



Office of the Registrar Kazi Nazrul University

Nazrul Road, Kalla Bypass More, P.O. – Kalla (C. H.)
Asansol – 713340, Dist. – Paschim Bardhaman, West Bengal

Ref No.-KNU/R/UG-Admn/0771/23

Date:28 June 2023

To
The Principal/Vice Principal/Teachers-in-Charge of Affiliated Colleges of Kazi Nazrul University
Kazi Nazrul University, Paschim Bardhaman

Sub: Online admissions for the Academic Session 2023-2024 for UG programme on the basis of notification no.354-Edn(CS)/10M-95/14 Dated 2nd June, 2023 issued by the Dept. of Higher Education, Govt. of West Bengal.

Sir/Madam,

In consonance with the Notification issued by the Department of Higher Education, Government of West Bengal bearing reference no. No. 354-Edn(CS)/10M-95/14 Dated 2nd June, 2023 with a subject Online admission for the Academic Session 2023-24 to all UG Courses, the following instructions are strictly to be adhered to during the admission to UG courses of studies for the academic session 2023-24.

Principal/Vice Principal/Teachers-in-Charge of all affiliated colleges are requested to take immediate necessary action at their end, towards the above mentioned order [vide Notification No. 354-Edn(CS)/10M-95/14, dt. 02/06/2023, copy enclosed] issued by the Sr. Special Secretary, Dept. of Higher Education (C.S. Branch), Govt. of West Bengal. In it the procedural and administrative modalities of online admission to UG programmes for the ensuing academic session 2023-24 in State-funded higher education institutions have been clearly enumerated.

Further the Principal/Vice Principal/Teachers-in-Charge of all affiliated colleges are requested for taking immediate necessary action at their end, towards another memorandum [vide no. 339-Edn(CS)/0M-741/2023, 26/05/2023, copy enclosed] issued by the Sr. Special Secretary, Dept. of Higher Education (Integrated law Cell), Govt. of West Bengal. In it the procedural and administrative modalities of introducing reservation of 10% seats in admission for "Economically Weaker Sections" (EWSs) in the State-funded HEIs (except minority institutions) subject to several conditions have been clearly stipulated. It will be implemented from the ensuing academic session 2023-24.

Apropos of the above, for online admissions for the forthcoming academic session 2023-24 affiliated colleges under Kazi Nazrul University are instructed to strictly follow the directions stipulated in the aforesaid G.O.s and other relevant G.O.s/Notification/guidelines issued earlier. The schedule stipulated in the said G.O. No. 354-Edn(CS) are to be strictly adhered to.

- *The admission process to the UG courses of studies for 2023-24 shall commence w.e.f. 1st July, 2023.*
- *Online admission process should be based on Merit only.*
- *No application fee or any other charges of whatsoever nature should be levied at the time of submission of online application by the prospective students.*
- *Applicants are to be instructed to upload their testimonials during submission of application.*



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- *West Bengal Government Reservation policies should strictly be adhered to during the preparation of Seat Matrix for each discipline.*
- *Merit lists will be prepared based on uploaded documents after scrutiny.*
- *Eligible applicants will be informed by the University / College authorities through letter or email or telecommunications along with the simultaneous uploading of the Merit Lists in the Website.*
- *Payment of fees should be done only through online or through designated banks. No payment in physical mode in the campus will be permissible.*
- *Provisional admission process will be carried out for each degree programme in accordance with the published Merit List*
- *The said admission will be cancelled if the uploaded documents are found not in conformity with the originals.*
- *The verification of submitted documents will be done when the students report after commencement of classes.*
- *The status of the admission of each college should be intimated to the Office of the Inspector of Colleges, KNU at regular intervals through Email at office.ic@knu.ac.in or in any specified format*
- *The admission in the UG courses is strictly Provisional Admission and stringently in compliance with the Guidelines of UG Admission of the University and relevant admission acts and rules of the Government and UGC.*
- *Colleges will ensure that the number of admitted students in each degree programme does not exceed approved intake in the concerned degree programme.*

The authorities of all affiliated colleges are hereby advised to scrutinize all relevant documents of the candidates with a view to ensuring the admission in accordance with the extant Government rules.

- **CHECK LIST FOR THE SCRUTINY OF APPLICATIONS SUBMITTED FOR ADMISSION TO THE UNDER GRADUATE COURSES FOR THE ACADEMIC YEAR 2023-2024**

<i>I. Eligibility condition(s) for the respective degree programme is (are) satisfied.</i>
<i>II. Percentage of obtained marks given in the E-Form conforms to the corresponding marksheet.</i>
<i>III. The caste/other relevant certificate submitted by a candidate claiming to belong to the reserved category, seeking admission in reserved category is issued by the Government of West Bengal.</i>
<i>IV. Passing year of Higher Secondary or Equivalent Examination is not prior to 2020.</i>
<i>V. The candidate passes from the approved board of Higher Secondary/Equivalent Examination.</i>
<i>VI. Any other relevant points</i>

- *Last date of admission process — 31st July, 2023.*
- *Schedule of Admission process*



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Schedule:

For Under Graduate programmes (1st semester admission) for the session 2023-2024:

- ❖ Date of opening of standalone Online Portal for Application for UG programme – 1st July, 2023
- ❖ Submission of Applications in the Standalone Online Portal for UG programme up to - 15th July, 2023
- ❖ Publication of Merit Lists in UG programme: From 16th July to 20th July 2023
- ❖ Completion of Admission at the UG programme by – 31st July, 2023
- ❖ Start of 1st Semester classes of UG programme on – 1st August, 2023
- ❖ Modalities will remain same as per Govt. notification no.354-Edn(CS)/10M-95/14 Dated 2nd June, 2023.

All are requested to follow the above mentioned schedule for the uniformity of the Admission process.

All colleges are further requested to send the name and contact details of the nodal officer of the Admission Committee of their college to the Office of the Inspector of Colleges, KNU within 30.06.2023 through Email at office.ic@knu.ac.in in order to ensure coordination between the University and the affiliated colleges for smooth conduction of UG admission process, 2023-24.

In this connection all the affiliated general degree colleges are requested to strictly maintain the intake capacities approved by the University for each programme.

This circular is issued in concurrence with the Vice-Chancellor.

Your cooperation in this regard is highly solicited for smooth conduction of the admission process.

Yours sincerely,

C Koner

Dr. Chandan Koner
Registrar

Encls:

1. The guidelines
2. Govt. notification-. 354-Edn(CS)/10M-95/14 Dated 2nd June, 2023 and 339-Edn(CS)/0M-741/2023 Dated 26/05/2023 of Department of Higher Education, Government of West Bengal