



# Sudhiranjan Lahiri Mahavidyalaya

P.O. - MAJDIA, DIST. NADIA PIN – 741507 WEST BENGAL, INDIA.

Phone: +91 7432 991235, +91 3472 295189

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## CRITERION: 2 TEACHING-LEARNING AND EVALUATION

### Key Indicator: 2.1 Student Enrolment and Profile

**Metric: 2.1.2 Seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years**



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# Sudhiranjan Lahiri Mahavidyalaya

(Accredited by NAAC)

ESTD 1966

(Affiliated to the University of Kalyani & Approved by the UGC under section 2 (f) & 12B)  
P.O. - MAJDIA, DIST. NADIA PIN - 741507 WEST BENGAL, INDIA.

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

## Academic Year: 2022-23

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Total	SC	ST	OBC	Gen	Total
1ST	783	213	604	1954	3554	600	22	231	666	1519
2ND	783	213	604	1954	3554	635	29	240	902	1806
3RD	783	213	604	1954	3554	606	23	238	595	1462

## Academic Year: 2021-22

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Total	SC	ST	OBC	Gen	Total
1ST	783	213	604	1954	3554	585	37	234	1501	2357
2ND	783	213	604	1954	3554	615	27	227	694	1563
3RD	783	213	604	1954	3554	603	18	222	721	1564

## Academic Year: 2020-21

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Total	SC	ST	OBC	Gen	Total
1ST	783	213	604	1954	3554	617	39	237	1031	1924
2ND	783	213	604	1954	3554	604	27	231	926	1788
3RD	783	213	604	1954	3554	636	26	236	706	1604

## Academic Year: 2019-20

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Total	SC	ST	OBC	Gen	Total
1ST	663	181	513	1654	3011	485	36	205	1583	2309
2ND	663	181	513	1654	3011	520	31	201	980	1732
3RD	663	181	513	1654	3011	431	13	193	435	1072

## Academic Year: 2018-19

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Total	SC	ST	OBC	Gen	Total
1ST	663	181	513	1654	3011	514	53	221	1677	2465
2ND	663	181	513	1654	3011	526	30	217	1091	1864
3RD	663	181	513	1654	3011	523	23	193	527	1266

**DR. DIPANKAR GHOSH**  
PRINCIPAL  
Sudhiranjan Lahiri Mahavidyalaya  
MAJDIA, NADIA





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## CRITERION: 2 TEACHING-LEARNING AND EVALUATION

### Key Indicator: 2.1 Student Enrolment and Profile

**Metric: 2.1.2 Copy of communication issued by state govt. or Central Government indicating the reserved categories (SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable )**

**Government of West Bengal  
Higher Education Department  
Bikash Bhaban, Salt Lake City, Kolkata-700091**

**NOTIFICATION**

**No. 07-Edn (U)/1U-89/13.- dated. 2<sup>nd</sup> January, 2014.-** In exercise of the power conferred by sub-section (1) of section 8 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013, (West Ben Act X of 2013), the Governor is hereby pleased to make the following rules, namely:

***Rules***

- Short title,  
application  
&  
commence  
ment
1. (1) These rules may be called the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.
- Definitions
2. (1) In these rules, unless the context otherwise requires,-
- (a) “Act” means the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013;
- (b) “Commissioner of Reservation” means the Commissioner for Reservation appointed under section 6A of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976;
- (c) “District Commissioner for Reservation” means the District Commissioner for Reservation as appointed under Section 6B of the West Bengal Scheduled Caste and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976;

- (d) “District Magistrate” means the District Magistrate of the district and includes Additional District Magistrate for the purpose of these rules;
  - (e) “de-reservation” means the de-reservation of seats reserved for Scheduled Castes/Scheduled Tribes/Other Backward Classes, Category -A and Other Backward Classes, Category -B candidates;
  - (f) “Joint Commissioner for Reservation and *ex-officio* Joint Secretary” means the Joint Commissioner for Reservation and *ex-officio* Joint Secretary as appointed under Section 6A of the West Bengal Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976;
  - (g) “self-financing course” means the course conducted by a college out of its own fund;
  - (h) “schedule” means the schedule appended to these rules;
  - (i) “section” means the section of the Act;
  - (j) “University” means a University established and incorporated by an Act of State Legislature and aided fully or partly out of the State’s fund;
- (2) Any words or expressions used but not otherwise defined in these rules shall have the same meaning as defined or used under the Act.

Application of the reservation norms.

- 3.** The reservation norms shall apply on and from the Academic Session 2014-15, to:-
- (a) all Universities, established and incorporated by an Act of the State’s Legislature and aided fully or partly out of the State’s fund; and
  - (b) all Government colleges established or administered by the State Government whether directly or indirectly, and affiliated to a University; and

- (c) all colleges receiving aid from the State Government in any form or in any manner, whether fully or partly; and
- (d) all other institutions imparting education or training or research or other academic activities beyond 10+2 level and receiving aid from the State Government in any form or in any manner, whether fully or partly.

Preparation of Detailed Project Report and maintenance of register of students and other formalities

4. (1) In order to implement the total percentage of reservation in respect of the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes Category 'A' and the Other Backward Classes Category 'B'; (as mandated by the Act) every Higher Educational Institution selecting candidates for all streams and courses run by that Institution shall, with the approval of the appropriate authority, wherever required, fix up the total number of seats to be increased in each course in such a manner that the number of unreserved seats is not less than the seats available immediately preceding the date of the Act coming into force.

*Explanation 1: - for example, in a Higher Educational Institution there were thirty (30) seats in Physics (Honors) course on the date of commencement of the Act. Out of 30 seats, 7 seats were reserved for SC (22% of 30), 2 seats were reserved for ST (6% of 30) and 21 seats were for unreserved category. For the purpose of implementing the provisions of the Act and these rules, these 21 seats of unreserved category shall not be reduced in any manner.*

*Explanation 2:- to give effect to the provisions of the Act, the Higher Educational Institution referred to under explanation 1 will be required to increase its seats by at least eight (8) seats in Physics Honors for that particular academic year. Hence, the reservation of seats would be as*

*follows:*

- (a) *Eight (8) seats shall be reserved for SC (22% of 38),*
- (b) *Two (2) seats shall be reserved for ST (6% of 38),*
- (c) *Four (4) seats shall be reserved for OBC-A (10% of 38),*
- (d) *Three (3) seats shall be reserved for OBC-B (7% of 38),*
- (e) *And Twenty One (21) seats shall remain unreserved for  
Unreserved Categories.*

(2) Keeping in view that the total number of increase of seats to be done in terms of the sub-rule (1), each Higher Educational Institution shall fix up year wise target of increase of seats in such a manner that the total mandatory increase of seats is achieved within a maximum period of six years beginning with the academic session 2014-15 and then shall continue in the same manner.

(3) Once the target of increase of seats is fixed, every Higher Educational Institution shall, submit to the State Government, the Detailed Project Report (DPR) in the format as may be specified.

(4) The detailed project report shall contain, interalia, the following:-

- (a) details of the existing number of students including students belonging to the Scheduled Castes and Scheduled Tribes,
- (b) details of the Governing Body of the College,
- (c) details of courses offered and annual intake in each course including Honors and Post Graduate courses, if any,
- (d) details of specialized courses or programmes,
- (e) details of existing teaching and non-teaching posts substantiated with appropriate roster and non-teaching staff-pattern,
- (f) details of existing infrastructures including the land, building and other equipments,

- (g) details of proposed increase in the infrastructure and equipments including Laboratory, Library etc.,
- (h) details of proposed increase in the teaching and Non-teaching posts,
- (i) details of the requirement of funds for catering to the creation of additional seats as per staff pattern as may be specified by the State Government from time to time.

(5) The proposal regarding increase in the infrastructure including Classroom Laboratory, Library, and the increase of teaching and non-teaching post shall be commensurate with the actual increase of seats in various courses.

Manner of re-distribution of seats

- 5.** (1) In case of a Higher Educational Institution where infrastructure expansion is not possible for unavoidable reasons or otherwise, the Higher Educational Institution may apply to the State Government with reasons, to re-distribute its additional quota of reserved seats to other Higher Educational Institutions.
- (2) The State Government, taking into consideration the facts of the case, may at its discretion pass an order allowing re-distribution of such additional seats to other Higher Educational Institution.

Procedure for preparation of list of candidates for admission

- 6.** (1) For filling up of the seats for admission in a particular academic session as fixed in terms of sub rule (2) of rule 4 the following procedure shall be followed :-
- (a) a general merit list based exclusively on merit as reflected in the results of the relevant examination or selection test irrespective of castes, tribes or classes shall be prepared separately for each course, stream or subject in each Higher Educational Institution to fill up the unreserved seats. Separate merit lists of the Scheduled Castes, Scheduled Tribes, Other Backward Class, Category 'A' and the Other



Backward Class, Category 'B' candidates shall be prepared for each course/stream/subject in each higher educational institution to fill up the seats reserved for these respective categories. The Scheduled Castes, the Scheduled Tribes, the Other Backward Class, Category - A and the Other Backward Class, Category -B candidates who have been placed in the general merit list to fill up unreserved seats shall not be taken into account in the reserved list for the Scheduled Castes, the Scheduled Tribes, the Other Backward Class, Category-A and the Other Backward Class, Category-B candidates, as the case may be;

- (b) simultaneously, the SC/ST/OBC candidates who have found place in the general merit list on the basis of their merit shall also be placed in the list of reserved seats for SC/ST/OBC as per their *inter se* merit, and be asked to exercise their option on whether they would like to be placed in the general merit list or the separate merit list for reserved candidates of SC/ST/OBC. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances;
- (c) for admission to different courses, an SC or ST candidate getting admission should have obtained in the previous examination; qualifying marks not lower by more than 25% of the marks obtained by the last candidate of the general category. In case of OBC-A and OBC-B the candidates getting admission should have obtained in the previous examination, qualifying marks not lower by more than 10% from the marks obtained by the last candidate of the general category. In any case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the University / Appropriate

Authority for admission to the relevant course, he will not be eligible for admission;

(d) seats reserved for the Scheduled Caste candidates and remaining unfilled even after following the instructions laid down in the previous clauses of the rules may be filled up by the Scheduled Tribe candidates and vice versa. Likewise, seats reserved for the Other Backward Classes, Category-A and remaining unfilled even after following the instructions laid down in the previous clauses of the rules may be filled up by the Other Backward Class, Category-B candidates and *vice versa*. If after this exercise, reserved seats still remain unfilled due to non availability of reserved category candidates, such seats shall be taken up for de-reservation in such manner as prescribed under rules 8 of these rules;

(e) in case the number of seats reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B in Post-graduate and Doctoral courses including Medicine, Dental Science and Nursing is less than 0.5 in each stream, a 100 point roster for admission as specified in the Schedule appended to these rules shall be followed for filling up the seats.

(2) In every case of admission to general degree courses and medical, technical, professional and post graduate level courses, the caste / tribe / class identification certificate issued by the Competent Authority shall be verified by the concerned Higher Educational Institution at the time of admission along with Domicile Certificate issued by the Competent Authority:

*Provided that no Domicile Certificate is required in case the candidate*

*submitting caste identification Certificate issued by the Competent Authority of the State Government.*

(3) During verification of the OBC Certificate, relevant guidelines regarding determination of 'Creamy layer' shall be taken into consideration by the concerned Institution.

(4) In every case, reservation to SC/ST/OBC 'A'/OBC 'B's candidates shall not be refused on the basis of medium of instruction in any Higher Educational Institution.

Maintenance of Course wise Registers

7. Every Higher Educational Institution shall maintain course-wise registers of reserved seats meant for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B.

Procedure for de-reservation

8. Where reservation of seats for one or many courses or streams in a particular academic session becomes unavoidable, the following procedure of de-reservation shall be followed:

(a) If, after duly entertaining all applications to fill up reserved seats, it is found that some seats reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B remain unfilled during the academic session for want of suitable number of candidates from the respective categories, those seats may be de-reserved and filled up by general candidates where it is specified that due process for filling up of the seats by the candidates of the specific categories have been followed by the institutions concerned and no suitable candidate of the reserved categories is available to fill up those seats. No vacant reserved seat shall be carried forward to the next academic year, under any circumstances;

(b) the District Magistrates or the District Commissioners for Reservation

shall be the authority to grant de-reservation in Higher Educational Institutions situated in their respective territorial jurisdiction and Joint Commissioner for Reservation and ex-officio Joint Secretary Backward Class Welfare Department shall be such authority in respect of Higher Educational Institutions situated in Kolkata as defined in the Kolkata Municipal Corporation Act, 1980;

- (c) the process of de-reservation shall be completed by the authority concerned within 15 days provided that the authority of the concerned educational institution has submitted application in this regard along with all relevant and necessary papers;
- (d) the Higher Educational Institutions seeking de-reservation shall submit to the authority concerned, a statement giving the following particulars:-
  - (i) number of candidates who have applied for admission giving break up of Unreserved, Scheduled Castes and Scheduled Tribes, Other Backward Classes, Category–A and Other Backward Classes, Category–B applicants separately for respective Courses /Streams/ Subjects;
  - (ii) number of seats reserved for Scheduled Castes and Scheduled Tribes, Other Backward Classes, Category –A and Other Backward Classes, Category –B separately for such category of Course/ Stream/ Subject;
  - (iii) number of candidates qualifying for admission and admitted, as such, from each of reserved categories against respective Courses/ Streams/ Subjects;
  - (iv) number of reserved seats remaining vacant in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B candidates against respective

Course/ Stream/ Subject as the case may be, with reasons there for;

(v) the Higher Educational Institutions shall also furnish copies of their admission Notice(s) to show whether, for issue of Forms to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B candidates, the minimum prescribed marks of the Board, Council or University had been indicated, as the qualifying marks for getting admission Forms against the reserved seats.

(e) While allowing the reserved seats to be filled up by General candidates, the District Magistrate and District Reservation Commissioner or the other authorities concerned shall be satisfied, on the basis of the information supplied by the Institutions that all reasonable steps were taken to fill up the seats by respective reserved categories of candidates, and further that the unreserved category candidates qualifying on their own merit in competition with general candidates have not been admitted against the reserved seats, and further, that the conditions laid down in rule 5 have duly been observed for the particular courses mentioned therein.

Filing of  
Annual  
Return

9. Every Higher Educational Institution situated within the district of Kolkata shall file their annual return on admission of students into various course showing all seats reserved for SC, ST, OBC-A and OBC-B before the Joint Commissioner for Reservation and in cases of Higher Educational Institution situated outside the district of Kolkata, to the District Commissioner for Reservation of the respective district by 31<sup>st</sup> December every year.

## SCHEDULE

{See sub-rule (1) (e) of rule 6}

1 <sup>st</sup> Seat	Scheduled caste	35 <sup>th</sup> Seat	Unreserved	69 <sup>th</sup> Seat	OBC-B
2 <sup>nd</sup> Seat	Unreserved	36 <sup>th</sup> Seat	Scheduled caste	70 <sup>th</sup> Seat	Unreserved
3 <sup>rd</sup> Seat	Unreserved	37 <sup>th</sup> Seat	Unreserved	71 <sup>st</sup> Seat	Scheduled caste
4 <sup>th</sup> Seat	Scheduled Tribe	38 <sup>th</sup> Seat	OBC-A	72 <sup>nd</sup> Seat	Unreserved
5 <sup>th</sup> Seat	Unreserved	39 <sup>th</sup> Seat	Unreserved	73 <sup>rd</sup> Seat	Unreserved
6 <sup>th</sup> Seat	OBC-A	40 <sup>th</sup> Seat	Scheduled caste	74 <sup>th</sup> Seat	Scheduled Tribe
7 <sup>th</sup> Seat	Scheduled caste	41 <sup>st</sup> Seat	Unreserved	75 <sup>th</sup> Seat	Unreserved
8 <sup>th</sup> Seat	Unreserved	42 <sup>nd</sup> Seat	Unreserved	76 <sup>th</sup> Seat	OBC-A
9 <sup>th</sup> Seat	OBC-B	43 <sup>rd</sup> Seat	Scheduled Tribe	77 <sup>th</sup> Seat	Unreserved
10 <sup>th</sup> Seat	Unreserved	44 <sup>th</sup> Seat	Unreserved	78 <sup>th</sup> Seat	Scheduled caste
11 <sup>th</sup> Seat	Scheduled caste	45 <sup>th</sup> Seat	OBC-A	79 <sup>th</sup> Seat	Unreserved
12 <sup>th</sup> Seat	Unreserved	46 <sup>th</sup> Seat	Unreserved	80 <sup>th</sup> Seat	Unreserved
13 <sup>th</sup> Seat	OBC-A	47 <sup>th</sup> Seat	Scheduled caste	81 <sup>st</sup> Seat	Unreserved
14 <sup>th</sup> Seat	Unreserved	48 <sup>th</sup> Seat	Unreserved	82 <sup>nd</sup> Seat	Scheduled caste
15 <sup>th</sup> Seat	Scheduled caste	49 <sup>th</sup> Seat	OBC-B	83 <sup>rd</sup> Seat	Unreserved
16 <sup>th</sup> Seat	Unreserved	50 <sup>th</sup> Seat	Unreserved	84 <sup>th</sup> Seat	OBC-A
17 <sup>th</sup> Seat	Unreserved	51 <sup>st</sup> Seat	Scheduled caste	85 <sup>th</sup> Seat	Unreserved
18 <sup>th</sup> Seat	Scheduled caste	52 <sup>nd</sup> Seat	OBC-A	86 <sup>th</sup> Seat	Scheduled caste
19 <sup>th</sup> Seat	OBC-B	53 <sup>rd</sup> Seat	Unreserved	87 <sup>th</sup> Seat	Unreserved
20 <sup>th</sup> Seat	Unreserved	54 <sup>th</sup> Seat	Unreserved	88 <sup>th</sup> Seat	Unreserved
21 <sup>st</sup> Seat	Scheduled caste	55 <sup>th</sup> Seat	Unreserved	89 <sup>th</sup> Seat	OBC-B
22 <sup>nd</sup> Seat	Unreserved	56 <sup>th</sup> Seat	Unreserved	90 <sup>th</sup> Seat	Scheduled caste
23 <sup>rd</sup> Seat	Unreserved	57 <sup>th</sup> Seat	Scheduled caste	91 <sup>st</sup> Seat	Unreserved
24 <sup>th</sup> Seat	Scheduled Tribe	58 <sup>th</sup> Seat	Unreserved	92 <sup>nd</sup> Seat	Unreserved
25 <sup>th</sup> Seat	Unreserved	59 <sup>th</sup> Seat	OBC-B	93 <sup>rd</sup> Seat	Scheduled Tribe
26 <sup>th</sup> Seat	OBC-A	60 <sup>th</sup> Seat	Unreserved	94 <sup>th</sup> Seat	Unreserved
27 <sup>th</sup> Seat	Unreserved	61 <sup>st</sup> Seat	Scheduled caste	95 <sup>th</sup> Seat	Unreserved
28 <sup>th</sup> Seat	Scheduled caste	62 <sup>nd</sup> Seat	Unreserved	96 <sup>th</sup> Seat	Unreserved
29 <sup>th</sup> Seat	OBC-B	63 <sup>rd</sup> Seat	OBC-A	97 <sup>th</sup> Seat	Scheduled caste
30 <sup>th</sup> Seat	Unreserved	64 <sup>th</sup> Seat	Unreserved	98 <sup>th</sup> Seat	Unreserved
31 <sup>st</sup> Seat	Unreserved	65 <sup>th</sup> Seat	Scheduled caste	99 <sup>th</sup> Seat	OBC-A
32 <sup>nd</sup> Seat	Scheduled caste	66 <sup>th</sup> Seat	Unreserved	100 <sup>th</sup> Seat	Unreserved
33 <sup>rd</sup> Seat	Unreserved	67 <sup>th</sup> Seat	Unreserved		
34 <sup>th</sup> Seat	Unreserved	68 <sup>th</sup> Seat	Scheduled caste		

By order of the Governor,

Shri Vivek Kumar

Secretary to the Government of West Bengal



**The**



**Kolkata** **Gazette**

सत्यमेव जयते

*Extraordinary*  
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FRIDAY, JANUARY 3, 2014

[SAKA 1935

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**Bikash Bhaban, Salt Lake City, Kolkata-700 091**

**NOTIFICATION**

No. 07-Edn (U)/1U-89/13.— dated. 2nd January, 2014.— In exercise of the power conferred by sub-section (1) of section 8 of the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013, (West Ben Act X of 2013), the Governor is hereby pleased to make the following rules, namely:

***Rules***

- |   |   |
|---|---|
| Short title,<br>application &<br>commencement | 1. (1) These rules may be called the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2013.  |
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| Definitions                                   | 2. (1) In these rules, unless the context otherwise requires,—  |
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Preparation of Detailed Project Report and maintenance of register of students and other formalities

4. (1) In order to implement the total percentage of reservation in respect of the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes Category 'A' and the Other Backward Classes Category 'B'; (as mandated by the Act) every Higher Educational Institution selecting candidates for all streams and courses run by that Institution shall, with the approval of the appropriate authority, wherever required, fix up the total number of seats to be increased in each course in such a manner that the number of unreserved seats is not less than the seats available immediately preceding the date of the Act coming into force.

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  - details of specialized courses or programmes,
  - details of existing teaching and non-teaching posts substantiated with appropriate roster and non-teaching staff-pattern,
  - details of existing infrastructures including the land, building and other equipments,
  - details of proposed increase in the infrastructure and equipments including Laboratory, Library etc.,
  - details of proposed increase in the teaching and Non-teaching posts,
  - details of the requirement of funds for catering to the creation of additional seats as per staff pattern as may be specified by the State Government from time to time.
- (5) The proposal regarding increase in the infrastructure including Classroom, Laboratory, Library, and the increase of teaching and non-teaching post shall be commensurate with the actual increase of seats in various courses.

Manner of re-distribution of seats

5. (1) In case of a Higher Educational Institution where infrastructure expansion is not possible for unavoidable reasons or otherwise, the Higher Educational Institution may apply to the State Government with reasons, to re-distribute its additional quota of reserved seats to other Higher Educational Institutions.

- (2) The State Government, taking into consideration the facts of the case, may at its discretion pass an order allowing re-distribution of such additional seats to other Higher Educational Institution.

Procedure for preparation of list of candidates for admission

6. (1) For filling up of the seats for admission in a particular academic session as fixed in terms of sub rule (2) of rule 4 the following procedure shall be followed :—

- a general merit list based exclusively on merit as reflected in the results of the relevant examination or selection test irrespective of castes, tribes or classes shall be prepared separately for each course, stream or subject in each Higher Educational Institution to fill up the unreserved seats. Separate merit lists of the Scheduled Castes, Scheduled Tribes, Other Backward Class, Category 'A' and the Other Backward Class, Category 'B' candidates shall be prepared for each course/stream/subject in each higher educational institution to fill up the seats reserved for these respective categories. The Scheduled Castes, the Scheduled Tribes, the Other Backward Class, Category -A and the Other Backward Class, Category -B candidates who have been placed in the general merit list to fill up unreserved seats shall not be taken into account in the reserved list for the Scheduled Castes, the Scheduled Tribes, the Other Backward Class, Category-A and the Other Backward Class, Category-B candidates, as the case may be;
- simultaneously, the SC/ST/OBC candidates who have found place in the general merit list on the basis of their merit shall also be placed in the list of reserved seats for SC/ST/OBC as per their inter se merit, and



be asked to exercise their option on whether they would like to be placed in the general merit list or the separate merit list for reserved candidates of SC/ST/OBC. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances;

- (c) for admission to different courses, an SC or ST candidate getting admission should have obtained in the previous examination; qualifying marks not lower by more than 25% of the marks obtained by the last candidate of the general category. In case of OBC-A and OBC-B the candidates getting admission should have obtained in the previous examination, qualifying marks not lower by more than 10% from the marks obtained by the last candidate of the general category. In any case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the University / Appropriate Authority for admission to the relevant course, he will not be eligible for admission;
- (d) seats reserved for the Scheduled Caste candidates and remaining unfilled even after following the instructions laid down in the previous clauses of the rules may be filled up by the Scheduled Tribe candidates and vice versa. Likewise, seats reserved for the Other Backward Classes, Category-A and remaining unfilled even after following the instructions laid down in the previous clauses of the rules may be filled up by the Other Backward Class, Category-B candidates and vice versa. If after this exercise, reserved seats still remain unfilled due to non availability of reserved category candidates, such seats shall be taken up for de-reservation in such manner as prescribed under rules 8 of these rules;
- (e) in case the number of seats reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B in Post-graduate and Doctoral courses including Medicine, Dental Science and Nursing is less than 0.5 in each stream, a 100 point roster for admission as specified in the Schedule appended to these rules shall be followed for filling up the seats.
- (2) In every case of admission to general degree courses and medical, technical, professional and post graduate level courses, the caste / tribe / class identification certificate issued by the Competent Authority shall be verified by the concerned Higher Educational Institution at the time of admission along with Domicile Certificate issued by the Competent Authority:
- Provided that no Domicile Certificate is required in case the candidate submitting caste identification Certificate issued by the Competent Authority of the State Government.*
- (3) During verification of the OBC Certificate, relevant guidelines regarding determination of 'Creamy layer' shall be taken into consideration by the concerned Institution.
- (4) In every case, reservation to SC/ST/OBC 'A'/OBC 'B's candidates shall not be refused on the basis of medium of instruction in any Higher Educational Institution.

Maintenance of Course      7. Every Higher Educational Institution shall maintain course-wise registers of reserved seats meant for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B.

Procedure for de-reservation      8. Where reservation of seats for one or many courses or streams in a particular academic session becomes unavoidable, the following procedure of de-reservation shall be followed:

- (a) If, after duly entertaining all applications to fill up reserved seats, it is found that some seats reserved for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B remain unfilled during the academic session for want of suitable number of candidates from the respective categories, those seats may be de-reserved and filled up by general candidates where it is specified that due process for filling up of the seats by the candidates of the specific categories have been followed by the institutions concerned and no suitable candidate of the reserved categories is available to fill up those seats. No vacant reserved seat shall be carried forward to the next academic year, under any circumstances;
- (b) the District Magistrates or the District Commissioners for Reservation shall be the authority to grant de-reservation in Higher Educational Institutions situated in their respective territorial jurisdiction and Joint



Commissioner for Reservation and ex-officio Joint Secretary Backward Class Welfare Department shall be such authority in respect of Higher Educational Institutions situated in Kolkata as defined in the Kolkata Municipal Corporation Act, 1980;

- (c) the process of de-reservation shall be completed by the authority concerned within 15 days provided that the authority of the concerned educational institution has submitted application in this regard along with all relevant and necessary papers;
- (d) the Higher Educational Institutions seeking de-reservation shall submit to the authority concerned, a statement giving the following particulars:-
- (i) number of candidates who have applied for admission giving break up of Unreserved, Scheduled Castes and Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B applicants separately for respective Courses /Streams/ Subjects;
  - (ii) number of seats reserved for Scheduled Castes and Scheduled Tribes, Other Backward Classes, Category -A and Other Backward Classes, Category -B separately for such category of Course/ Stream/ Subject;
  - (iii) number of candidates qualifying for admission and admitted, as such, from each of reserved categories against respective Courses/ Streams/ Subjects;
  - (iv) number of reserved seats remaining vacant in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B candidates against respective Course/ Stream/ Subject as the case may be, with reasons there for;
  - (v) the Higher Educational Institutions shall also furnish copies of their admission Notice(s) to show whether, for issue of Forms to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Category-A and Other Backward Classes, Category-B candidates, the minimum prescribed marks of the Board, Council or University had been indicated, as the qualifying marks for getting admission Forms against the reserved seats.
- (e) While allowing the reserved seats to be filled up by General candidates, the District Magistrate and District Reservation Commissioner or the other authorities concerned shall be satisfied, on the basis of the information supplied by the Institutions that all reasonable steps were taken to fill up the seats by respective reserved categories of candidates, and further that the unreserved category candidates qualifying on their own merit in competition with general candidates have not been admitted against the reserved seats, and further, that the conditions laid down in rule 5 have duly been observed for the particular courses mentioned therein.

Filing of  
Annual Return

9. Every Higher Educational Institution situated within the district of Kolkata shall file their annual return on admission of students into various course showing all seats reserved for SC, ST, OBC-A and OBC-B before the Joint Commissioner for Reservation and in cases of Higher Educational Institution situated outside the district of Kolkata, to the District Commissioner for Reservation of the respective district by 31st December every year.

#### SCHEDULE

{See sub-rule (1) (e) of rule 6}

1st Seat	Scheduled caste	35th Seat	Unreserved	69th Seat	OBC-B
2nd Seat	Unreserved	36th Seat	Scheduled caste	70th Seat	Unreserved
3rd Seat	Unreserved	37th Seat	Unreserved	71st Seat	Scheduled caste
4th Seat	Scheduled Tribe	38th Seat	OBC-A	72nd Seat	Unreserved
5th Seat	Unreserved	39th Seat	Unreserved	73rd Seat	Unreserved



6th Seat	OBC-A	40th Seat	Scheduled caste	74th Seat	Scheduled Tribe
7th Seat	Scheduled caste	41st Seat	Unreserved	75th Seat	Unreserved
8th Seat	Unreserved	42nd Seat	Unreserved	76th Seat	OBC-A
9th Seat	OBC-B	43rd Seat	Scheduled Tribe	77th Seat	Unreserved
10th Seat	Unreserved	44th Seat	Unreserved	78th Seat	Scheduled caste
11th Seat	Scheduled caste	45th Seat	OBC-A	79th Seat	Unreserved
12th Seat	Unreserved	46th Seat	Unreserved	80th Seat	Unreserved
13th Seat	OBC-A	47th Seat	Scheduled caste	81st Seat	Unreserved
14th Seat	Unreserved	48th Seat	Unreserved	82nd Seat	Scheduled caste
15th Seat	Scheduled caste	49th Seat	OBC-B	83rd Seat	Unreserved
16th Seat	Unreserved	50th Seat	Unreserved	84th Seat	OBC-A
17th Seat	Unreserved	51st Seat	Scheduled caste	85th Seat	Unreserved
18th Seat	Scheduled caste	52nd Seat	OBC-A	86th Seat	Scheduled caste
19th Seat	OBC-B	53rd Seat	Unreserved	87th Seat	Unreserved
20th Seat	Unreserved	54th Seat	Unreserved	88th Seat	Unreserved
21st Seat	Scheduled caste	55th Seat	Unreserved	89th Seat	OBC-B
22nd Seat	Unreserved	56th Seat	Unreserved	90th Seat	Scheduled caste
23rd Seat	Unreserved	57th Seat	Scheduled caste	91st Seat	Unreserved
24th Seat	Scheduled Tribe	58th Seat	Unreserved	92nd Seat	Unreserved
25th Seat	Unreserved	59th Seat	OBC-B	93rd Seat	Scheduled Tribe
26th Seat	OBC-A	60th Seat	Unreserved	94th Seat	Unreserved
27th Seat	Unreserved	61st Seat	Scheduled caste	95th Seat	Unreserved
28th Seat	Scheduled caste	62nd Seat	Unreserved	96th Seat	Unreserved
29th Seat	OBC-B	63rd Seat	OBC-A	97th Seat	Scheduled caste
30th Seat	Unreserved	64th Seat	Unreserved	98th Seat	Unreserved
31st Seat	Unreserved	65th Seat	Scheduled caste	99th Seat	OBC-A
32nd Seat	Scheduled caste	66th Seat	Unreserved	100th Seat	Unreserved
33rd Seat	Unreserved	67th Seat	Unreserved		
34th Seat	Unreserved	68th Seat	Scheduled caste		

By order of the Governor,

VIVEK KUMAR

*Secretary to the Government of West Bengal.*



# UNIVERSITY OF KALYANI

## NEW PROPOSED RULES FOR ADMISSION TO THE THREE-YEAR (SIX SEMESTER) B.A./ B.SC./ B.COM. (HONOURS & PROGRAMME/GENERAL) COURSES OF STUDIES UNDER SEMESTERIZED CBCS CURRICULAM EFFECTIVE FROM THE ACADEMIC SESSION 2018-2019 (Amended up to 23.05.2018)

### Admission Qualifications:

- Eligibility & Recognized Boards**
1. A candidate may be admitted to the first semester of three-year(Six Semester) B.A./ B.Sc./ B.Com.(Honours & Programme/General) Courses of Studies on passing Higher Secondary (10+2) Examination in General conducted by the West Bengal Council of Higher Secondary Education or an equivalent examination conducted by other State Board/Council, or *The W.B. Council of Rabindra Open Schooling*, or *The National Institute of Open Schooling (NIOS) recognized by the Distant Education Bureau(DEB)* **subject to fulfillment of the conditions mentioned below:**
- Candidates from 'other' Boards**
- In case of other Boards/Councils, a candidate shall have to pass in five recognized subjects, of which one shall be English, of full marks not being less than 100 each. A candidate passing in four subjects shall not be eligible for admission.
- Candidates from Vocational Stream**
- However, Candidates passing Higher Secondary examination from vocational stream conducted by the *West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCTVE&SD)* or any other equivalent Board/Council are eligible for admission only in Programme/General courses(and not in Honours Courses) provided that the candidate must have passed in 5 (five) recognized subjects, of which one shall be English, in the previous qualifying examination.
- Permissible chances of admission**
2. Candidates shall be allowed for admission within 03 (three) consecutive academic sessions including the year of passing the previous qualifying examination. (For example: candidates passing H.S. Examination in the year 2018 will get last chance of admission in the academic session 2020-2021.)
- Eligibility for pursuing Honours Course of studies**
3. **A candidate taking up Honours Course in a subject must have obtained:**
- (I) A minimum of **45%** marks in aggregate and **55%** marks in the subject or related subject at the previous qualifying examination.
- or**
- (II) **50%** marks in aggregate and **45%** marks in the subject or related subject at the previous qualifying examination.
- or**
- (III) **55%** marks in aggregate when the candidate has not studied the subject or any related subject in his /her previous qualifying examination provided all other clauses are complied with (especially Rule 5).
- Relaxation**
3. (a). *However, candidates belonging to the Schedule Caste or Schedule Tribe Community taking up Honours Course of Study shall enjoy 5% relaxation in marks in (I), (II) & (III) above, as the case may be*

**Explanation:**

- (i) Aggregate means the sum of marks of best scored five (05) subjects excluding compulsory Environmental Education/Environmental Science/Environmental Studies.
- (ii) While calculating such aggregate, full marks of each such subject will be scaled down to 100 wherever needed.

**4(a). Admission process will be strictly online and on the basis of merit. Merit list will be prepared uniformly on the basis of the following criteria:**

**Merit List**

**(i) In case of Honours courses:** Aggregate (as per previous explanation) plus the marks obtained in the subject in which he/she intends to take up honours or related subject. However, students who avail themselves of the Rule 3(III) will not get the benefit of 'related subject'.

**(ii) In case of Programme /General courses:** Merit list will be prepared on the basis of aggregate.

**Publication of Merit List**

**4(b).**For admission to Honours courses complete list of all applicants is according to merit to be published at the first instance and admission be done preferably through counseling in accordance with the intake capacity.

**4(c).** For admission to Programme/General courses complete list of all applicants according to merit to be published at the first instance and admission be done preferably through counseling in accordance with the intake capacity.

**More than one candidate at the same merit position**

**4(d).** While admitting candidates from the merit list if it is found at some point of time that the approved intake is to be increased as a special case likely to be breached due to sharing of the same merit position by more than one candidate then in that case all the candidates at that particular merit position may be admitted subject to prior approval of the Vice-Chancellor and the excess admission will be granted only for that year.

**Choice of Subjects**

**5.** For the B.A. & B.Sc. (**Honours & Programme/General**) Course of Studies a candidate is required to choose his/her **Honours and Generic Elective subjects**, as the case may be, from among **Groups I to VIII** below by taking not more than one subject from any of the groups mentioned hereunder.

**Groups:****Groups of Subjects**

**Gr. I:** Physics, Zoology, Education, Film Studies, Physical Education.

**Gr. II:** Mathematics, History.

**Gr. III:** Arabic, Chemistry, Defense Studies, Sanskrit, Sociology.

**Gr. IV:** Botany, Economics, Food and Nutrition.

**Gr. V:** Environmental Science, Political Science.

**Gr. VI:** Geography, Microbiology, Molecular Biology, Molecular Biology & Biotechnology, Media Studies, Philosophy.

**Gr. VII:** Physiology, Statistics, English.

**Gr. VIII :** Computer Science, Bengali, Hindi, Urdu

6. A candidate shall be allowed to take up the subject(s) under heading ‘(A)’ at both Honours and Programme/General level if he/she has passed the subject(s) under heading ‘(B)’ at the previous qualifying examination.

<i>Requirement of studying subject(s) at H.S. (plus two) Level</i>	<b>A</b>	<b>B</b>
	1.Botany	Biological Science
	2.Chemistry	Chemistry
	3.Computer Science	Computer Application/Computer Science / Physics and Mathematics
	4.Environmental Science	4.Any three of the following subjects: Biological Science, Chemistry, Computer Science, Economics, Elective Environmental Education, Environmental, science/ Environmental Studies, Geography, Geology, Mathematics, Modern Computer Application, Physics and Statistics
	5. Food and Nutrition	5. Chemistry or Nutrition or Food & Nutrition or Home Science
	6.Mathematics	6. Mathematics
	7. Microbiology	7. Biological Science and Chemistry
	8. Molecular Biology	8. Biological Science and Chemistry
	9.Molecular Biology & Biotechnology	9. Mathematics/ Statistics, Chemistry and Biological Science
	10. Physics	10. Physics and Mathematics
	11. Physiology	11. Biological Science
	12. Statistics	12.Statistics/ Mathematics
	13.Zoology	13.Biological Science
	14.Accounting & Finance	14. Accountancy / Accounts/ Book Keeping/ Business Economics including Business Mathematics/ Business Mathematics/ Business Organization/ Business Studies/ Commerce/ Elements of Cost Accountancy and Auditing/ Economics/ Financial Accounting/ Mathematics / Office Practice and Secretarial / Statistics

**Explanation:** Biological Sc. means: Biology /Biotechnology/ Botany/ Physiology/Zoology.

**Special conditions for admission to a few Honours Courses****7. Some special conditions for admission to Honours Courses in Accounting and Finance, Chemistry, Economics, Education, Environmental Science, Mathematics, Media Studies Microbiology, Molecular Biology, Molecular Biology & Biotechnology, Physiology, Philosophy, and Sociology:**

- (i) **Accounting and Finance:** For admission to the B.Com. Honours course in Accounting & Finance the word “subject” or “related subject” shall mean the following: Accountancy, Book Keeping, Business Economics including Business Mathematics, Business Mathematics, Business Organization, Business Studies, Commerce, Economics, Economic Geography, Elements of Cost Accountancy & Auditing, Financial Accounting, Mathematics, Office Practice & Secretarial and Statistics.
- (ii) **Chemistry:** A candidate shall be allowed to take up Honours in Chemistry only if he/she has passed in Chemistry, Physics and Mathematics at the previous qualifying examination.
- (iii) **Economics:** The subjects Mathematics, Statistics and Business Economics including Business Mathematics be treated as related subjects.
- (iv) **Education:** The subjects History, Philosophy, Political Science, Psychology and Sociology be treated as related subjects.
- (v) **Environmental Science:** If the candidate does not have Environmental Education /Environmental Science/ Environmental Studies as elective subject then the subjects Biological Sciences, Chemistry, Computer Science, Economics, Geography, Geology, Mathematics, Modern Computer Application, Physics and Statistics be treated as related subjects.
- (vi) **Food and Nutrition:** A candidate taking up Honours in Food and Nutrition must take Chemistry as general subject.
- (vii) **Mathematics:** A candidate shall be allowed to take up Honours in Mathematics only if he/she has passed in Mathematics at the previous qualifying examination. A candidate who has passed in Business Mathematics is not eligible for admission to Mathematics Honours Course.
- (viii) **Media Studies:** The language subject(s) studied at H.S. level be treated as related subject(s).
- (ix) **Microbiology:** A candidate taking up Honours in Microbiology must take **Chemistry or any one of the following subjects:** a) Botany, b) Computer Science, c) Mathematics, d) Physics, e) Physiology, f) Zoology as general subjects.
- (x) **Molecular Biology:** A candidate shall be allowed to take up Honours in Molecular Biology only if he/she has passed in Biological Sciences, **Chemistry or any one of the following subjects:** a) Mathematics, b) Statistics, c) Computer Science at the previous qualifying examination.
- (xi) **Molecular Biology & Biotechnology:** A candidate taking up Honours in Molecular Biology & Biotechnology must take **Chemistry or any one of the following subjects:** a) Botany, b) Computer Science, c) Mathematics, d) Physics, e) Physiology, f) Zoology as general subjects.
- (xii) **Philosophy:** The subject Psychology be treated as related subject.
- (xiii) **Physiology:** A candidate shall be allowed to take up Honours in Physiology only if he/she has passed in Biological Sciences and Chemistry at the previous qualifying examination.
- (xiv) **Sociology:** The subjects History, Philosophy, Political Sc. & Psychology be treated as related subjects.

**8. Divisions of UG Honours and Programme/General Subjects:**

*Division of  
Subjects in  
Arts,  
Commerce  
& Science  
streams*

**i). Arts:**

Arabic, Bengali, Defense Studies Economics, Education, English, Geography, Hindi, History, Media Studies, Philosophy, Political Science, Sanskrit, Sociology, Urdu, Physical Education.

**ii). Science:**

Botany, Chemistry, Computer Science, Economics, Environmental Science, Film Studies, Food and Nutrition, Geography, Mathematics, Microbiology, Molecular Biology, Molecular Biology & Biotechnology, Physical Education, Physics, Physiology, Statistics, Zoology.

**iii).Commerce:**

Accounting & Finance. [*Corresponding GE Papers:Business Mathematics & Statistics, Micro Economics, Macro Economics, Indian Economics & Business Economics*]

**9. A Candidate taking up Honours Course for B.A. /B.Sc./B.Com. degree shall study-  
[Total:140 Credits]**

*B.A. /B.Sc./  
B.Com.  
Honours  
Course  
of study*

i). Honours in any one subject of the Arts/ Commerce/Science division with

**Core courses:**14(Fourteen) Papers [14X06 credit/Paper = 84 Credits ]

ii).**Elective Course:**02(Two) [Total 08 Papers as given below] [08X06=48Credits]

(a) Discipline Specific Elective (DSE):04(Four) Papers from Honours Subject only\*.

(b) Generic Elective Course (GE)-04 Papers.[*All 04 GE papers from a single subject other than Honours Subject, but from the same division & following other stipulations*]

iii).**Ability Enhancement Compulsory Courses(AECC):**02 [Two papers as given below]

(a) Environmental Studies: 01(One) Paper [02X02 credit/Paper =04 Credits]

b) Compulsory English/Bengali/Hindi/Arabic as MIL: 01 (One) Paper

iv). **Skill Enhancement Courses:**02(Two Papers from respective Honours Subjects)\*\* [02X02 credit/Paper =04 Credits]

*\*The candidate will exercise his/her choice of DSE subject within 15 days from the commencement of classes in 4<sup>th</sup> semester.*

*\*\* The candidate will exercise his/her choice of SEC subject within 15 days from the commencement of classes in 2<sup>nd</sup> semester.*

**10. A Candidate taking up Programme/General Course for B.A. degree shall study-**

**[Total:120 Credits]**

(i) **Discipline Specific Core (DSC)** subjects from Arts Division: 02(Two) Subjects

(A & B) with 04 Core Papers each(Total 08 Papers) [8X6 credit/Paper= 48Credits]

(ii) **Language Core Courses:**04(Four)Papers as given below [04X06=24 Credits]

(a) Core Courses on English: 02(Two) Papers

(b) Core courses on Bengali/Alternative English/Hindi/Arabic etc.: 02(Two) Papers

(iii)**Discipline Specific Elective Courses-**04Papers\* [04X06 credit/Paper =24 Credits]  
[From the DSC subjects chosen in 10(i)]

(a) Discipline Specific Elective(DSE)-A:-02 Papers\*

(b) Discipline Specific Elective(DSE)-B: 02Papers\*

*B.A.  
Programme  
/General  
Course  
of study*



**B.A.  
Programme  
/General  
Course  
of study**

- (a) Generic Elective (GE) Courses: 02(Two) Papers. [02X06 credit/Paper =12 Credits]  
[Both Papers from a single subjects, other than DSC subjects-A & B & following other stipulations]
- iv) **Ability Enhancement Compulsory Courses(AECC):02** (Two Papers as given below)
- a) Environmental Studies: 01(One) Paper [02X02 credit/Paper =04 Credits]
- b) Compulsory English/Bengali/Hindi/Arabic as MIL: 01 (One) paper
- v). **Skill Enhancement Courses (SEC): 04** (Four papers from DSC subjects A & B)\*\*.  
(04 papers from 02(two) each DSC subjects (A & B) in which 02 SEC [04X02=08 Credits]  
papers from DSC-A in 3<sup>rd</sup> & 4<sup>th</sup> Semester & 02 SEC papers from DSC-B in 5<sup>th</sup> & 6<sup>th</sup> Semester.  
\*The candidate will exercise his/her choice of DSE subject within 15 days from the  
commencement of classes in 4<sup>th</sup> semester.  
\*\* The candidate will exercise his/her choice of SEC subject within 15 days from the  
commencement of classes in 2<sup>nd</sup> semester.

**11.A candidate taking up Programme/General Course for B.Sc. degree shall study**

[Total:120 Credits]

**B.Sc.  
Programme  
/General  
Course of  
study**

- (i) **Discipline Specific Core(DSC) Subjects:03 Subjects** with 04 Core Papers each from  
Science division(Total 12 Papers) [12X6 credit/paper=72 Credits]
- (ii) **Discipline Specific Elective Courses:03 Subjects** with 02 Papers each(06 papers)\*
- (a) Discipline Specific Elective(DSE)-A:02 Papers; [6X6 credit/paper =Total 36 Credit]
- (b) Discipline Specific Elective(DSE)-B:02 Papers;
- (c) Discipline Specific Elective(DSE)-C:02 Papers;
- (iii) **Ability Enhancement Compulsory Course(AECC):02(Two Papers as given below)**
- (a) Environmental Studies: 01(One) paper [02X02credit/Paper=04 Credits]
- b) Compulsory English/Bengali/Hindi/Arabic as MIL: 01 (One) paper
- iv). **Skill Enhancement Courses(SEC):04(Four)\*\*** [04X02credit/Paper=08 Credits]  
(At least one from each DSC subject A, B, C should be taken. The SEC paper chosen in a  
particular Semester must correspond to that offered for his/her chosen DSC subjects in that  
particular semester).  
\*The candidate will exercise his/her choice of DSE subject within 15 days from the  
commencement of classes in 4<sup>th</sup> semester.  
\*\* The candidate will exercise his/her choice of SEC subject within 15 days from the  
commencement of classes in 2<sup>nd</sup> semester.

**12. A candidate taking up Programme/General Course for B.Com. degree shall study**

[Total:120 Credits]

**B.Com.  
Programme/  
General  
Course of  
study**

- (i). **Discipline Specific Core (DSC) subjects from Commerce division: 02(Two) Subjects (A & B)** with 04 Core Papers each (Total 08 Papers). [8X6 credit/paper= 48 Credits]
- (ii).**Language Core Courses: Four(04)Papers as given below** [04X06= 24 Credits]
- (a) Core Courses on English: 02(Two) Papers
- (b) Core courses on Bengali/Alternative English/Hindi/Arabic: 02(Two) Papers
- (iii) **Discipline Specific Elective Courses(DSE):04Papers\*** [04X06= 24 Credits]  
[From the DSC subjects chosen in 12(i)]



- (a) Discipline Specific Elective(DSE)-A:-02 Papers  
 (b) Discipline Specific Elective(DSE)--B: 02Papers  
 (c) Generic Elective (GE) Courses: 02(Two) Papers. [02X06=12 Credits]  
*[Both Papers from a single subjects, other than DSC subjects-A & B & following other stipulations]*  
 i) **Ability Enhancement Compulsory Courses(AECC):**02(Two Papers as given below)  
 (d) Environmental Studies: 01(One) Paper [04X02=08 Credits]  
 b) Compulsory English/Bengali/Hindi/Arabic as MIL: 01 (One) paper  
 iv). **Skill Enhancement Courses(SEC):**04(Four papers from DSC subjects A & B)\*\*  
 [04X02=08 Credits]

*\*The candidate will exercise his/her choice of DSE subject within 15 days from the commencement of classes in 4<sup>th</sup> semester.*

*\*\* The candidate will exercise his/her choice of SEC subject within 15 days from the commencement of classes in 2<sup>nd</sup> semester.*

**Subject/  
stream/  
course  
change**

**13.** Candidates may be allowed by the Principal/TIC of respective colleges to change subject/stream/course in their first Semester of study, subject to approved intake capacities and various clauses of these rules, before submission of Registration Form to the University or any date specified by the University, whichever is earlier. No change will be entertained after that date.

**14. Re-Enrolment in I to VI Semester Classes**

**Re-  
Enrolment**

If a student completes regular course of study for B.A./B.Sc./B.Com. Semester I to VI Honours & Programme/General examination, but for any reason fails to enroll himself/herself for the Semester I to VI examination, he/she shall be required to re-enroll himself/herself in the said semester class respectively in the following session within 07 days from the last date of admission for regular students of that class. *However, the permissible chance of such reenrollment shall be guided by clause 4.2 of the 'Examination regulation of the University.* The college authorities must get such students enrolled for examination within two weeks of their re-enrolment in class.

**15.Provisional Enrolment in II to VI Semester Classes**

**Provisional  
Enrolment**

Candidates appearing at the end Semester examinations shall be enrolled provisionally for the next semester classes respectively within 07 days from the date of completion of the said examination, failing which such candidates shall not be enrolled on any subsequent dates and they shall be deemed to have discontinued study.

**16. Admission on Transfer**

**Transfer  
Certificate  
Required**

If a student has been admitted to a college, he/she shall not, except as otherwise provided in the Ordinances, be subsequently admitted to any other college without the production of a Transfer Certificate from the Principal of the college in which he/she studied last.

**Bar to  
and Time  
of Taking  
Transfer  
to a College**

A student admitted to a college, shall not ordinarily be allowed to take transfer to any other college, except at the end of a semester. If an application for transfer is made at any time, other than at the end of an academic year, on the ground of (a) transfer of the parent or guardian of the student from the station at which the college is situated, or (b) reasoned need for a change on the ground of health supported by proper medical evidence, or any other sufficient reason, the Principal may grant the transfer.

**Admission on Transfer should abide by the following stipulations :**

- Stipulations**
- (i) A candidate taking transfer from one college to another is required to pursue the same course of study with identical subject combination in both the colleges;
  - (ii) Admission on transfer must not violate the approved intake of the course concerned of the college granting admission. Only in cases of wards of Government employees who have been transferred, a relaxation of intake may be granted with the permission of the Vice-Chancellor;
  - (iii) Cases of admission on transfer must be intimated in writing to the University authority by the college admitting such candidates within a fortnight of such admission without which such admission on transfer will not be recognized;

All other steps and procedures related to transfer will be in accordance with the provisions of the Ordinances.

**GENERAL INFORMATION FOR ADMISSION TO HONOURS & PROGRAMME DEGREE COURSE OF STUDY****RESERVATION OF SEATS:****Reservation  
of seats for  
SC/ST/OBC  
candidates**

**22%** seats shall be reserved for candidates belonging to the **Scheduled Castes** and **6%** seats shall be reserved for candidates belonging to the **Scheduled Tribes** and a relaxation of qualifying marks to the extent of 25% from the marks secured by the last candidate admitted in general category would be permitted. For **OBC category**, 17% seats will be reserved in which **OBC-A (10%)** and **OBC-B (7%)** seats, will be reserved & increase of seats is achieved within a maximum period of six years beginning with the academic session 2014-15 and then shall continue in the same manner. In case of OBC-A & OBC-B the candidates getting admission should have obtained in the previous examination, qualifying marks not lower by more than 10% from the marks obtained by the last candidate of the General category (W.B. State Higher Education Institute (Reservation in admission) Act-2013), (W.B. Act X of 2013) Dated. January 03, 2014. In any case, if a candidate obtained marks lower than the minimum qualifying marks prescribed by the University in clause-3 of admission rule for admission to relevant courses, he/she will not be eligible for admission. In case ST candidates are not available, those seats will be offered to SC candidates and vice-versa. When both SC and ST candidates are not available, seats may be converted to general category with the permission of the competent authority. SC and ST candidates admitted with the general candidates in order of merit, however, will not get the benefit of reservation. The candidates should furnish caste certificate issued by the competent authority (*Sub-Divisional Officer of the Sub-Division and others as declared by the competent authority*) along with application without which such application will not be entertained for consideration.

**Reservation of seats for Physically challenged candidates**

3% of the total number of seats in each subject shall be reserved for **physically challenged** candidates. Such candidates should furnish copy of valid disability certificate, issued by the competent authority (The Handicap Board constituted by the Office of the Superintendent, District Hospital) of the district of residence, along with application without which such application will not be entertained for consideration. The percentage of disability of the candidates will only be considered while preparing the merit list of such physically disabled candidates.

**Deduction of marks for old candidate**

**DEDUCTION OF MARKS IN ADMISSION:** 2% marks from the aggregate as secured by a candidate passing the qualifying examination in a year prior to the current year shall be deducted and the aggregate marks thus arrived will be taken up for consideration.

**Sports Quota**

**SPORTS QUOTA:** A separate form for consideration under SPORTS QUOTA may be made available free of cost. Applications for consideration under sports quota will have to be submitted in this particular form along with the Admission Form, without which no claim for Sports Quota will be entertained

***Number of seats to be reserved under sports quota:***

For B.A./B.Sc./B.Com. Honours Courses: One seat in each Honours subjects.

For B.A./B.Sc./B.Com. Programme/General Courses: 05% of the seats subject to a maximum of two seats in each course.

**ELIGIBLE GAMES**

**For Men:** Athletics, Badminton, Basketball, Cricket, Football, Gymnastics, Handball, Kabadi, Kho-Kho, Table Tennis, Volleyball, *Yoga, Weight lifting.*

**For Women:** Athletics, Badminton, Basketball, Gymnastics, Handball, Kabaddi, Kho-Kho, Table Tennis, Volleyball, *Yoga, Weight lifting.*

**ELIGIBILITY****Eligibility for Sports Quota**

- (i) Candidates must be eligible to participate in any Inter-University Sports and Games at least for two years (as per rules laid down by the Inter-University Sports Board).
- (ii) Candidates must have participated in Inter District School, or, State Inter-School, or, State-Junior, or, Open Inter District Tournaments, or, State Open Championship, Calcutta First Division Championships

**CERTIFICATE FROM THE STATE ASSOCIATIONS / BODIES, THE DISTRICT OFFICER FOR PHYSICAL EDUCATION, DSA, OR, DSSA SHALL ONLY BE ACCEPTED**

**Visa**

**ATTENTION OF FOREIGN CANDIDATES:** In the case of Foreign Candidates, Student-Visa will be required. The same visa will have to be submitted within one month from the date of admission.

**REMOVAL OF DIFFICULTY:** Without any contravention of the existing Act/Statue/Ordinance of University of Kalyani, the Vice-Chancellor of the University shall have the power to settle any issue which is not covered under this Rule.

TABLE-I: COURSE STRUCTURE (HONOURS &amp; PROGRAMME/GENERAL): NO OF PAPERS

Course Components	B.Sc.		B.A.		B.Com.	
	Honours	General	Honours	General	Honours	General
Core Course (CC+LCC*)	14	12	14	8+4*	14	8+4*
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective( GE) Course	4	-	4	2	4	2
Ability Enhancement Compulsory Course( AECC )	2	2	2	2	2	2
Skill Enhancement Course ( SEC )	2	4	2	4	2	4

TABLE-2: DETAILS OF COURSES &amp; CREDIT OF B.A./ B.SC./ B.COM.( HONOURS ) UNDER CBCS

S. No.	Particulars of Course	Credit Point	
<b>1.</b>	<b>Core Course: 14 Papers</b>	<b>Theory + Practical</b>	<b>Theory + Tutorial</b>
<b>1.A.</b>	Core Course: Theory ( 14 papers)	14x4 = 56	14x5 = 70
<b>1.B.</b>	Core Course ( Practical/Tutorial)*( 14 papers)	14x2 = 28	14x1 = 14
<b>2.</b>	<b>Elective Courses: (8 papers)</b>		
<b>2.A.</b>	A. Discipline specific Elective(DSE)(4 papers)	4x4 = 16	4x5 = 20
<b>2.B.</b>	DSE ( Practical / Tutorial)* (4 papers)	4x2 =8	4x1 =4
<b>2.C.</b>	General Elective(GE) ( Interdisciplinary) (4 papers)	4x4 = 16	4x5 = 20
<b>2.D.</b>	GE ( Practical / Tutorial)* (4 papers)	4x2 =8	4x1 =4
<b>#Optional Dissertation/ Project Work in place of one DSE paper (6 credits) in 6<sup>th</sup> semester</b>			
<b>3. Ability Enhancement Courses</b>			
<b>A.</b>	AECC(2 papers of 2 credits each) ENVS, English Communication/ MIL	2x2 = 4	2x2 = 4
<b>B.</b>	Skill Enhancement Course(SEC) (2 papers of 2 credits each)	2x2 = 4	2x2 = 4
<b>Total Credit:</b>		<b>140</b>	<b>140</b>

TABLE-3: DETAILS OF COURSES OF B.A./ B.SC./ B.COM.( PROGRAMME/GENERAL ) UNDER CBCS

S. No.	Particulars of Course	Credit Point	
<b>1.</b>	<b>Core Course: 12 Papers</b>	<b>Theory + Practical</b>	<b>Theory + Tutorial</b>
<b>1.A.</b>	Core Course: Theory ( 12 papers)	12x4 = 48	12x5 = 60
<b>1.B.</b>	Core Course ( Practical/Tutorial)*( 12 papers)	12x2 = 24	12x1 = 12
<b>2.</b>	<b>Elective Courses: (6 papers)</b>		
<b>A.</b>	DSE (6 papers for B.Sc./ 4 papers for B.A. & B.Com.)	6x4 = 24	4x5 = 20
<b>B.</b>	DSE(Pract./ Tutor.)* (6 papers for B.Sc./4 for B.A. &B.Com.)	6x2 = 12	4x1 = 4
<b>C.</b>	GE (Interdisciplinary) (2 papers for B.A. & B.Com.)	--	2x5 = 10
<b>D.</b>	GE (Pract./Tutor.)* (4 papers) (2 papers for B.A. & B.Com.)	--	2x1 = 2
<b>#Optional Dissertation/ Project Work in place of one DSE paper (6 credits) in 6<sup>th</sup> semester</b>			
<b>3. Ability Enhancement Courses</b>			
<b>A.</b>	AECC(2 papers of 2 credits each) ENVS, English Communication / MIL	2x2 = 4	2x2 = 4
<b>B.</b>	Skill Enhancement Course(SEC) (4 papers of 2 credits each)-----	4x2 = 8	4x2 = 8
<b>Total Credit:</b>		<b>120</b>	<b>120</b>

## Wherever there is a practical, there will be no tutorial and vice-versa.

**TABLE-4: SEMESTER WISE DISTRIBUTION OF COURSES & CREDITS IN B.A./ B. Sc./ B.COM. HONOURS**

Courses/ (Credits)	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total No. of Courses	Total credit
CC (6)	2	2	3	3	2	2	14	84
DSE (6)					2	2	04	24
GE (6)	1	1	1	1			04	24
AECC (2)	1(ENV)	1(MIL)					02	04
SEC (2)			1	1			02	04
<b>Total No. of Courses/ Sem.</b>	4	4	5	5	4	4	26	--
<b>Total Credit /Semester</b>	<b>20</b>	<b>20</b>	<b>26</b>	<b>26</b>	<b>24</b>	<b>24</b>	-----	<b>140</b>

**TABLE-5: SEMESTER WISE DISTRIBUTION OF COURSES & CREDITS IN B.A./ B.COM. PROGRAMME/ GENERAL**

Courses/ (Credits)	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total No. of Courses	Total credit
CC-1,2 (6)	2(1A,2A)	2 1B,2B)	2 (1C,2C)	2 (1D,2D)			8	48
Language CC - 1,2 (6)	(L <sub>1</sub> -1) (Eng)	1 (L <sub>2</sub> -1)	(L <sub>1</sub> -2) (Eng)	1 (L <sub>2</sub> -2)			4	24
DSE (6)	-	-	-	-	2(1A,2A)	2 (1B,2B)	4	24
GE (6)					1(GE-1)	1(GE-2)	2	12
AECC (2)	1(MIL)	1(ENV)					2	04
SEC (2)			1	1	1	1	4	08
<b>Total No. of Courses/ Sem.</b>	4	4	4	4	4	4	24	--
<b>Total Credit /Semester</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	--	<b>120</b>

**TABLE-6: SEMESTER WISE DISTRIBUTION OF COURSES & CREDITS IN B.SC. PROGRAMME/ GENERAL**

Courses/ (Credits)	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total No. of Courses	Total credit
CC-1,2,3 (6)	3 (1A,2A, 3A)	3 (1B,2 B,3B)	3 (1C,2C , 3C)	3 (1D,2D , 3D)			12	72
DSE - 1,2,3 (6)	-	-	-	-	3 (1A,2A,3A)	3 (1B,2B,3B)	6	36
GE (6)	--	--	--	--	--	--	--	--
AECC (2)	1(MIL)	1(ENV)					2	04
SEC (2)			1	1	1	1	4	08
<b>Total No. of Courses/ Sem.</b>	4	4	4	4	4	4	24	--
<b>Total Credit /Semester</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	--	<b>120</b>

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FRIDAY, MAY 26, 2023

[SAKA 1945

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Department of Higher Education**  
**(Integrated Law Cell)**  
**6<sup>th</sup> Floor, Bikash Bhavan, Salt Lake City**  
**Kolkata, 700091**

No. 339-Edn (CS)/OM-74L/2023

Date : 26<sup>th</sup> May, 2023.

**MEMORANDUM**

**SUBJECT : Reservation of Economically Weaker Sections (EWSs) in admission in the Higher Educational Institution in the State of West Bengal.**

In order to enable the Economically Weaker Section (EWSs) who do not come within the purview of the West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013, to receive the benefits of admission to Higher Educational Institution, the Government of West Bengal in Higher Education Department have decided to provide the benefit of admission to higher educational institutions in commensurate with the Constitution (One Hundred and Third Amendment) Act, 2019, *read* with O.M No. 325-PAR (AR)/3P-1/2019 Dated 09.07.2019 of Personnel & Administrative Reforms Department, Government of West Bengal, *read* with Memo No. 959-BCW/MR-52/2019 Dated 18.05.2023 of Backward Classes Welfare Department, Government of West Bengal, subject to a maximum limit of ten percent of total number of seats in each category. This will not, however, apply to the Minority educational institutions referred to in clause (1) of article 30 of the Constitution of India.

2. The reservation norms shall apply to the State educational institutions under the Higher Education Department of Government of West Bengal at once and it shall be applicable to :-
- (a) all Universities, established and incorporated by an Act of the State Legislature and aided fully or partly out of the State's fund;
  - (b) all Government colleges established or administered by the State Government whether directly or indirectly, and affiliated to a University;



- 
- (c) all colleges receiving aid from the State Government in any form or in any manner, whether fully or partly;
  - (d) all unaided/private colleges and private universities incorporated by an Act of State Legislature; and
  - (e) all other institutions imparting education or training or research or other academic activities beyond 10+2 level and receiving aid from the State Government in any form or in any manner, whether fully or partly;
  - (f) “State Government” means the State Government of West Bengal in the Higher Education Department.
3. The Provision of reservations to the Economically Weaker Sections shall be in accordance with the directions contained in O.M No 325-PAR (AR)/3P-1/2019 Dated 09.07.2019 of Personnel & Administrative Reforms Department, Government of West Bengal read with Memo No. 959-BCW/MR-52/2019 Dated 18.05.2023 of Backward Classes Welfare Department, Government of West Bengal and shall be subject to the following :
- (a) Every Higher Educational Institution shall, with the approval of the appropriate authority, make endeavour to increase the number of seats over and above its annual permitted strength in each branch of study or faculty so that the number of seats available, excluding those reserved for the persons belonging to the EWSs, is not less than the number of such seats available, in each category, for the academic session immediately preceding the date of the coming into force of this Memorandum.
  - (b) Where necessary, in order to enable the Higher Educational Institutions to create the physical, academic and other infrastructure so as to cater to the increase in the number of seats, a maximum period of two years beginning with the academic session following the commencement of this Memorandum shall be allowed, and the extent of reservation for the Economically Weaker Section (EWSs) shall be limited for that academic session in such manner that the number of seats made available to the Economically Weaker Sections for each academic session shall not reduce the number and the percentage of reservations provided for SC/ST/OBC categories.
  - (c) In respect of those Higher Educational Institutions where expansion of capacity is not feasible for want of adequate infrastructure or for other reasons, the State Government may, upon being satisfied, re-distribute its quota of stream-wise reserved seats to other institutions in such a manner and to such extent as may be practicable keeping in mind the total seats available for all Higher Educational Institutions in the State taken together for a particular academic session.
  - (d) For filling up of the seats for admission in a particular academic session the following procedure shall be followed :-
    - (i) a general merit list based exclusively on merit irrespective of castes, tribes or classes shall be prepared separately for each course, stream or subject in each Higher Educational Institution to fill up the unreserved seats. Separate merit list of the Economically Weaker Section (EWSs) candidates shall be prepared for each course/stream/subject in each higher educational institution to fill up the seats reserved for these respective categories.
    - (ii) In any case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the University/ Appropriate Authority for admission to the relevant course, he will not be eligible for admission;
    - (iii) If the reserved seats remain unfilled due to non availability of reserved category candidates, such seats shall be taken up for de-reservation in such manner as may be decided by the Backward Classes Welfare Department;
    - (iv) In every case of admission to general degree courses, technical, professional and post graduate level courses, the EWS certificate issued by the Competent Authority in Government of West Bengal shall be verified by the concerned Higher Educational Institution at the time of admission.
  - (e) Where reservation of seats for one or many programmes or streams in a particular academic session remains unfilled, the following procedure of de-reservation shall be followed :-
    - (i) If, after duly entertaining all applications to fill up reserved seats, it is found that some seats reserved for the Economically weaker Section (EWSs) remain unfilled during the academic session for want of suitable number of candidates from the respective categories, those seats may be de-reserved and filled up by general candidates where it is specified that due process for filling up of the seats by the candidates

of the specific categories have been followed by the institutions concerned and no suitable candidate of the reserved categories is available to fill up those seats. No vacant reserved seat shall be carried forward to the next academic year, under any circumstances;

- (ii) the Higher Educational Institutions seeking de-reservation shall submit, a statement giving the following particulars :—
- (1) number of candidates who have applied for admission giving break up of Unreserved, Economically weaker Section (EWSs) applicants separately for respective Courses/Streams/Subjects;
  - (2) number of seats reserved for Economically weaker Section (EWSs), for such category of Course/Stream/Subject;
  - (3) number of candidates qualifying for admission and admitted, as such, from reserved category against respective Programmes/Streams/Subjects;
  - (4) the Higher Educational Institutions shall also furnish copies of their admission Notice(s) to show whether, for issue of Forms to Economically weaker Section (EWSs) candidates, the minimum prescribed marks of the Board, Council or University had been indicated, as the qualifying marks for getting admission Forms against the reserved seats.
- (f) The Higher Education Department, Government of West Bengal shall have power to give directions to every State-aided University or State-aided Colleges or Institutions to achieve the objectives of this Memorandum and also to entrust them with such duties and functions as it may deem necessary.
- (g) In case the number of seats reserved for the Economically Weaker Section (EWSs) in Post-graduate and Doctoral courses is less than 0.5 in each stream, a 100 point roster for admission as notified by Labour Department vide No. 50-EMP/1M-25/98 Dated 01.03.2011 read with Notification No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC Dated 07.02.2023 shall be followed so far as admission to Higher Educational Institution is concerned.
- (h) A person belonging to EWS cannot be denied the right to compete for admission against an unreserved vacancy. Person belonging to EWS who will be selected on the basis of merit and not on account of reservation will not be counted towards the quota meant for reservation.
- (i) EWS certificate is valid for the financial year of issuance of certificate.
- (j) An officer not below the rank of Joint Secretary in the Higher Education Department shall act as nodal officer to monitor the implementation of reservation for EWS category.

By order of the Governor,

SILADITYA BASURAY

*Senior Special Secretary to the Government of West Bengal.*

**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building, 4<sup>th</sup> & 5<sup>th</sup> Floor,**  
**Block-DJ4, Bidhannagar, Sector-II, Kolkata-700 091**  
website: [www.anagrasarkalyan.gov.in/www.bcwdwb.gov.in](http://www.anagrasarkalyan.gov.in/www.bcwdwb.gov.in)

No. 959-BCW/ MR-52/2019

Date: 18.05.2023

**MEMORANDUM**

**Sub : Modifications in the guidelines for issuance of certificate and strengthening of reservation system for Economically Weaker Sections (EWS)**

In continuation of the Office Memorandum No. 325-PAR(AR)/3P-1/2019 dated 9<sup>th</sup> July, 2019, issued by the Personnel & Administrative Reforms Department (Administrative Reforms Cell), Government of West Bengal, to provide benefits of reservation in civil posts and services in the Government of West Bengal and also in admission to educational institutions in West Bengal for the Economically Weaker Sections (EWSs), the following modifications are issued in the capacity of Nodal Department for EWS reservation, for receipt and disposal of applications for issuance of EWS certificate and strengthening reservation system for the EWS.

**1. Nomenclature:**

**Economically Weaker Sections (EWSs)** is a term that describes the persons who are not covered under the scheme of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes with income and assets below the criteria as set by the government. EWS certificate is the proof that a person belongs to the EWS category and is eligible to avail the reservation benefits meant for the EWS.

**2. Quantum of Reservation:**

The persons belonging to EWS shall get 10% reservation in direct recruitment in civil posts and services in all its departments/ boards/ corporations/local bodies in the Government of West Bengal and also in admission to Educational Institutions in the state of West Bengal.

  
18/05

### **3. Eligibility Criteria for reservation under EWS:**

As stated in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019.

### **4. Issuance of EWS Certificate:**

#### **I. Issuing Authority:**

The benefit of 10% reservation under EWS category can be availed upon production of a EWS Certificate issued by the following authorities in prescribed format as given in **Annexure- C/Annexure-D:**

- A. Additional District Magistrate in charge of development matters of the District concerned.
- B. District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW & TD in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.

#### **II. Enquiry, verifying and recommending authority:**

Appropriate authorities for conducting enquiry, verification and recommendation of the applications for EWS certificate shall be determined by the issuing authority.

### **5. Mode of submission of Application:**

Application for issuance of EWS Certificate has to be filed online (to be notified later) through the Government portal. Application will be submitted in offline mode at present until the introduction of online system within 3 months.

### **6. List of supporting documents to be attached with application (Illustrative and not exhaustive):**

In addition to the documents as prescribed in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019, self-attested copies of following documents which have to be attached with the application(**Annexure-A**) for EWS Certificate:

- a. Aadhaar Card /Khadyasathi card of applicant.
- b. PAN Card of applicant and other family\* members (whichever are applicable).

### **7. Validity of EWS certificate:**

EWS certificate is valid for the financial year of issuance of certificate.





8. **EWS certificate to those persons who have shifted from other states and residing in the state of West Bengal:**

In case of a person who has shifted from other state, has to be a resident of State of West Bengal to avail reservation under EWS category as per applicable norms of Government of West Bengal.

9. **Issuance of EWS certificate for those OBCs who are included in the State list but not in the Central list:**

If a person belongs to OBC category (A & B) in the State OBC list of West Bengal but not in the Central OBC list for this state, he/she can apply for EWS certificate for recruitment in civil posts and services and admission in educational institutions under Govt. of India to avail of EWS reservation subject to fulfilling other conditions. Such persons are eligible to obtain EWS certificate in **Annexure-D** format.

Persons already possess EWS certificate in **Annexure-C** format by competent authority, also have to apply for EWS certificate in **Annexure-D** format while seeking reservation in services & posts and admission in educational institutions under Govt. of India.

10. **Appellate Authority:**

District Magistrate of the concerned district is the Appellate Authority in respect of EWS certificates issued by the Issuing Authority of that district. In Kolkata, Divisional Commissioner, Presidency Division is the Appellate Authority. Decision of the Appellate Authority in cases of appeals shall be final.

11. **Effective reservation for EWS:**

**I. Maintenance of 100-point roster of vacancies in direct recruitment:**

Gazette Notification No. 18-Emp(EC)/ LABR-27011(20)/1/2020-EC dated 07.02.2023, issued by Labour Department, Government of West Bengal, is required to be followed for reservation for EWS category for any direct Recruitment.

**II. Admission to Educational Institutions:**

As stated in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019.



**12. Nodal Officer:**

Every Government establishment shall appoint a senior officer of the Department as the Nodal Officer to monitor the implementation of reservation for EWS Category.

• **List of Annexure:**

- A. Form of Application for Economically Weaker Sections (EWS) Certificate.
- B. Self-Declaration in regard to caste, family income and assets by the applicant or by the guardian in case of minor seeking EWS Certificate.
- C. Statutory format of EWS certificate (applicable in this state)
- D. Format of EWS certificate to persons who seek EWS reservation under Government of India.


  
Chief Secretary

to the Government of West Bengal

  
18/05


Copy forwarded for kind information and taking necessary action to:-

- 1-64. Additional Chief Secretary/ Principal Secretary/ Secretary, .....  
Department with request to circulate among all stakeholders under their kind control.
65. Divisional Commissioner (All).
- 66-87. District Magistrate (All).
- 88-111. PO Cum DWO/ DWO (All).
- 112-180. Sub-Divisional Officer (All).
181. PS to Minister of State (IC), BCW Department and TD Department.
182. PS to Chief Secretary.
183. PS to Additional Chief Secretary, P & AR Department.
184. IT cell of the BCW department for uploading in the official website of the department.
185. Guard file of the Reservation Cell, BCW department.

  
Secretary, Backward Classes Welfare Department  
Government of West Bengal

Copy forwarded for information to:-

1. Secretary, Department of Social Justice and Empowerment, Government of India, 604, A-wing, Shastri Bhawan, New Delhi- 110001.

  
Secretary, Backward Classes Welfare Department  
Government of West Bengal

ANNEXURE-D

GOVERNMENT OF WEST BENGAL

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

(Applicable for reservation for civil posts & services and admission in educational institutions under the control of Government of India Only)

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_

son/daughter/wife of \_\_\_\_\_ permanent

resident of Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_

District \_\_\_\_\_ in the State/Union Territory

\_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested

below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_.

His/her family does not own or possess any of the following assets\*\*\*:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent  
Passport size  
attested  
photograph of  
the applicant

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS.



ANNEXURE-A

FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE  
(To be filled up in offline/online mode)

Recent self-attested passport size photograph of the applicant

- i. (a) Full Name of Applicant :  
(b) Aadhaar No:
- ii. (a) Father's /Mother's Name :  
(b) Aadhaar No :
- iii. Date of Birth:
- iv. Place of Birth:

Village/ Ward	Police Station	District	State

- v. Address since birth

(a) Present Address:

Para/ House No./ Road/ Village	Ward No. /G.P.	Post Office	Police Station	District	State	Pin

(b) Other Address(s) (if any):

Para/ House No./ Road/ Village	Ward No./ G.P.	Post Office	Police Station	District	State	Pin

- vi. Nationality:
- vii. Religion:
- viii. Caste:
- ix. Gender: Male/Female/Transgender/ Others

x. Details of two (2) referees:

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

xi. Whether the applicant or his family migrated from other State/Country?:Yes/No

xii. If point no. xi. is 'Yes'

Domicile status in West Bengal (in years):

xiii. Address in his/her State of origin:

Village / Ward	Police Station	District	State	Country	Year

xiv. Income and Asset details:

(a) Income details:

Family members	Gross annual income from different sources					
	PAN No.	Salary	Business	Agriculture	Profession	Other Sources (Please specify)
Self						
Father						
Mother						
Spouse						
Sibling below 18 years (1)						
Sibling below 18 years (2)						
Sibling below 18 years (3)						
Child below 18 years (1)						

Child below 18 years(2)						
Child below 18 years(3)						

# Rows may be deleted or added.

(b) Asset details:

Family members	Agricultural land	
	Area (in acres)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential flat	
	Area (in sq. ft.)	Location
Self		
Father		
Mother		

Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential plot in notified municipalities	
	Area (in sq. yards)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential plot in areas other than notified municipalities	
	Area (in sq. yards)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

# Rows may be deleted or added.

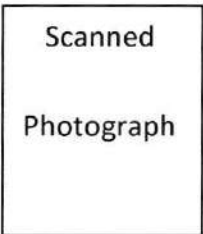
Date:

(Signature of applicant/ guardian in case of minor)

# Properties held by each of the family\* members in different locations have to be clubbed together.

xv. List of Documents enclosed:

**Acknowledgement Slip**



Application No.

Date:

Applicant's Name:

Father's Name:

Address:

Applied for: Income & Asset Certificate for Economically Weaker Sections (EWS)

.....

**N .B.**

- i. Please use Application No. for further reference.
- ii. Applicant is to appear for hearing at the concerned BDO / SDO/ DWO , Kolkata office on 2<sup>nd</sup> or 4<sup>th</sup> Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission of application.
- iii. Please bring original documents along with self attested photocopies of all supporting documents for verification at the time of hearing.
- iv. Self Declaration by the applicant seeking Income and Asset Certificate in regard to caste, family income and assets in prescribed format (Annexure-B) are required to be submitted at the time of hearing.

**Date:**

ANNEXURE-B

**Self Declaration by the applicant seeking EWS Certificate in regard to caste, family income and assets or by the guardian in case of minor**

**(To be submitted at the time of hearing)**

I, Sri / Smt.....son/daughter/ward of Sri.....,residing at .....West Bengal, do hereby declare that I belong to.....Caste which is not covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe / Other Backward Classes Category- A/ Category - B in West Bengal and gross income (from salary, agriculture, business, profession etc.) of my family from all sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family\* do not possess any of the following assets:

- a) 5 (five) acres of agricultural land and above;
- b) Residential flat of 1000 sq. ft. and above;
- c) Residential plot of 100 sq. yards and above in notified Municipalities;
- d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

Date:

(Signature of applicant/ guardian in case of minor)

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\*Family for this purpose will include the person seeks EWS certificate, his/ her parents and siblings below the age of 18 years and also his/ her spouse and children below the age of 18 years.



ANNEXURE-C

Government of West Bengal  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/ward of \_\_\_\_\_  
permanent resident of Village/Street \_\_\_\_\_, Post Office  
\_\_\_\_\_, District \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_, Pin Code \_\_\_\_\_ whose photograph is attested below  
belongs to Economically Weaker Sections, since the gross annual income\* of his/her  
family\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_.  
His/her family does not own or possess any of the following assets\*\*\*.

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste which  
is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes  
(Category-A and Category-B in current state list) in the State of West Bengal.

**Recent  
Passport size  
photograph of  
the applicant**

Signature of Issuing Authority

Designation

Seal of Office

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Government of West Bengal**  
Personnel and Administrative Reforms Department  
**Administrative Reforms Cell**  
State Secretariat, NABANNA, 7<sup>th</sup> Floor  
325, Sarat Chatterjee Road, Shibpur, Howrah-711 102

No. 325-PAR(AR)/3P-1/2019

Dated 09/07/2019

**OFFICE MEMORANDUM**

Sub : Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services and admission in the educational institutions in the state of West Bengal

1. In order to enable the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, Scheduled Tribes and the Socially and Educationally Backward Classes, to receive the benefits of reservation on a preferential basis in civil posts and services in the Government of West Bengal, the State Cabinet, in commensurate with the Constitution (One hundred and Third Amendment) Act, 2019, has adopted in its meeting on 02/07/2019 a policy on reservation to EWSs in Civil Post and Services in Government of West Bengal as well as for admission in Educational Institutions in West Bengal.

**QUANTUM OF RESERVATION**

2. The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of West Bengal and for admission in Educational Institutions in West Bengal.

**EXEMPTION FROM RESERVATION**

3. Scientific, Technical and certain other posts to be notified by the State Government which satisfy all the following conditions will be exempted from the purview of the reservation orders by the Departments :

- a. Posts in grades above the lowest grade in Group A of the services concerned.
  - b. Scientific, Technical and certain other posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology or in certain prescribed speciality are essential and the incumbents have to use that knowledge in the discharge of their duties.
  - c. Posts for conducting or organising or guiding or directing research.
4. The reservation for admission will not be applicable to the Minority Educational Institutions referred to in Clause (1) of Article 30 of the Constitution of India.

**ELIGIBILITY CRITERIA**

5. (i) Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs.
- (ii) Gross annual family income should be below Rs. 8.00 lakh (Rupees Eight lakh only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc for the financial year prior to the year of application.
- (iii) Persons whose families do not own or possess any of the following assets-
- a. 5 acres agricultural land and above
  - b. Residential flat of 1000 sq. ft and above
  - c. Residential plot of 100 sq. yards and above in notified municipalities
  - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

The property held by a family in different locations would be clubbed together for determining EWS status.



6. The term 'family' for this purpose will include the persons who seek benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

#### **INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

7. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in **Annexure - C** :
  1. District Magistrate / Additional District Magistrate
  2. Sub-Divisional Officer
  3. DWO, Kolkata for Kolkata Municipal Corporation area

#### **APPLICATION PROCEDURE**

8. Persons seeking Income and Asset Certificate shall apply in prescribed format in **Annexure - A** to the following authorities with supporting documents to the following authorities :
  1. Block Development Officers for rural areas
  2. Sub-Divisional Officer for Municipalities
  3. DWO, Kolkata for KMC areas
9. List of supporting documents (Illustrative and not exhaustive), self attested copies of which may be attached to the applications for Income and Asset Certificate :
  - a. EPIC or Citizenship Certificate of self or parents
  - b. PAN Card of self or parents
  - c. Birth Certificate issued by Competent authority / Admit Card of Certificate of Madhyamik or equivalent examination
  - d. Pay Slip of Self / Parents
  - e. Income Certificate from prescribed(\*) authorities
  - f. Residential Certificate

- g. RoK / Parcha / Registered Deed
- h. Certificate in support of Sub-Caste from Pradhan of Gram Panchayat, Chairman of Municipalities, Councillor of Municipal Corporations
- i. Self Declaration in regard to family income, assets and Sub-Caste in prescribed Format in **Annexure - B**

### **ENQUIRY AND VERIFICATION**

10. (i) On receipt of application the receiving authority shall ask the applicant to appear, on a suitable date within two weeks from the date of receipt of the application, for a hearing and submission of proofs for verification of family income and sub-caste in the manner it is done for issuance of Caste Certificate, before the following authorities :
- 1. Inspector BCW for Panchayat and Municipal areas and also for Municipal Corporation areas than KMC.
  - 2. DWO, Kolkata / IBCW posted in DWO Kolkata Office for KMC area.
- (ii) Verification of immovable assets like agricultural land, residential flat / plot shall be done by the BL & LRO for Panchayat / Municipal areas including areas under Municipal Corporations other than KMC. In KMS areas such verification shall be done by the BL & LRO / Chief Valuer/ Surveyor.
11. On completion of enquiry the application along with enquiry reports will be referred to the concerned certificate issuing authority who in turn shall examine the reports and supporting documents and if everything is found satisfactory about the eligibility of the applicant, shall issue the Income and Asset Certificate in prescribed format in **Annexure-C**.
12. The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause-  
"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the

verification reveals that the claim to belong to EWS is fake / false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of fake / false certificate."

The appointing authority should verify the veracity of the Income and asset Certificate submitted by the candidate through the certificate issuing authorities.

#### **ADJUSTMENT AGAINST UNRESERVED VACANCIES**

13. A person belonging to EWS can not be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

#### **EFFECTIVE RESERVATION - MAINTENANCE OF ROSTERS**

14. Backward Classes Welfare Department has been entrusted with maintenance of post based reservation roster for other categories of reservation. A single post based reservation roster for effecting 10% reservation for the EWSs interpolating them with the SCs, STs and OBCs will have to be prepared and circulated by the said Department. While fixing roster point, if the EWS roster point coincides with roster points of SCs/STs/OBCs the next available UR roster point has to be allotted to EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation. Every Government establishment shall now recast group-wise post-based reservation roster for direct recruitment.



15. For the advancement of the economically weaker sections of the society this special provision of reservation for the economically weaker sections will be equally applicable during admission to educational institutions including private educational institutions whether aided or unaided by the state other than the minority educational institutions, which would be in addition to the existing reservations and subject to a maximum of 10% of the total seats in each category.

Department of Health & Family Welfare, Department of Higher Education and Department of School Education will bring out necessary guidelines in this regard.



Chief Secretary  
West Bengal

No. 325/1(53)/-PAR(AR)/3P-1/2019

Dated 09/07/2019

Copy forwarded for information and taking necessary action to :

- 1-53. The Additional Chief Secretary / Principal Secretary / Secretary, .....  
....., Government of West Bengal.



Principal Secretary  
P & AR Department