certificate of Madhyamik / equivalent examination)	jpeg, jpg		< 150 KB
Mark Sheet of H.S. / equivalent examination	jpeg, jpg		< 150 KB
Aadhar card	jpeg, jpg		< 100 KB
Caste Certificate (if applicable)	jpeg, jpg		< 100 KB
Persons with Disability (PWD) Certificate (if applicable)	jpeg, jpg		< 100 KB
BPL Certificate (if applicable)	jpeg, jpg		< 100 KB
Calcutta University Registration Certificate (if already registered)	jpeg, jpg		< 100 KB
Economically weaker section (EWS) certificate (if applicable)	jpeg, jpg		< 100 KB

- Application for more than one subject can be possible by filling up the other details only once. But one candidate can apply only once in one subject.
- The applicants should take a print of the application form for future reference.

12. After publication of the provisional merit list, the college authority will notify the admission schedules and the list of eligible applicants allowed for online admission from respective provisional merit list in the website from time to time. The applicants eligible to take admission within the notified period will also be informed through email and SMS.

13. During admission, the applicants will have to **pay online** through the link provided / payment gateway in the admission website. However, **during the process of making payment for a particular combination if no seat remains vacant in that combination, then the applicant may choose another combination.**

14. **No change in subject combination will be allowed once admission is taken.**

15. Wrong entry in any of the fields is liable to cancellation of application/candidature.

16. Subject combinations available along with codes of different subjects can be obtained in the subject combination page of the college web site.

17. Exact name of any course, as indicated in the admission website, may change later depending upon the directives of University of Calcutta.

18. No applicant will be allowed to take admission with Hindi as combination subject unless one studied the same in previous board examination as full paper of 100 marks.

19. Applicants must not pay anybody for admission in any course except online mode of payment through college website.

20. Document verification process for the documents will be done offline and the schedule will be notified later.

21. Applicants from the Boards other than W.B.C.H.S.E., I.S.C., C.B.S.E. and N.I.O.S. are required to produce migration certificate from the respective Boards at the time of verification, and any other document if required by the college or University.

22. Seat reservation for admission in the first year class of four-year (eight semesters) degree courses of studies shall be guided by the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014 and Memorandum No. 339-Edn (CS)/OM-74L/2023, dt. 26.05.2023.

23. Applicants must follow the college website regularly to get updated information about admission / commencement of class / routine / orientation program etc.

24. Admitted students should join class positively within three working days after commencement of classes. Any absence without intimation in first five days or continuous absence from class for more than one week without any written intimation will result in the seat being treated as vacant.

Please note:

- Applicants who have already successfully completed any UG degree earlier are not eligible to take admission into the present 4-year / 3-year UG program.
- Applicants already registered under C.U. must disclose and enter their C.U. registration number while applying online. Their admission will be finalized subject to the approval of C.U.
- Applicants who have passed vocational courses are not eligible to take admission in 4- year UG programs. However, they can apply for admission to 3-year multidisciplinary course.
- Candidates admitted having 10+2 pass certificate from any unauthorized board will not be allowed to continue and admission will be cancelled. No refund will be provided for such candidates.
- If registration is not granted by University to the candidate for any reason, admission will be treated as cancelled and refund will not be admissible for such case.

PRINCIPAL
Vidyasagar Metropolitan College