

# **VIDYASAGAR METROPOLITAN COLLEGE**

## **3<sup>rd</sup> PHASE ADMISSION NOTICE - 2022**

**Date – 10.09.2022**

1. Fresh applications for admission to all undergraduate courses are invited from all categories of students, to be filled in from the link available in the College website or at <https://www.collegeadmission.in> from 6.00 am on 12.09.2022 to 10.00 pm of 16.09.2022.
2. All previous merit lists will stand cancelled after the publication of 3<sup>rd</sup> phase provisional merit list, and applicants will be called for payment of admission fees depending upon (i) their positions in the 3<sup>rd</sup> phase provisional merit list and (ii) existence of vacancy in the concerned category of the concerned subject.
3. Applicants are required to fill all the applicable and necessary fields carefully. Valid mobile number and email ID (gmail) are also compulsory. In the event of any change after admission, the college must be informed and changes be registered in college office record.
4. If any previously registered applicant faces problem during application in 3<sup>rd</sup> phase, the following persons can be contacted: Prof. Sandip Mukherjee (9830446130) for B.A. / Prof. Pushan Banerjee (9433466851) for B. Sc. / Prof. Anjan Roy Choudhury (9433181051) for B.Com. / Helpline no. 9830167855 (11 am to 4 pm)
5. Subject combinations available along with codes of different subjects can be obtained in the subject combination page of the college web site.
6. **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
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.
7. **Applicants' names will be published in the provisional merit list only if all required documents are uploaded.**

8. **Provisional merit list for all Honours and General courses will be published in the website on 17.09.2022 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.
9. **After publication of the provisional merit list, the college authority will notify the serial numbers of the eligible applicants from respective provisional merit list in the website in proper time to take admission. The applicants will also be notified through email.**
10. 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.**
11. **No change in subject combination will be allowed once admission is taken.**
12. 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.
13. After payment of admission fees, applicants should:
  - **Take print out of the final admission form containing college roll number.**
  - Put signature at proper place.
  - **Note his/her roll number as given in the final admission form generated after payment of admission fees.**
14. **Applicants must not pay anybody for admission in any course except online mode of payment through college website.**
15. **Offline verification process for the documents will be notified later through the Whatsapp groups created with students.**
16. Applicants from the Boards other than W.B.C.H.S.E., I.S.C., C.B.S.E. 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.
17. All admissions are provisional and may be cancelled if any false information is detected at any point in future.
18. Reservation of seats for SC, ST, OBC and differently able are applicable in all courses as per C.U. norms.
19. Applicants must follow the Whatsapp groups and college website regularly to get updated information about admission / commencement of class / routine / orientation programme etc
20. Admitted students should join class (online or offline, depending upon the prevailing situation and instruction from the Government) 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 appeared earlier in C.U. examination through 1+1+1 (yearly) system are not eligible to take admission under CBCS system.
- 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 honours subjects.

**PRINCIPAL**  
**Vidyasagar Metropolitan College**