

Gour Mohan Sachin Mandal Mahavidyalaya

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GENERAL NOTIFICATION

FOR ADMISSION TO FIRST SEMESTER

OF THREE and FOUR-YEAR B.A./ B.SC./ B.COM (HONOURS AND MULTIDISCIPLINARY) COURSES OF STUDY

UNDER CURRICULUM AND CREDIT FRAMEWORK (CCF), 2022 FOR THE ACADEMIC YEAR 2025-26

CENTRALISED ADMISSION PORTAL for application to admission in B.A./ B.Sc./ B.Com(Honours and Multidisciplinary) courses under CCF 2022 (CURRICULUM AND CREDIT FRAMEWORK) will be available at the website www.wbcap.in from **18-06-2025 to 01-07-2025**.

You must have a valid mobile no. and an email id for registration and application. You should check regularly your mobile, email and login the portal for any update.

Important Dates:

18th June 2025 – 1st July 2025: Registration and Application

Please check the table below provided by Higher Education Department of West Bengal for detailed schedule of admission process

Annexure

Schedule of Events in Centralised Admission Portal 2025*		
	Date	Event
	17 June 2025	Launching of the Portal for 2025-26 by Bratya Basu, Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal at 2.00 PM
Phase-1	18 June (from 2-00 PM) -1 July 2025	Registration and Application
	6 July 2025	Publication of the College/Institution-wise & Course/ Programme-wise Merit lists and Seat allotment
	6-12 July 2025	Admission against Seat allotment
	17 July 2025	Publication of Institution-wise & Course/Programme-wise Seat allotment in the Upgrade round.
	17 – 20 July 2025	Admission against Seat allotment in the Upgrade round.
	24-31 July 2025	Physical verification of admitted candidates at the Institution level
	1 August 2025	Class will start for new session 2025-26
Phase -2 (Mop-up)	2 August 2025	Publication of Institution-wise & Course/Programme-wise vacancy lists across the State after the completion of the 1st Phase of the Centralised Admission, 2025 on 01.08.2025.
	2 – 11 August 2025	Applications in the Mop-up Phase from (1) Fresh applicants (2) Existing applicants of Phase-I, who (a) were not allotted any seat in Phase-I ; (b) cancelled their admission in Phase-I and (c) did not take admission after seat allotment in Phase-I.
	14 August 2025	Publication of Merit list and Allocation list
	14 -17 August 2025	Admission against Seat allotment
	21 August 2025	Publication of Institution-wise & Course/Programme- wise Seat allotment in the Upgrade round (Phase-2)
	21 – 24 August 2025	Admission against Seat allotment in upgrade round(Phase-2)
	28 August –1 September 2025	Physical verification of admitted candidates at the institution level after Mop-up Round on joining classes.

*Schedule is subject to modification in case of exigencies.

General Guidelines

Application

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. A candidate can search for courses / programmes, colleges, and universities even before registering in the portal and access all relevant details, such as course / programme - wise eligibility criteria, number of seats (category-wise), formula for merit-index calculation, combination subjects offered, college profile, etc.
3. **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.
4. As a first step in the application phase, a candidate will create a profile, providing the necessary personal details. Candidates must be cautious about all inputs provided, as this data will be used for eligibility criteria checking, merit indexing, and seat allotment by the system. **There is no provision in the system for automatic validation or correction. If the candidature of any candidate is adversely affected due to the entry of wrong data by the candidate, the candidature of such candidates will be liable to be cancelled even after provisional admission.**
5. Information to be provided by the candidates is given below:
 - ✓ **Personal Information**
 - ✓ **Address**
 - ✓ **Additional Information**
 - ✓ **Results**
 - ✓ **Documents**
6. Once the profile is successfully created and submitted, a candidate can check her or his eligibility with respect to any course / programme in any college in any district under any University of West Bengal under the purview of the portal under reference. Eligibility will depend on the course / programme and HEI, and the details of the eligibility criteria will be made available in the portal.
7. 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.
8. A candidate applying for multiple courses / programmes will be required to rank the courses / programmes in order of her or his preference. **As the candidate is allowed to apply to multiple courses / programmes, marking of the preferences in the applications is to be done carefully, as the seat Page 3 of 7 allotment will be done on the basis of preferences exercised by the candidate.** 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.
9. If a candidate does not indicate any preference, they will not be able to submit the application.
10. A candidate can change his or her profile information at any point in time before the application window closes. In the event of any change in marks, the candidate must prepare the preference list afresh.

11. **Candidates must be very careful while applying. Candidates are advised to select the maximum possible number of courses / programmes in the same or different institutions (up to 25) and carefully rank their preferences.** Candidates will be allotted their highest available preference (at that material point of time) based on merit rank and the availability of seats.
12. 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). For B.Com. 4-Yr Hons. / Hons. with research / 3-Yr Multidisciplinary Courses / Programmes there shall not be any scope for selection of combination of subjects.
13. **On closure of the application window (by 11:59 p.m. of the last date of submission of application form), profile information and applications with preference rank will be auto-submitted, and no further changes can be made.** The candidate may anytime login to the portal and download the application form throughout the entire period of the centralised online admission process.
14. 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.
15. Candidates will find a FAQ segment in the portal, which may help them resolve their queries. If this is not resolved, they may refer to the 'contact us' section of the portal.
16. Admissions in Sports Quota Seats (if any) will not be considered in the UG Centralised Online Admission portal.

General Rules:

1. A student who has passed the Higher Secondary (10+2) or its equivalent Examination is eligible to seek admission to the 1st year of the B.A./B.Sc. (Single-Major/Honours) Course of Studies and B.A./B.Sc. (Multidisciplinary) Course of Studies provided the student has also passed in **English having full marks not being less than 100** and fulfills the conditions as laid down in clauses of CU Notification no.s CSR/04/2023, CSR/05/2023, CSR/06/2023 dated 23.06.23 and corrigendum for CSR/04/2023, CSR/05/2023, CSR/06/2023 dated 30.06.2023.
2. Students who have passed the Higher Secondary (10+2) Vocational examination conducted by the West Bengal State Council of Vocational Education and Training shall be eligible to seek admission to the B.A. (Multidisciplinary) 1st year Course of Studies taking the subjects under Humanities Discipline only.
3. No student shall be allowed admission after a lapse of more than 3 years from the year of passing the previous qualifying examination.
4. Admission to the Major/Honours and Multidisciplinary courses is conducted strictly on the basis of merit.

Admission Criteria:

For B.A/ B.Sc/ B.Com Honours Courses

- (a) For Category [OBC-B, OBC-A, Unreserved, Economically Weaker Section], A student taking up Major (Honours) Course in a subject must have obtained:
- i. A minimum of 50% marks in the aggregate (top-four subjects, excluding compulsory Environmental Education /Studies) and 45% marks in the subject or related subject at the previous qualifying examination.
 - Or**
 - ii. 55% marks in the subject or related subject at the previous qualifying examination.
 - Or**
 - iii. 50% marks in the aggregate when the student has not studied the subject in his/her previous qualifying examination provided all other clauses are satisfied.
- (b) Students belonging to **Reserved Categories** taking up Major Course of Study must have obtained a minimum of 40% marks in the aggregate (top-four subjects, excluding compulsory Environmental Education /Studies) or 40% marks in the subject or related subjects at the previous qualifying examination, as the case may be.

For B.A/ B.Sc/ B.Com Multidisciplinary Courses

Students who have passed out Higher Secondary examination are eligible.

The Merit index for the Honours and General Courses will be prepared in the following process:

HONOURS

Aggregate marks shall be calculated by adding the marks in top-four subjects and marks in Honours subject applied for.

However, marks in compulsory Environmental Education/Studies shall not be taken into account for calculation of aggregate marks. However, 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.

TIE-BREAK RULE

Date of birth in ascending order

MULTIDISCIPLINARY

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. However, 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.

TIE-BREAK RULES

Percentage marks in English


Date of birth in ascending order

For application related queries

NOTE: For any admission application related queries, the students are asked to go through the FAQ in the home page of www.wbcap.in, contact the college help desk situated at college premises or call at **toll free no. 1800-102-8014**, or email at support@wbcap.in within the last date of application. You are advised to apply well before the last day of application to avoid any last minute rushes.

Important Notes:

1. Students must note down the user id and password after registration in the centralized admission portal. They must check their mobile no. and email from time to time for any updates.
2. Students can apply to multiple courses and multiple colleges as per eligibility, total number of these combinations should not exceed 25 (twenty five). Students can select their preferences according to their choice.
3. He/she can edit his application anytime within the application period. No modifications can be done after the application period is over. So, it is advised to carefully fill up the application form.
4. According to the merit index, students will get the opportunity to take admission in the colleges. With time, depending on the availability of seats, they will be given the opportunity to upgrade according to the preference list. They should also log in the central admission portal to check for any upgradation.
5. Students need to pay the college admission fee via online at the time of admission. In case of upgradation, either they will pay the balance amount or will get the refund according to the course fee of the upgraded preference.
6. Students must take admission if they are given the opportunity for admission. If any student fails to take admission initially, later he will not be considered towards any upgraded preference.




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List of BSKs nearby:

- ANCHNA Gram panchayat
- BL&LRO OFFICE, MANDIRBAZAR
- INSPECTOR FOOD & SUPPLY, MANDIRBAZAR
- KRISHNAPUR Gram panchayat
- MANDIRBAZAR BDO
- NAIYARAT RH