



BANGLAR UCHCHASHIKSHA
Department of Higher Education
Govt. of West Bengal



SHREE AGRASEN MAHAVIDYALAYA

Dalkhola, Uttar Dinajpur

ADMISSION NOTIFICATION

Academic Session: 2024-25

For Online Admission into 4-Year UG Degree (Honours / Honours with Research)

Opening Date of Issue of Online Form: 24/06/2024 (Monday)

Website for Admission: <https://wbcap.in/>

Date: 22.06.2024

CENTRALISED ONLINE ADMISSION (Undergraduate Courses / Programmes) Session 2024-25

The competent authority in the State Government has decided to introduce Centralised Online Admission to all Undergraduate courses / programmes in West Bengal for the academic session 2024– 2025 in all Government, Government-Aided Colleges, Unitary Universities (excluding Jadavpur University and Presidency University), and State-Aided affiliated Universities. The online admission process will be conducted through a centralised online portal for students who have passed Class XII or equivalent examination from any recognised Council / Board / University.

GENERAL GUIDELINES

1. Any candidate who has passed 10+2 or equivalent examination may register in the online centralised portal, subject to certain restrictions in terms of the year of passing as set by the concerned Universities/Colleges/Higher Education Institutions.
2. **To register, candidates must provide a mobile number as their primary contact.** This mobile number will be used for identification of the candidate and communication throughout the Centralised Online Admission Process. Additionally, the candidate must also provide a valid e-mail address to receive different communications from the portal during the Centralised Online Admission process (UG). Candidates are advised not to change their mobile number during the entire process of online admission, as it may result in not receiving important communications from the portal from time to time.
3. A candidate will be allowed to apply for a maximum of 25 courses / programmes (for which the candidate is eligible) across one or multiple institutions.
4. A candidate applying for multiple courses / programmes will be required to rank the courses / programmes in order of her or his preference. A candidate can change the preference list by adding

or deleting courses / programmes or by re-ordering the list any number of times until the closure of the application window.

5. If a candidate does not indicate any preference, they will not be able to submit the application.
6. Candidates applying for 4-Yr Hons. / Hons. with research / 3-Yr Multidisciplinary Courses / Programmes must choose Major and Minor subject(s) during the application process (subject to confirmation of minor subject combination at the time of physical verification by the college/ HEI).
7. A Unique Application Number will be generated for each applicant once the application is submitted. This Unique Application Number will be used to identify the candidate throughout the entire admission process.
8. After the closure of the application window, the Merit Index will be generated by the system for each course / programme in each institute (both the general merit list and the category-wise merit list), and all eligible candidates will be ranked as per their Merit Index (in descending order) in the respective lists.
9. The merit index will be calculated based on the ranking rules provided by the concerned Higher Education Institution (HEI) for each individual course / program.
10. No separate rank will be generated for PwD or differently abled candidates. However, there will be horizontal reservations for PwD candidates in all categories where such applicants are available, as per the government rules now in force.
11. If there is a tie between candidates with the same Merit Index for seat of a particular course / programme (category-wise), the tie-breaking rule as prescribed by the concerned HEI (College / University) will be used to break the tie.
12. The candidates have to proceed with taking admission into the allotted seats. The candidates who will not take admission in the allotted seats in the respective round will not be considered for any further upgrading. **The candidature of such a candidate will be irrevocably cancelled.**
13. For provisional admission in the allotted seat, the candidate must confirm and accept the admission fees and pay the same through the online payment mode as available in the system.
14. After the closure of the first round of admission, candidates who have already been admitted to the allotted seat in the said round will be considered for upgrading, if opted by the candidate.
15. Seats reserved for the scheduled caste candidates and remaining unfilled seats will be filled by Schedules tribe candidates, and vice versa. Likewise, seats reserved for OBC-A candidates remaining unfilled may be filled by OBC-B candidates, and vice versa.
16. The upgraded allotment will be declared on the portal on a pre-scheduled date which will be made available on the Notice Board of the Portal.
17. If a previously provisionally admitted candidate opts for the upgraded seat, the candidate will pay only the additional amount (admission fees) for provisional admission to the new seat.
18. If the admission fee for the newly allotted seat is less than the previous one, then the extra amount collected earlier will be refunded to the bank account provided by the candidate while filling the application form after the completion of the whole online admission process.
19. An admitted candidate in a particular course / programme may opt for cancellation of admission through this portal until the completion of the centralised admission process
20. If a provisionally admitted candidate does not want to join or continue in the college/HEI, the candidate will have to apply to that institute for any refund within the prescribed period for cancellation of admission

The provisional admission fees paid by the candidates who complete the admission process will be remitted to the respective college/HEI after the closure of the online admission process.

DOCUMENT VERIFICATION

1. Physical verification of documents of the candidate will be done at the HEI level after taking admission at the end of the concerned phase.
2. Candidates who will take provisional admission through the portal will report to the concerned HEI within the notified schedule for physical verification of documents.
3. They must carry printed copies of their provisional admission slip and all academic and other relevant documents in original.
4. Admission will be finally confirmed only after successful verification of all relevant documents by the concerned HEI, followed by registration with the affiliated university.
5. **If a candidate is found not eligible for any course / programme because of any discrepancy in data and/or document (which may have an adverse impact on the merit index of the candidate), the provisional admission of the candidate will be cancelled.**

Candidates must carry the following documents in original and one self-attested copy of each.

1. Class 10th Standard mark sheet.
2. Class 10th Standard Examination Admit Card (Age Proof)
3. Class 10+2 Standard mark sheet, Admit Card and Registration Certificate
4. Social category certificate (if applicable)
5. Disability certificate (if applicable)
6. Valid Photo ID Proof as submitted in the application form
7. Aadhar Card (Preferably)
8. System Generated Provisional Admission Slip

IMPORTANT INFORMATION:

- a) Link for WB Centralised Admission Portal : <https://wbcap.in>
- b) Opening Date of Issue of Online Form: 24/06/2024 (Monday)
- c) Closing Date for Online Form Fill Up: 07.07.2024 (Sunday) till 11.59 pm.
- d) Publication of Merit List: To be notified in the due course.
- e) College Help desk : From 12.00 noon to 3.00 pm
- f) **For any Query: 8768554868 / 9734320720**
- g) College Email: shreeagrasenmahavidyalaya@gmail.com
- h) Website : www.samdlk.ac.in
- i) Course Fee, Seat Matrix and Eligibility Criteria are available in the web portal.

J. Basu
22.6.24

Principal

Shree Agrasen Mahavidyalaya
Dalkhola, Uttar Dinajpur