



Memo No.: 117/SACM/Admission Notification/2022-23

Date: 11<sup>th</sup> July 2022

## APPLICATION PROCEDURE (2022-23)

**Application procedure for Admission to Semester – I for B.A / B. S c /B.Com. (General and Honours) Courses under Semester – wise choice Based Credit System (CBCS) of the University of Calcutta during the Academic Session 2022-23**

Please read the following instruction very carefully and be sure of the eligibility for applying in different courses as per C.U. Admission Regulation (vide notification no. CSR/26/17 dated 26/05/2017, CRS/64/17 dated 14/09/2017, CRS/3/18, dated 07/05/2018, CRS/10/18 dated 30/05/2018) and availability of seats before submission of the Application Form.

### **FOR APPLICATION IN DIFFERENT COURSES:**

**Login to [www.sacm.ac.in](http://www.sacm.ac.in) / [www.onlinesacm.org](http://www.onlinesacm.org)**

**Application in Honours Course:** The applicant who want to apply in Honours Course, have to click “**APPLY IN HONOURS**” Button.

**Application in General Course:** The applicant who want to apply in General Course, have to click “**APPLY IN GENERAL**” Button.

**An applicant may edit the Application Form before submission, but once the Application Form is submitted, no editing can be done. However, they may apply afresh within the last date.**

## **SUBJECT CHOICE**

### **For Honours Course:**

In each set of three subjects, first subject denotes Honours (Core) Course and the rest two subject denotes 1st General Elective and 2<sup>nd</sup> General Elective respectively. Any one combination to be chosen at the time of application.

### **For B.A. General Course:**

From each set of three subjects, first two subjects denote Core (CC) and the third subject will be Generic Elective (GE)

### **For B.Sc. General Course:**

All the three subjects chosen are Core Course (CC)

### **For B.Com. General Course:**

All the subjects are fixed.



## STEPS FOR FILLING UP THE FORM

### STEP 1: (FORM SUBMISSION)

Before filling up the form, applicants must have the following documents scanned and ready for uploading in the specified area of the application form by using the “**Browse**” button

1. **Recent Passport Size Coloured Photo (<50KB)**
2. **Full Signature (<50KB)**
3. **M.P. Admit Card or Certificate (<150KB)**
4. **H.S. Mark Sheet(<150KB)**
5. **Caste Certificate (if applicable) (<100KB)**
6. **P.W.D. Certificate (if applicable) (<100KB)**
7. **B.P.L. Certificate (if applicable) (<100KB)**
8. **Migration Certificate (if applicable) (<100KB)**
9. **Registration Certificate (for already registered candidates) (if applicable) (<100KB)**
10. **Aadhar Card (<100KB)**

Applicants have to click on “**APPLY ONLINE**” button to fill in necessary information like name, date of birth, address, caste / category, contact no, subject marks etc. very carefully and upload all the above-mentioned documents (as applicable).

Finally, the applicants have to click on “**SUBMIT APPLICATION**” button (Candidates should fill- up all the fields before submitting the application form)

### STEP 2: (FORM CONFIRMATION / PRINT FORM)

After clicking “**SUBMIT APPLICATION**” button, a confirmation page of the application form will be displayed for confirmation of all data by applicants. Then click “**Please Confirm Your Details Then Submit Your Application Form**” button for final submission of the application form. However, **applicant may click “Back” button for any correction** and may click “**Please Confirm Your Details Then Submit Your Application Form**” button after that. **No correction is possible after the submission. However, they may apply afresh within last date.**

After submission, **two** more buttons will appear on the screen, “**PRINT FORM**” and “**EXIT**”.

- The Applicant should click on “**PRINT FORM**” to get a print out of the Application Form (in portrait, A4 size format) **Please take a note of the “Application ID,” in this print out. This will act as your “User Login” in future. This password will be your date of birth in “dd/mm/yyyy” format.**
- The “**EXIT**” button should be clicked to exit from the form submission screen.



### STEP 3: MERIT LIST

The applicant should go to “**MERIT LIST**” button for knowing his/her merit status on the day of publication of merit list (Please refer to Admission Notice).

### **MERIT POINT CALCULATION**

**1. Merit point for Honours:** Total Marks in **TOP FOUR** subjects in H.S./ Equivalent Examination vide CSR/3/18 Dated 07/05/2018 of the University of Calcutta.

**2. Merit point for General:** Total Marks in **TOP FOUR** subjects in H.S./ Equivalent Examination vide CSR/3/18 Dated 07/05/2018 of the University of Calcutta

**\*\*\* 5% of Norms Total will be reduced for candidates passing H.S./ Equivalent Exam. within 5 years before 2022 (i.e, 2017 to 2021)**

### STEP 4: ADMISSION

If ranked in the merit list the applicant should go to “**e-Counseling List**” in the portal.

- The applicant may deposit requisite admission fee through “**ONLINE PAYMENT OPTION**” and generate “**ONLINE PAYMENT SLIP**”. **Please be sure about “SUCCESSFUL PAYMENT”**
- Applicant may verify his / her “**Payment Status**” from online portal.
- Applicants may take print out of Duplicate Application Form through **PRINT DUPLICATE APPLICATION FORM** button by using their Application ID as User ID and **Date of Birth** (dd/mm/yyyy) format as password.

### **VERIFICATION OF DOCUMENTS:**

All admitted (provisional) candidate have to go through the process of verification of documents on or before commencement of classes (will be notified later), and will be required to show/submit all **original/photocopies** of related documents **within prescribed date(s)**.

They should show the following documents for verification.

- (a) The Original H.S. Marksheets (or equivalent), Madhyamik Marksheets (or equivalent), H.S. Admit Card, Madhyamik Admit Card, SC/ST/OBC/PWD Certificates and any other related certificates (issued by competent authority as per latest G.O.)
- (b) Self –attested Photocopy of the above documents.
- (c) Printed copy of the application form duly signed by the Guardian.
- (d) Self-attested “Online payment Slip” (Successful) (Application Fee Deposit Challan and Admission Fee Deposit Challan)
- (e) School leaving Certificate.

**Dr. Srabanti Bhattacharya**  
Principal