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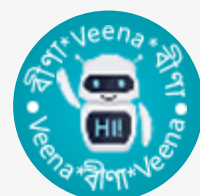
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(Undergraduate Courses / Programmes) Session 2025-26

1. The competent authority in the State Government has decided to introduce Centralised Online Admission to all Undergraduate courses / programmes in West Bengal for the academic session 2025– 2026 in all Government, Government-Aided Colleges, Unitary Universities (excluding Jadavpur University and Presidency University), and State-Aided affiliated Universities. The online admission process will be conducted through a centralised online portal. The basic intent of developing an online portal at the state level is to provide an opportunity for students to select college / course / programme across the state, ensure transparency in the system, and fill up the maximum number of seats available at the UG level in the state. For the said purpose, applications will be invited online through a common portal from students who have passed Class XII or equivalent examination from any recognised Council / Board / University.

2. Presidency University, Jadavpur University, Autonomous Colleges, Minority Educational Institutes / Colleges, Training Colleges, Law Colleges , Colleges/ Universities offering course like Fine Arts and Performing Arts, Crafts, Dance, Music, Colleges offering Engineering, Pharmacy, Nursing, Medical Courses and Self-financing/Private shall be out of the purview of the centralized admission system.

3. This system will take care of the following aspects of the centralised admission process:

- Candidates' Registration in the Portal

- Profile creation by the candidates

- Profile submission by the candidates

- Creating Preference List of HEI wise Courses/Programmes by the Candidates

- Generation of Merit Lists

- Higher Education Institute (HEI) – wise Seat Allotment

- Payment of Admission Fee

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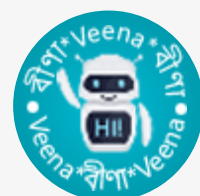**Admin Login**

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1. Any candidate who has passed 10+2 or equivalent examination may register in the online centralised portal, subject to certain restrictions in terms of the year of passing as set by the concerned Universities/Colleges/Higher Education Institutions.

2. A candidate can search for courses / programmes, colleges, and universities even before registering in the portal and access all relevant details, such as course / programme - wise eligibility criteria, number of seats (category-wise), formula for merit-index calculation, combination subjects offered, college profile, etc.

3. To register, candidates must provide a mobile number as their primary contact. This mobile number will be used for identification of the candidate and communication throughout the Centralised Online Admission Process. Additionally, the candidate must also provide a valid e-mail address to receive different communications from the portal during the Centralised Online Admission process (UG). Candidates are advised not to change their mobile number during the entire process of online admission, as it may result in not receiving important communications from the portal from time to time.

4. As a first step in the application phase, a candidate will create a profile, providing the necessary personal details. Candidates must be cautious about all inputs provided, as this data will be used for eligibility criteria checking, merit indexing, and seat allotment by the system. <u>There is no provision in the system for automatic validation or correction. If the candidature of any candidate is adversely affected due to the entry of wrong data by the candidate, the candidature of such candidates will be liable to be cancelled even after provisional admission.</u>

5. Information to be provided by the candidates is given below:

   ○ Personal Information

   ○ Address

   ○ Additional Information

   ○ Results

   ○ Documents

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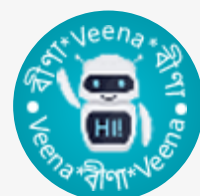Bangla Sahayata Kendra

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8. A candidate applying for multiple courses / programmes will be required to rank the courses / programmes in order of her or his preference. <u>As the candidate is allowed to apply to multiple courses / programmes, marking of the preferences in the applications is to be done carefully, as the seat P age 3 of 7 allotment will be done on the basis of preferences exercised by the candidate.</u> A candidate can change the preference list by adding or deleting courses / programmes or by re-ordering the list any number of times until the closure of the application window.

9. If a candidate does not indicate any preference, they will not be able to submit the application.

10. A candidate can change his or her profile information at any point in time before the application window closes. In the event of any change in marks, the candidate must prepare the preference list afresh.

11. <u>Candidates must be very careful while applying. Candidates are advised to select the maximum possible number of courses / programmes in the same or different institutions (up to 25) and carefully rank their preferences.</u> Candidates will be allotted their highest available preference (at that material point of time) based on merit rank and the availability of seats.

12. Candidates applying for 4-Yr Hons. / Hons. with research / 3-Yr Multidisciplinary Courses / Programmes must choose Major and Minor subject(s) during the application process (subject to confirmation of minor subject combination at the time of physical verification by the college/ HEI). For B.Com. 4-Yr Hons. / Hons. with research / 3-Yr Multidisciplinary Courses / Programmes there shall not be any scope for selection of combination of subjects.

13. <u>On closure of the application window (by 11:59 p.m. of the last date of submission of application form), profile information and applications with preference rank will be auto-submitted, and no further changes can be made.</u> The candidate may anytime login to the portal and download the application form throughout the entire period of the centralised online admission process.

14. A Unique Application Number will be generated for each applicant once the application is submitted. This Unique Application Number will be used to identify the candidate throughout the entire admission process.

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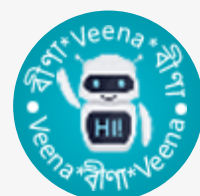Centralised Admission Portal

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generated by the system for each course / programme in each institute (both the general merit list and the category-wise merit list), and all eligible candidates will be ranked as per their Merit Index (in descending order) in the respective lists.

18. The merit index will be calculated based on the ranking rules provided by the concerned Higher Education Institution (HEI) for each individual course / program.

19. A General Merit Rank (GMR) list will be generated based on the merit of candidates in all categories for each and every institution and Course / Programme.

20. A Category Merit Rank (CMR) list will also be generated for reserved category candidates for each and every institution and Course / Programme.

21. No separate rank will be generated for PwD or differently abled candidates. However, there will be horizontal reservations for PwD candidates in all categories where such applicants are available, as per the government rules now in force.

22. The seat allotment will be published on a scheduled date, duly notified from time to time.

23. Allotments will be given based on the information provided by the candidates. On scrutiny, if it is found at any stage that the applicant is not eligible for the allotment because of some discrepancy in the data provided by the candidate or due to the unavailability of supporting document(s), the corresponding allotment or provisional admission shall be treated as cancelled.

24. candidate will login to check the allotment. The allotment status will show the institute and course / programme in which the candidate has been allotted a seat, if any. The candidate will be able to see the corresponding GMR and CMR for all the applications in the candidate's preference list.

25. Seat allotment will be done HEI / Course / Programme-wise according to merit and preference.

   ○ UR seats will be allotted to candidates irrespective of their social category.
      ▪ PwD candidates will be placed against their respective seats.

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- Seats for reserved category will be allotted based on their social category following existing rules of reservation of seats for admission to Higher Education Institutions, Government of West Bengal (07-Edn(U)/1U-89/13 dated 02nd January, 2014). Seats for EWS will be allotted in terms of government order bearing no 339-Edn(CS)/OM-74L/2023 dated 26th May,2023 read with 628-Edn(CS)/OM-74L/2023 dated 18th September, 2023 subject to the submission of valid EWS certificate issued by competent authority in terms of government order number 334-BCW/MR-52-2028 dated 27-02-2024.

- If a reserved category candidate belonging to SC, ST, OBC-A or OBC-B is allotted a UR seat by merit, the same candidate may also be allotted the respective reserved category seat, if eligible. In that case, the same person may be allotted 02 (two) seats for the same course / programme / HEI combination. In such cases, the candidate will have to opt for one (either UR or Reserved Category) seat at the time of taking provisional admission.

- While allotting a seat to a candidate, the following rules will be applicable:

  - A candidate will be allotted the highest available ranked seat as indicated in the preference list submitted by the candidate. This allotment will be made based on the candidate's rank in the merit index list and seat availability for the particular course / programme.

  - Once allotted a seat, all choices of that candidate for the same rank and below in the preference list will not be considered for seat allotment in future. This is to ensure that candidates who are allotted seats will be considered for upgrading only in the next round by selecting upgrade option at the time of admission in the allotted seat. <u>If a candidate is allotted a seat against the first preference, the candidate will not be considered in later upgrade rounds (if any).</u>

  - If there is a tie between candidates with the same Merit Index for seat of a particular course / programme (category-wise), the tie-breaking rule as prescribed by the concerned HEI (College / University) will be used to break the tie.
  A candidate may not be allotted any seat if the candidate's rank in the merit list is lower than the last candidate allotted in the respective course / programme for the HEI applied in the candidate's respective categories.

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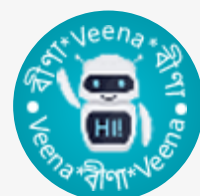
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preference given by the candidate.

- For any future allotment in the upgrade round, the candidates who were allotted a seat and all choices of the same rank and below in the preference list will not be considered.

- For provisional admission in the allotted seat, the candidate must confirm and accept the admission fees and pay the same through the online payment mode as available in the system.

- Admission fees will be according to the fee structure as prescribed by the respective HEIs. The fees may vary due to the selection of a combination of subjects.

- On successful payment, the candidate will be considered to have been provisionally admitted, and the candidate will be provided with a downloadable provisional admission slip.

Allotment of Seats and Admission in Upgrade Round of Phase I

26. After the closure of the first round of admission, candidates who have already been admitted to the allotted seat in the said round will be considered for upgrading, if opted by the candidate.

27. For the candidates who were allotted a seat in the first round, choices that are ranked higher than the allotted seat will only be considered when allotting seats in the upgrade round. This rule will apply to already-provisionally admitted candidates.

28. Candidates who were allotted their first preference seat in the first round, irrespective of whether they took provisional admission or not, will NOT be considered in upgrade round.

29. Only those seats where no admission has been taken in the first round will be considered as 'Available Seats' for the subsequent upgrade round.

30. Seats reserved for the scheduled caste candidates and remaining unfilled seats will be filled by Schedules tribe candidates, and vice versa. Likewise, seats reserved for OBC-A candidates remaining unfilled may be filled by OBC-B candidates, and vice versa.

31. The upgraded allotment will be declared on the portal on a pre-scheduled date which will be made available on the Notice Board of the Portal.

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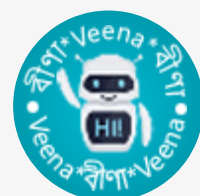
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the candidate will pay only the additional amount (admission fees) for provisional admission to the new seat.

35. If the admission fee for the newly allotted seat is less than the previous one, then the extra amount collected earlier will be refunded to the bank account provided by the candidate while filling the application form after the completion of the whole online admission process.

36. An admitted candidate in a particular course / programme may opt for cancellation of admission through this portal until the completion of the centralised admission process. Cancellation of admission may be done through the "Cancel Admission" button available on the applicant's dashboard (in the portal) after taking the provisional admission against the allotted seat. On cancellation of admission, the admission fees paid by the candidate will be refunded to the bank account provided by the candidate in the application form after the completion of the entire centralised admission process under the supervision of WBSCHE. Candidates, who opt for cancellation of admission after the completion of the centralised admission process, will have to apply to the concerned HEI (where the candidate has taken admission) for cancellation of admission.

Phase II : MOP-UP Admission

37. The remaining vacancies (if any) will be announced (college / course / programme / category-wise), after the closure of earlier admission process, on the 'Notice Board' of the Centralised Admission Portal. Relevant notifications will be published in the websites of Higher Education Department / WBSCHE.

38. Fresh applications will be invited for the MOP-UP centralised admission round which will be notified in due course. Previously registered candidates in the first Phase may apply afresh through this portal, if they were not allotted any seat or not admitted against a seat allotted earlier. Such registered candidates shall have to prepare fresh preference list against the remaining vacancies notified.

39. Those who have already taken admission in the earlier centralised admission process, will not be allowed to apply afresh. However, the candidates who cancelled their admission in the earlier centralised admission round, may prepare fresh preference list against the remaining vacancies notified.

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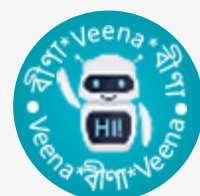
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not, will NOT be considered in upgrade round of Phase II.

43. After seat allotment, the portal will be opened for a pre-defined period for the candidates to take provisional admission to upgraded seats allocated to them, if any.

44. If an already provisionally admitted candidate is allotted a seat in the upgrade round of Phase II, the candidate can opt for the upgraded seat. In that case, the candidate must confirm to irrevocably vacate the earlier seat. Alternatively, the candidate can opt not to take admission to the upgraded seat. In that case, the provisional admission taken in the previous round will remain valid.

45. If a previously provisionally admitted candidate opts for the upgraded seat, the candidate will pay only the additional amount (admission fees) for provisional admission to the new seat in Phase II.

46. If the admission fee for the newly allotted seat is less than the previous one, then the extra amount collected earlier will be refunded to the bank account provided by the candidate while filling the application form after the completion of the whole online admission process.

Document Verification

47. Physical verification of documents of the candidate will be done at the HEI level after taking admission at the end of the concerned phase.

48. Candidates who will take provisional admission through the portal will report to the concerned HEI within the notified schedule for physical verification of documents. They must carry printed copies of their provisional admission slip and all academic and other relevant documents in original. If, during the physical verification of documents at the college/HEI, it is found that there is a discrepancy between the data provided in the portal and that found in the documents, which may have had an impact on eligibility and/or Merit Rank / Position, the provisional admission may be summarily cancelled. Admission will be finally confirmed only after successful verification of all relevant documents by the concerned HEI, followed by registration with the affiliated university.

49. Candidates must carry the following documents in original and one self-attested copy of each.
   ○ Class 10th Standard mark sheet.

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○ System Generated Provisional Admission Slip

50. As a result of document verification -

If a candidate is found not eligible for any course / programme because of any discrepancy in data and/or document (which may have an adverse impact on the merit index of the candidate), the provisional admission of the candidate will be cancelled.

General Rules to remain valid throughout the Centralised Online Admission Process:

1. If a provisionally admitted candidate does not want to join or continue in the college/HEI, the candidate P age 8 of 7 will have to apply to that institute for any refund within the prescribed period for cancellation of admission in terms of the relevant order in force. The department will not have any responsibility / liability in this regard and will not entertain any communication in this connection.

2. **The provisional admission fees paid by the candidates who complete the admission process will be remitted to the respective college/HEI after the closure of the online admission process.**

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