

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
COLLEGE SPONSORED BRANCH
BIKASH BHAVAN, SALT LAKE,
KOLKATA – 700091.**

No. 396-Edn(CS)/10M-95/14(Pt-I)

Date: 29.04.2016

Subject: Online admissions for the Academic Session 2016-17 to all UG & PG courses; application of the same modalities as were stipulated for online admissions in 2015-16; clarification reg.

The results of the West Bengal Higher Secondary Examinations 2016 are expected to be published in the middle of May 2016. This Department has received queries from different Colleges of the State regarding the admission modalities to be followed by them for the ensuing academic session 2016-17.

It may be recalled that from the last academic session, i.e. 2015-16, admissions to all Under Graduate and Post Graduate courses (Honours and General) in the State-funded higher education institutions in West Bengal (except institutions recognised as minority institutions) were made through an online, merit-based system in order to render the admissions more transparent, hassle-free and convenient for the students.

Considering the success achieved, and in view of the fact that the requisite infrastructure for the online admissions system has already been put in place in the State's higher education institutions, I am directed to clarify that all the procedural and administrative modalities which were stipulated for online admissions for the academic session 2015-16 shall be followed *in toto* for the ensuing academic session 2016-17.

Since funds have already been provided last year for the online system's hardware and software requirements, and the said infrastructure has already been created, a sum of Rs.50,000 (fifty thousand) shall be allotted to each State-funded higher education institution in due course for defrayment of costs for the online admissions in the academic session 2016-17. Any expenditure in excess of this amount may be met from the institution's own funds.

Copies of some of the relevant G.O.s and guidelines issued for last year's online admissions are enclosed for your ready reference and guidance, viz.

- (i) 908-Edn(CS)/10M-95/14, dated 17.11.2014
- (ii) 290-Edn(CS), dated 30.03.2015
- (iii) 492-Edn(CS)/10M-95/2014, dated 02.06.2015
- (iv) 752-Edn(CS)/10M-95/2014 dated 10.08.2015

I am directed to request the Vice-Chancellors of all State-aided Universities to kindly take urgent necessary action in this regard, including issuing suitable instructions to all the affiliated institutions for compliance of the above.

This advisory does not apply to admission to teacher training courses such as B.Ed, B.P.Ed, M.Ed or M.P.Ed etc, for which a separate advisory has been issued vide 301-Edn(CS)/10M-20/2015 dated 14.03.2016.


29/4/2016
Special Secretary

Higher Education Department

No. 396/1(23)-Edn(CS)/10M-95/14(Pt-I)

Date: 29.04.2016

Copy forwarded for taking necessary action to:

1. The Director of Public Instruction, W.B., Bikash Bhavan, Kolkata-91. He is requested to send copy to each Govt./Govt aided College for taking necessary action;
2. The Vice-Chancellor of University of Calcutta, College Street, Senate House, Kolkata-73;
3. The Vice-Chancellor of Jadavpur University, Jadavpur, Kolkata-32;
4. The Vice-Chancellor of University of Burdwan, Rajbati, Burdwan, Pin-713104;
5. The Vice-Chancellor of University of Kalyani, Kalyani, Nadia, Pin-741235;
6. The Vice-Chancellor of Rabindra Bharati University, 56A, B.T. Road, Kolkata-50;
7. The Vice-Chancellor of University of North Bengal, Raja Rammohanpur, North Bengal, Darjeeling, Pin-734013;
8. The Vice-Chancellor of Vidyasagar University, P.O.-Vidyasagar, Paschim Medinipur, Pin-721102;
9. The Vice-Chancellor of West Bengal State University, Barasat, Berunanpukuria, Malikapur, N 24 Pgs., Kolkata-126;
10. The Vice-Chancellor of Gour Banga University, Malda College Campus, N.H. 34, Mokdumpur, Malda, Pin-732103;
11. The Vice-Chancellor of Presidency University, 86/1, College Street, Kolkata – 73;
12. The Vice-Chancellor of Sidhu Kanho Birsha University, Purulia Campus, J.K. College, Purulia, Pin-723101;
13. The Vice-Chancellor of Kazi Nazrul University, Old ADDA Office Building, Asansol, Burdwan, Pin-713304;
14. The Vice-Chancellor of Cooch Behar Panchanan Barma University, Cooch Behar College, Cooch Behar;
15. The Vice-Chancellor of Diamond Harbour Women's University, C/o. Fakir Chand College, South 24 Pgs., Pin-743331;
16. The Vice-Chancellor of Bankura University, Bhagabandh, Bankura, Puabagan, Pin-722146;
17. The Vice-Chancellor of Raigunj University, College Para, Raigunj, Uttar Dinajpur, Pin- 733134;
18. The Joint Secretary, Appointment Branch, H.E. Deptt. Bikash Bhavan, Kolkata-91;
19. The Joint Secretary, IT Cell, Higher Education Department, Bikash Bhavan, Salt Lake, for uploading in this Department's website;
20. P.S. to MIC, H.E. Deptt., Bikash Bhavan, Kolkata-91;
21. P.S. to MOS, H.E. Deptt., Bikash Bhavan, Kolkata-91;
22. P.A. to Principal Secretary, H.E. Deptt., Bikash Bhavan, Kolkata-91;
23. College Sponsored Branch, H.E. Deptt., Bikash Bhavan, Kolkata-91.


29/4/2016
Special Secretary

Higher Education Department

Government of West Bengal
Department of Higher Education
Bikash Bhavan, Salt Lake, Kolkata- 700091

No. 908-Edn(CS)/10M-95/14

Date : 11.11.2014

17

NOTIFICATION

Subject: Introduction of Online Admission into Under Graduate and Post Graduate Courses from Academic Year 2015-16

Whereas the Government in the Department of Higher Education has been receiving feedback on the difficulties and physical hardship being faced by students seeking admission to Under Graduate and Post Graduate courses in the State-funded higher education institutions;

And whereas the Government desires to streamline the admission procedure of Under Graduate and Post Graduate courses in such a manner that the admission process becomes hassle-free and transparent, and offers convenience to students, their parents/guardians and renders the college/university authorities more accountable in completing a merit-based admission process in a time-bound manner;

And now, therefore, the Governor is pleased to issue the following instructions on introduction of Online System for admission into Under Graduate and Post Graduate courses from the Academic Year 2015-16

- i. ***From the Academic Year 2015-16, admissions to Under Graduate and Post Graduate courses (Honours and General) in the State-funded higher education institutions in West Bengal (except institutions recognised as minority institutions) shall be through an online, merit-based admission system.*** Government Colleges, Government-aided colleges, University Colleges, Universities and the like shall fall within the scope of this exercise. Institutions located in remote and difficult areas that lack the telecom infrastructure for running an online system may prepare a case and subject to the satisfaction of the affiliating University, and with prior permission of the State Government be allowed to remain outside the purview of this exercise
- ii. ***Each higher education institution will operate the online system on a standalone basis, i.e., the online system will not be a centralised one but be specific to each institution.*** The Head of the institution i.e. Vice Chancellor, Principal / Officer-in-charge / Teacher-in-charge (as the case may be) will be responsible for implementing this system, and he will head a Committee for online admission comprising key officials of the institution.
- iii. This Committee, inter alia, will (where necessary and to the extent required) arrange to amend the Statutes/Rules/Regulations/Ordinances/guidelines, as the case may be regulating the admission process so as to enable conduct of online admissions. The necessary

amendments, where necessary, may be done as per the due process laid down in the University's Statutes / Rules / Regulations/Ordinances, as the case may be.

- iv. Planning the exercise shall cover all aspects of the exercise, namely, installation of requisite hardware (including servers / fail-proof UPS etc.), preparation / customisation of software tailored to the specific requirements of each individual institution, training of personnel for operating the system, widely publicising the important dates related to the admission process, tying up with banks for deposit of fees including all fees related to admission (to the extent possible, and as a principle, fees should not be accepted on the campus), and bringing out a detailed advisory for admission seekers guiding them on the various procedural modalities/steps involved in the preparation of merit list, counselling and admission, along with a calendar of dates.
- v. The hardware planning should be done so as to ensure a robust, crash-proof system but with due regard to economy. The objective is to minimise expenditure to the extent practicable but ensuring that the hardware and software deliver a seamless and interruption-free delivery of service. It is expected that the institutions already have procured hardware including computer, servers, UPS, printer etc. However, where new acquisition or augmentation of hardware is necessary, the same may be done by the institutions concerned. A reliable, high-speed internet data connection will be an important component of the hardware system.
- vi. It needs to be kept in mind that the reservation of seats for the OBC students (10% for category A and 7% for category B) has commenced from the ensuing Academic Year 2014-15. This is in addition to the existing reservation for SC and ST students, and the software will have to cater to this requirement too. The full 17% reservation has to be achieved in a phased manner over a six-year period starting from 2014-15. New institutions having the required infrastructure may go in for the full 17% reservation of seats for OBCs in 2014-15 while the other institutions may make such number of seats available to OBC students in 2014-15 as are afforded by the available infrastructure.
- vii. The software preparation would be done by each institution since the choice of subjects on offer would be different from one institution to another institution, and the software would have to cater to the varying requirements of different institutions and be able to generate a list of successful candidates based on merit. For this, each institution will have to prepare information relating to the courses on offer (Honours and General), number of seats, combination of subsidiary subjects available for Honours, fee structure, etc. Further, the interface with banks (where available/feasible) will have to be carefully planned and suitably catered to in the software. This institution-bank interface and its level of sophistication will vary, depending upon the type of electronic service the relevant banks are able to provide.
- viii. For software preparation, each institution will be at liberty to entrust the work to any reliable agency subject to the observance of due diligence and rules in this regard. Credentials of the agency would have to be verified thoroughly since the exercise does not allow any margin of error. ***The target should be to have the software ready and tested not later than the end of March 2015.*** The work can even be entrusted to an agency on turnkey

- basis, i.e. covering all aspects of the exercise such as procurement of hardware, development of software, training of personnel, generation of merit list, etc.
- ix. Each institution may charge a one-time registration fee from each candidate for the Bank's service charge. The students applying online will have to be informed beforehand the registration fee chargeable for this service along with the other "dos" and "don'ts" related to the exercise. Sufficient publicity through the institution's notice board, website (where available), email / SMS or other available channels, would be advisable. ***Necessary provisions should be there in each system so that the Higher Education Department may access the website as an 'admin' (without power to edit/alter) to view the status.***
- xi. This e-governance initiative is in the interest of the students and will be a major step forward for the State's higher education system in bringing about greater transparency, efficiency and accountability in the annual admissions exercise. The State Government will not countenance any lack of interest or negligence in implementing the online admission system.
- xii. The overall responsibility of implementation shall rest with the Head of the institution, i.e., Vice Chancellor/ Principal / Officer-in-charge / Teacher-in-charge (as the case may be) and he shall be held responsible for smooth delivery of the scheme. All aspects of the matter viz., procurement of hardware including high-speed internet connectivity, development of software, training of personnel etc. will have to be ensured.
- xiii. This is a highly time-bound exercise involving considerable number of applicants across the State, and hence, it requires sustained efforts by a dedicated team of officials in every institution. During the admission season the Higher Education Department will create a help line to monitor and review the admission process undertaken by all the higher education institutions. For any further clarification relating to online admission, the concerned institution may bring it to the attention of the Higher Education Department.
- xiv. Time frame for time bound implementation -
1. Procurement of hardware latest by 31st January, 2015;
 2. Development of software..... latest by 28th February, 2015;
 3. Software to be ready and tested latest by, 31st March, 2015.

By order of the Governor,

Sd/- Vivek Kumar
Principal Secretary to the
Government of West Bengal

**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 290 - Edn(CS)

Dated, Kolkata, the 30th March, 2015.

To : The Director of Public Instruction,
Govt. of West Bengal,
Bikash Bhavan, Salt Lake,
Kolkata – 700 091.

Sub : On-line Admission during Academic Year 2015-16

The next meeting to review the preparedness for on-line Admission in UG and PG Courses will be held on 9th April, 2015 at 13.00 hours in the Derozio Hall of Presidency University, Kolkata. Dr. Partha Chatterjee, the Hon'ble MIC, Higher Education Department will preside over the meeting.

Every Govt. / Govt. aided College and State-aided University is being advised to provide the following information within 15th May, 2015 to the Education Directorate / Department of Higher Education positively :-

1. Details of web site of the college;
2. E-mail address of the college;
3. Details of seats in prescribed format (to be circulated by DPI shortly) –
 - i) Course wise & category wise,
 - ii) Subject wise & category wise,
 - iii) Academic facilities,
 - iv) Hostel & Other infrastructural facilities
4. On-line Registration fees fixed for on-line admission, if any;
5. Preparedness so as to start admission schedule within 7 days of the date of publication of Higher Secondary result / B.A., B.Sc, B.Com, result;
6. Name and address with code no. of the Bank for payment of all fees by an applicant through on-line and /or off-line mode;
7. On-line Admission Committee details viz, name, telephone no., e-mail etc.;
8. Whether test run of software has been done or not;
9. Whether option for restarting admission process manually has been kept keeping in mind the need in case of any mechanical failure.

He is therefore, requested to inform the Principals / Officers-in-Charge / Teacher-in-Charge of all Govt. / Govt. aided Colleges of this State to provide the information as referred to above to the Education Directorate positively **within 15th May, 2015 and also to attend the meeting on 9th April, 2015 at 13.00 hours in the Derozio Hall of the Presidency University without fail** for a detailed discussion on the following issues:-

- (i) On-line admission in U.G. and P.G. Courses from 2015-16;
- (ii) Mandatory Accreditation of Higher Educational Institutions;
- (iii) RUSA Funding;
- (iv) NCTE Regulations, 2014;
- (v) New Proposals for building grant / grant for purchase of books, furniture, equipments etc.;
- (vi) Further clarifications on COSA / e-tenders / e-pradan.

Sd/- M.Ray
Additional Secretary

No. 290/1(6) - Edn(CS)

Dated, Kolkata, the 30th March, 2015.

Copy forwarded for information and taking necessary action to :-

1. The Vice-Chancellors of State aided Universities (All) with a request to attend the meeting on the scheduled date and venue for participating in the discussion and also to send the report as referred to above in the Higher Education Department by 15th May, 2015 positively;
2. Vice-Chancellor, Presidency University, 86/1 College Street, Kolkata – 73, with a request to arrange for the meeting in the meeting-hall of the University on 9th April, 2015 at 13.00 hours;
3. Vice-Chairman, West Bengal State Council of Higher Education, 147A Rash Behari Avenue, Kolkata – 29, for attending the meeting;
4. The Chairperson, West Bengal College Service Commission, Purta Bhavan, Salt Lake, Kolkata-91, for attending the meeting;
5. P.S. to MIC, Higher Education Department, with a request to place the matter before the MIC;
6. Sr. P.A. to Principal Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata – 91.


Additional Secretary

**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata-91**

No. 492 - Edn(CS)/10M-95/2014

Dated, Kolkata, the 2nd June, 2015.

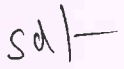
From : Smt. Madhumita Ray, IAS
Additional Secretary,
Govt. of West Bengal

To : The Director of Public Instruction
West Bengal

Sub : **Clarification in respect of setting up HELP DESK on the campus of State aided Universities and Colleges.**

A question has been raised in connection with the online admission being implemented from the academic year 2015-16 in the State aided Universities and Colleges whether the Students' Unions / Councils/ other bodies claiming to represent students can set up **HELP DESK** on the campus for guiding / counseling / assisting the applicants.

After a careful consideration of all aspects of the matter, including the need for an orderly and tranquil environment on the campuses, it is hereby clarified that **no** HELP DESK shall be allowed to be setup by anybody / Association / Union / Council, on the campus of State aided Universities and Colleges during the online admission process.


Additional Secretary

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE,
KOLKATA-700091**

No. 752 –Edn (CS)/10M-95/2014

Date: 10.08.2015

CIRCULAR

Subject: Implementation of reservation rules in admission to UG/PG courses in Government-aided colleges for the Academic Session 2015-16.

It has been reported that in various Government-aided Colleges, some seats including seats reserved for SC/ST/OBC candidates remain vacant even after completion of first round of online admission/ counseling process. Representations from different colleges have been received in this Department seeking advice/clarifications on the issues as to whether the vacant seats can be filled up through off-line mode and the vacant reserved seats can be de-reserved or not. The representations have been examined in this Department and the undersigned has been directed to issue the following circular/ advisory to be strictly followed by the College authorities:

1. All colleges having vacant seats even after completion of first phase of on-line admission process shall re-advertise the vacant seats through their college's website and college's Notice Board, for further admission through online mode identifying clearly the seats reserved for SC/ST and OBC.
2. The merit list generated through the online system cannot be departed/ deviated from and shall form the basis for admissions. Also, each deposit shall continue to be made through bank.
3. At least 10 days' time to be given to the concerned candidates for making online application against those vacant seats.
4. Second phase of admission shall be conducted on the basis of such applications thereafter.
5. While admitting students in the reserved seats, the College authority shall, at the first instance, follow the procedure prescribed under clause (d) of sub-rule (1) of rule 6 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013 and its amendments thereto.

6. If there are reserved seats vacant even after completion of second round of online admission process, and even after following the provisions of rule 6 (1) (d) of the Rules mentioned hereinabove, the College authority may apply for de-reservation of such reserved seats before the concerned District Magistrate (being District Commissioner for Reservation) or the Joint Commissioner for Reservation, as the case may be, in the manner prescribed under rule 8 of the said Rules.
7. After de-reservation of seats, if any, the College authority shall undertake the third round of admission process for those de-reserved seats in the manner provided hereinabove.
8. The College authority shall submit a detailed report on admissions in the college within 15 days from completion of the whole process of admission.



Additional Secretary