



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail : maulanaazadcollegekolkata@gmail.com

**POLICY DOCUMENT ON UNDERGRADUATE (UG) AND
POST GRADUATE (PG) ADMISSION**

I. UG Admission:

1. Introduction

In Maulana Azad College, online UG admission process first commenced in 2018 through the concerned Government notification followed by Calcutta University's guideline. Since then admission to Semester wise Three-Year B.A./B.Sc./ B.Com stream under Choice Based Credit System (CBCS) was conducted through online mode till 2022. From 2023, as per circulars (Notification No CSR/05/2023 and Notification No CSR/04/2023 framed by Calcutta University), online admission started for Semester wise Four-Year B.A./ B.Sc./B.Com courses (Honours with or without Research) and Semester wise Three-Year B.A. Multidisciplinary courses of under Curriculum And Credit Framework (CCF, 2022). In 2024, instead of stand-alone college portal, admission is being carried out through Centralised Admission Portal operated by the West Bengal State Council of Higher Education as per Govt notification (Notification No 265 Edn (CS)/OM-102L/2022 dated 24th April, 2023).

2. Admission Committee: Admission is conducted by the Admission Committee, comprising of teachers and all Heads of the Departments, selected in a Teachers' Council meeting at the beginning of each academic session. The Committee places a report before the Teachers' Council after completion of the admission.

3. Courses Offered:

The college offers Majors in 20 subjects for the semester wise 4-year B.A./B.SC./ B.Com.(Honours with or without Research) courses (under CCF). A candidate will have to choose any one of the following 20 subjects as Major:

Humanities & Language Discipline (B.A.)	Arabic, Bengali, English, History, Islamic History & Culture, Persian, Philosophy, Political Science, Sanskrit, Sociology, Urdu.
Science Discipline (B.Sc.)	Botany, Chemistry, Economics, Mathematics, Microbiology, Physics, Statistics, Zoology.
Commerce Discipline (B.Com.)	Accountancy

The college offers the following subjects as Minor:

Humanities & Language Discipline (B.A.)	Arabic, Bengali, English, History, Islamic History & Culture, Persian, Philosophy, Political Science, Sanskrit, Sociology, Urdu.
Science Discipline (B.Sc.)	Botany, Chemistry, Economics, Mathematics, Physics, Statistics, Zoology.
Commerce Discipline (B.Com.)	Group I & Group II



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The college offers the following subjects as Multidisciplinary (MDC) general courses:

Humanities & Language Discipline (B.A.)	Arabic, Persian
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Beside these, there are also Interdisciplinary Course (IDC), Skill Enhancement Course (SEC), Common Value-Added Course (CVAC) and Ability Enhancement Course (AEC):

4. Eligibility criteria

Major Subjects	Minimum Eligibility Criteria for Admission for the Academic Session 2023-24	Formula/Criteria for Calculating Index for Merit List for Admission for the Academic Session 2023-24
Accountancy	General category: 60% in Aggregate & 60% in Accountancy/ Accounts/ Mathematics. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Accountancy/ Accounts/ Mathematics whichever is higher.
Arabic	General category: 50% in Aggregate & 50% in Arabic. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Arabic
Bengali	General category: 50% in Aggregate & 50% marks in Bengali. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Bengali
Botany	General category: 55% in Aggregate & 60% in Botany/ Biology/ Biotechnology. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Botany/ Biology/ Biotechnology whichever is higher
Chemistry	General category: 60% in Aggregate & 60% in Physics, Chemistry & Mathematics each. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Chemistry + Mathematics
Economics	General category: 50% in Aggregate & 50% in Mathematics / Business mathematics. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Mathematics / Business Mathematics whichever is higher
English	General category: 60% in Aggregate & 60% marks in English. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + English
History	General category: 50% in Aggregate & 50% marks in History / English. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + History or English whichever is higher
Islamic History & Culture	General category: 50% in Aggregate. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate
Mathematics	General category: 60% in Aggregate & 60% in Mathematics. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Mathematics / Business Mathematics whichever is higher
Microbiology	General category: 60% in Aggregate & 60% in Chemistry. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Chemistry
Persian	General category: 50% in Aggregate & 45% in Persian / Urdu. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Persian or Urdu whichever is higher
Philosophy	General category: 50% in Aggregate & 50% marks in Philosophy/ Psychology/ Mathematics/ Political science / Education / Sociology. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Philosophy / Psychology / Mathematics / Political science / Education / Sociology whichever is higher
Physics	General category: 60% in Aggregate & 60% in Physics & Mathematics each. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Physics + Mathematics
Political Science	General category: 50% in Aggregate & 50% marks in Political	Aggregate + Political Science or English



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	Science / English. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	whichever is higher
Sanskrit	General category: 50% in Aggregate. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate
Sociology	General category: 50% in Aggregate & 50% marks in Sociology / English [Candidates with any commerce subject at 10+2 level are not eligible for admission] . For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Sociology or English whichever is higher
Statistics	General category: 50% in Aggregate & 50% in Statistics / Mathematics/ Business Mathematics. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Statistics / Mathematics / Business Mathematics whichever is higher
Urdu	General category: 50% in Aggregate & 50% marks in Urdu. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Urdu
Zoology	General category: 60% in Aggregate & 60% in Zoology/ Biology/ Biotechnology. For SC, ST, OBC-A and OBC-B the concerned percentage is 40%.	Aggregate + Zoology/ Biology/ Biotechnology whichever is higher
Multidisciplinary General Subjects	Minimum Eligibility Criteria for Admission for the Academic Session 2023-24	Formula/Criteria for Calculating Index for Merit List for Admission for the Academic Session 2023-24
Arabic	40% in Aggregate & 30% in Arabic/Urdu for all categories.	Aggregate
Persian	40% in Aggregate & 30% in Persian/Urdu for all categories.	Aggregate

* Aggregate means sum of best four marks in 10+2 examination excluding environmental education and environmental studies.

5. SEAT MATRIX for 4 year UG Courses-2023*

Major Subjects	Total seat	UR	EWS	SC	ST	OBC A	OBC B
Accountancy	86	38	19	5	9	6	9
Arabic	68	30	15	4	7	5	7
Bengali	43	20	9	3	4	3	4
Botany	31	14	7	2	3	2	3
Chemistry	55	24	12	3	6	4	6
Economics	71	32	16	4	7	5	7
English	61	28	13	4	6	4	6
History	53	24	12	3	5	4	5
Islamic History & Culture	61	28	13	4	6	4	6
Mathematics	55	24	12	3	6	4	6
Microbiology	37	16	8	2	4	3	4
Persian	62	28	14	4	6	4	6
Philosophy	37	16	8	2	4	3	4
Physics	55	24	12	3	6	4	6
Political Science	71	32	16	4	7	5	7
Sanskrit	24	12	5	1	2	2	2
Sociology	53	24	12	3	5	4	5
Statistics	37	16	8	2	4	3	4
Urdu	110	49	24	7	11	8	11
Zoology	49	22	11	3	5	3	5
Multi-disciplinary (General)							
Arabic	64	30	14	4	6	4	6
Persian	80	35	18	5	8	6	8



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6. FEE STRUCTURE FOR 4 year UG Major Courses and 3 year Multidisciplinary Courses-2023 (in Rs.)

Course	FEE PAYABLE AT THE TIME OF ADMISSION AT SEM I (Rs.)	TOTAL COURSE FEE (Rs.)
B.A. General	1620	5835
B.A Honours	1945	7060
B.Com Honours	2075	7550
B.Sc. Honours	2415	8790

6. RESERVATION POLICY:

Reservation of seats for admission in different categories is followed by the concerned government order No 07-Edn (U) / 1U-89/13 dated 2nd January, 2014. This order typically outlines the reservation quotas for different categories such as Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and economically weaker sections (EWS). The percentage of reserved seats with respect to totals seats are SC: 22%, ST: 6%, OBC-A: 10%, OBC-B: 7% and EWS: 10%. Maximum 5% seats of all these categories and unreserved category too are reserved for persons with disabilities (PWD) candidates.

7. ADMISSION PROCEDURE

The entire admission process is smoothly carried out following a two-step process as described below.

Step-1: ONLINE APPLICATION SUBMISSION DURING THE PRESCRIBED PERIOD:

Candidates are directed to visit the College Website www.maulanaazadcollegekolkata.ac.in to click on the admission portal. Next they are to create their own profile as per format and with their Registered Mobile Number (RMN) and Email as mandatory fields. After creating their profile, they may apply for as many subjects as they wish provided all sorts of eligibility criteria are fulfilled.

STEP-2: ON-LINE ADMISSION PROCEDURE DURING THE PRESCRIBED PERIOD:

After the online application part is over, course wise and category wise provisional merit lists are published on the college website. Candidates can lodge complaint through email only, within specified date and time, if they find any error in the merit lists. After reviewing their complaints, corrected merit list is published on the website if required. Admission lists are published from final merit list one by one till the vacancy exists in any category. Dereservation of vacant seats, if required, is done following rules and regulations framed by Governments for this purpose. Payment of Admission Fees is made online by via Debit Card, Credit Card, Net Banking etc. Once the payment is successful, provisional admission to that subject is complete subject to the verification of original documents.

During online admission process:

1. No candidates /guardians are allowed to be present physically in the college premises.
2. Provisionally admitted students are asked to submit required documents for verification. Failing to provide testimonials for verification may be liable to cancellation of admission.



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3. Classes must be attended regularly by newly admitted students – otherwise college may take stringent action to cancel one's admission, if no valid evidence from candidates are received in due time.

4. For any query, candidates are to contact by message only in whatsapp no. **8902706815** or in e-mail: macadmission123@gmail.com

II. PG Admission:

1. Introduction:

PG admission in different courses under CBCS is conducted through University admission portal. Candidates, fulfilling eligibility criteria as framed by the University of Calcutta, apply online through University admission portal. 80% of seats for each course are filled by the candidates who pursued their UG course under Calcutta University (CU candidates). The rest 20% of seats are allotted to the candidates who are not from colleges affiliated to Calcutta University (Non-CU candidates).

2. **Courses Offered:** English, Urdu and Zoology.

3. Eligibility Criteria & Selection Procedure

The eligibility criteria and selection procedure for admission to the Post Graduate Courses of Urdu, English and Zoology, offered by the College, follows the University norms and the entire admission process is conducted centrally by the University of Calcutta.

Eligibility Criteria	
UR, PWD, EWS Candidates	SC, ST, OBC-A & OBC-B Candidates
Minimum 55% Marks in Honours Subject for CU-Candidates	Minimum of 45% marks in Honours Subject for both CU-Candidates and Non-CU-Candidates. SC/ST candidates should have obtained in the previous examination, qualifying marks not lower by more than 25% of marks obtained by the last candidate of the unreserved category in the merit list.
Minimum 60% marks in Honours Subject for Non-CU-Candidates*	OBC-A/OBC-B candidates should have obtained in the previous examination, qualifying marks not lower by more than 10% of marks obtained by the last candidate of the General category in the merit list.

***Non-CU-Candidates:** Candidates who passed the Bachelor Degree Examination from any Indian university other than Calcutta University.

Selection Procedure	
Merit-Based Induction For C.U. Candidates	Admission Test-Based Induction
80% of the approved seats will be directly filled up on the basis of merit for the students passed out as Honours Graduate from the Calcutta University (affiliated Colleges)	20 % of the approved seats (other than those filled by Merit) will be filled up through Admission Test and is open for both Non-C.U.-Candidates and C.U. Candidates
Merit List for 80% of seats is to be prepared on the basis of percentage of Honours marks at Graduate level	C.U. Applicants who are not enlisted in the Merit List of 80 % Category may appear for the Admission Test Merit List for 20% of seats to be prepared on the basis of marks obtained in Admission Test conducted by Calcutta University.



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Honours graduates or its equivalent of the current year in case of Zoology and that of the current year and preceding year for Urdu & English are eligible.

4. SEAT MATRIX (2022-23):

Subject	80% of Total seats (CU - PART-A)							20% of Total seats (Non CU - PART-B)							Total seat
	UR	SC	ST	OBC-A	OBC-B	EWS	Total	UR	SC	ST	OBC-A	OBC-B	EWS	Total	
English	12	6	2	2	2	2	26	3	1	0	1	1	1	7	33
Urdu	16	8	2	3	2	3	34	4	2	1	1	1	1	10	44
Zoology	10	5	2	2	2	2	23	3	1	0	1	0	1	6	29

5. FEE STRUCTURE:

SUBJECT	TOTAL COURSE FEE (Rs.)
M.A. In English	8445
M.A. In Urdu	8445
M.Sc. In Zoology	8925

ADMISSION CANCELLATION & REFUND POLICY

1. Admission Cancellation procedure

Request for cancellation of admission can only be made online through admission portal of Maulana Azad College. Cancellation of admission is finalized through an OTP, candidates receive on their registered mobile no. Admission cancel voucher, once generated, is retained by the candidate as it is required at the time of claim for refund. No request for cancellation of admission through email or any offline request is entertained.

2. Refund of Admission Fee

Claim for refund of Admission Fee against cancellation of admission can be made as per UGC guidelines. This requires submission of written application in person to the Principal, Maulana Azad College within stipulated period of time as notified. Candidates must mention Name, Application No., Honours / General Subject, Date of Admission, Date of Cancellation of Admission, Contact Number, Bank Account details of self-enclosing the following documents:

1. Print out of Application Form
2. Admission Fee Payment Receipt
3. Admission Cancellation Voucher
4. A copy of blank cheque with printed name or first page of pass book.

Sanjay Chatterjee

Convenor
Admission Committee

Secretary
Teachers' Council

[Signature]
Co-ordinator
IQAC

Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13

[Signature]
Principal

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal