



Maulana Azad College

NAAC 'A+' Grade (Cycle-3)

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POSTGRADUATE (M.A./M.Sc.) ADMISSION BROCHURE

MERIT LIST, SELECTION PROCEDURE AND ADMISSION RULE

A. Definition of PART-A & PART-B Candidates:

a. **PART-A:** 60% of total seats (2-Year PG Course)

- Current-year C.U. Graduate (all six semesters passed in Major) students.

b. **PART-B:** 40% of total seats (2-Year PG Course)

- Current-year C.U. (all six semesters passed in Major) students.
- Previous years C.U. Honours Graduate students.
- Current-year Other University (all six semesters passed in Major) students.
- Previous years Other University passed Honours **Graduate students.
- Stipulation of the year of passing the qualifying examination is current year (2026) plus four preceding years (2022 to 2025).

****Graduate means:**

- 4-Yr.B.Sc./B.A. with Zoology or English or Urdu as major/Honours up to six semesters
- 3-Yr. B.Sc./B.A. Hons. in Zoology or English or Urdu
- 3-Yr. B.Sc./B.A. with Zoology or English or Urdu as Single major subject.

Note: Graduate in 3 -Year-B.A./B.Sc. General or 3-Yr. B.A./B.Sc. MDC (Multi-disciplinary course) are not equivalent and are not eligible either in Part A or Part B.

B. Eligibility:

For PG Course in Zoology

Candidates who have qualified six semesters B.Sc. Honours in Zoology or six semesters B.Sc. Major in Zoology and secured at least 55% marks in B.Sc. Honours in Zoology (CC+DSE+SEC only)/Major Zoology (DSCC+ SEC only) are eligible to apply for admission in 2-year M.Sc. in Zoology.

Those who have already done PG degree in regular mode are not eligible. Accordingly, applicants must **submit declaration/undertaking of not having any such PG degree.**

Minimum Eligibility for P.G. course in Zoology for Distance Learning Course

Honours graduate or, its equivalent of Other Indian Universities of (10+2+3) pattern. **Candidates passing Honours in Zoology with First class (60%) in undergraduate level** from Indira Gandhi National Open University, Netaji Subhas Open University and the Distance Education Program of other Universities in West Bengal of current year (2026) and preceding year (2025) are eligible.

For PG Courses in English & Urdu

Candidates who have qualified six semesters B.A. Honours in English/Urdu (CC+DSE+SEC only) or six semesters B.A. Major in English/Urdu (DSCC+ SEC only) are eligible to apply for admission in 2-year M.A. in English/Urdu.

Those who have already done PG degree in regular mode are not eligible. Accordingly, applicants have to **submit declaration/undertaking of not having any such PG degree.**

Minimum Eligibility for P.G. course in English/Urdu for Distance Learning Course

Honours graduate or, its equivalent of Other Indian Universities of (10+2+3) pattern. **Candidates passing Honours in English/Urdu in undergraduate level** from Indira Gandhi National Open University, Netaji Subhas Open University and the Distance Education Program of other Universities in West Bengal of current year (2026) and preceding year (2025) are eligible.

C. Number of Seat

[80% of the total seats are reserved for 2-year PG Program and the remaining 20% of total seats are reserved for one year PG program under NEP-CCF]

PG course in ZOOLOGY Total Seats: 29

Description	PART A 60% OF TOTAL SEATS						PART B 40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	10	4	1	1	2	18	6	2	1	1	1	11
TOTAL												29

PG course in ZOOLOGY: Total Seats: 23 [80% of Total seats]

Description	PART A 60% OF TOTAL SEATS						PART B 40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	8	3	1	1	1	14	4	2	1	1	1	9
TOTAL												23

PG course in ENGLISH: Total Seats: 30

Description	60% OF TOTAL SEATS						40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	10	4	1	1	2	18	7	2	1	1	1	12
TOTAL												30

PG course in ENGLISH: Total Seats: 24 [80% of Total seats]

Description	PART A 60% OF TOTAL SEATS						PART B 40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	8	3	1	1	1	14	5	2	1	1	1	10
TOTAL												24

PG course in Urdu: Total Seats: 37

Description	60% OF TOTAL SEATS						40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	13	5	1	2	2	23	9	2	1	1	1	14
TOTAL												37

PG course in Urdu: Total Seats: 30 [80% of Total seats]

Description	PART A 60% OF TOTAL SEATS						PART B 40% OF TOTAL SEATS					
	UR	SC	ST	OBC	EWS	Total	UR	SC	ST	OBC	EWS	Total
Intake	12	4	1	1	0	18	7	3	1	1	0	12
TOTAL												30

D. Documents required before Filling Up Application Form:**(1) Scanned Copies of following documents in jpg format (Not More Than 200 Kb)**

- Mark Sheets of Semester I to Semester VI (For C.U & Non - CU Candidates under CBCS System) or mark sheets of Part I, Part II, Part III (for CU & Non-CU candidates under 1+1+1 System)
- Mark Sheets of Semester I to Semester VI (For C.U & Non – CU Current Year Students Under NEP CCF System)
- Valid Caste Certificate (SC/ST/OBC) issued by competent authority from the Govt. of West Bengal wherever required.
- PWD/EWS certificate, if any.
- Domicile Certificate for SC/ST/OBC/PWD/EWS issued by a Competent Authority Under Government of West Bengal.
- Scanned copies of AADHAAR card, and ABC ID card
- Scanned copy of HS (10 + 2) mark sheet
- Valid date of birth certificate

- (2) Color Photograph in White Background (Within 50 Kb) in jpg Format
- (3) Applicant's Signature in White Background (Within 30 Kb) in jpg Format
- (4) E-Mail Address and Permanent active Contact Number of the Candidate

Before submission of Online Application, following points must be ensured:

- All the fields in the Application Form are correctly filled up.
- The Application Form is filled up in conformity with detailed Eligibility Criteria.
- Photograph and the Signature of the applicant are properly uploaded.
- Signature should be legible and visible.

E. MERITLIST

For both **PART-A and Part-B**, merit list will be made on the basis of marks obtained in Honours/Major subject.

Procedure for Calculation of % of Marks obtained in Honours/Major subject

- **For NEP 2020 (CCF)**, marks obtained in DSCC papers + SEC papers against full marks to be considered as % of Marks of Major subject.
- **For CBCS system**, marks obtained in Core Course (CC) subjects + Skill Enhancement Course (SEC) subjects + Discipline Specific Elective (DSE) subject against full marks to be considered as % of Marks of Hon / Major subject.
- **For 1+1+1 system [Part I + Part II+ Part III]**, total marks obtained in Honours subjects out of Total Full marks in Honours subjects
- **Provisional Merit Lists** will be published in due course.
- **Any change in marks due to review of marks following post-publication of result would be considered till publication of provisional merit list. Thereafter, no change would be made whatsoever.**

Tie-Breaking criterion:

- **1st tie-breaking** for both PART-A & PART-B: Candidate with more marks in semester VI/ Part III (Honours/Major subject will be placed in a higher position.
- **2nd tie-breaking** for both PART-A & PART-B: Candidate with more marks in semester V / Part II Honours/Major subject will be placed in a higher position.

Separate provisional merit lists of Unreserved categories (consisting of all candidates) and merit lists of different reserved categories of both PART-A and PART-B of all groups will be prepared.

F. SELECTION PROCEDURE

Selection will be made strictly on the basis of merit.

Rules for Selection:

1. Existing SC/ST/OBC/PWD/EWS reservation rules will be followed separately in both PART-A 60% seats earmarked for C.U. students and PART-B 40% seats earmarked for both Non-C.U. & C.U. students.
2. If an applicant gets chance in different positions in both PART-A & PART-B, the higher preference will be offered to the applicant.

3. If an applicant gets chance in same preference from both PART-A & PART-B and got selected for admission, his/ her seat will be treated under PART-A.
4. If sufficient no. of suitable SC/ST/OBC/PWD/EWS candidates are not available in PART-A the same may be filled up by the other PART-B and vice versa.
5. Vacant unreserved seat(s) of **PART-A** due to insufficient suitable applicant may be filled up by any suitable candidate of PART-B and vice- versa.
6. **Counseling Mechanism: After payment of fees candidates have to be appeared in the respective department for physical verification.**

7. Reservation of Seat:

- Candidate seeking admission in Reserved Category seat must be domicile of West Bengal and accordingly submission of Domicile Certificate in prescribed format from competent authority is mandatory at the time of application.
- **SC/ST/PWD/OBC/EWS** reservation as per existing rules and practices will be followed in both PART-A and PART-B. The Reservation Rules framed by the competent authority time to time shall be applicable. Additional super-numeric seat of OBC & EWS are not transferable to other category (no de-reservation) if there is no suitable candidate in that category.
- **SC/ST/PWD/OBC/EWS** Candidates securing equal or higher marks than the last candidate admitted from the unreserved category will be treated in “Unreserved Category” as well as in respective reserve category.
- If sufficient number of suitable SC/ST/PWD/OBC/EWS C.U. candidates are not available in PART-A, the seats may be filled up by the PART -B and vice- versa.
- **For Scheduled Caste / Scheduled Tribe candidates**, reservations will be provided for SC: 22%, ST: 6% for all courses. Where merit list will be prepared on the basis of ‘%’ of marks obtained in last qualifying exam, the selection to different courses, SC/ST candidate getting selection should have obtained in the previous examination, qualifying marks not lower by more than 25% of marks obtained by the last candidate of the UR category. Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc. if applicable), the SC/ST candidate should obtain final score not lower than 25% than that obtained by the last candidate selected under Unreserved Category.
- For SC/ST candidates, a relaxation of 5% marks in aggregate shall be admissible on last qualifying marks (if applicable) as minimum eligibility requirements for submission of applications in comparison to General candidates. For example, if eligibility marks for General Candidates be 55% then the eligibility marks for SC/ST Candidate will be 50%. Similarly, 5 % relaxation in H.S. marks (Where applicable) will be admissible.

Note

If the candidate avails facility in minimum eligibility requirement, then the candidate will be treated under concerned reserved category.

i) PWD (Persons with Disabilities)

Persons with disabilities having 40% and higher degree of disability will enjoy a 5% reservation **horizontally** in each of the categories, i.e. in UR, SC, ST, OBC.

- For PWD candidates, a relaxation of 5% marks in aggregate shall be admissible on last qualifying marks (if applicable) in minimum eligibility requirements for submission of application in comparison to Unreserved General candidate. For example, if eligibility marks for Unreserved General Candidates is 60% then the eligibility marks for PWD Candidate will be 55%. Similarly, 5% relaxation in H.S. marks (where applicable) will be admissible.
- The PWD candidates claiming seats under reserved category are required to produce **appropriate PWD certificate issued by the competent authority satisfying the following criteria:**
 - Officer-in-Charge or Medical Head of Primary Health Centers, Block Health Centers, State General Hospitals, Rural Hospitals, Sub-Divisional Hospitals or the District Hospitals run by the State Government or any hospital run by a statutory body or authority.
- PWD category candidates will be ELIGIBLE with a minimum of 40% disability subject to the condition that the candidate is capable of carrying out all activities related to theory / practical work, as applicable, to the courses without special concession and exemption.
- For selection to different courses a PWD candidate getting selection 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. Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the PWD candidate should obtain final score not lower than 25% than that obtained by the last candidates admitted under Unreserved Category.

ii) OBC reservation: The reservation of seats for OBC Candidates in each course be supernumerary additional 7% for OBC. OBC student getting selection should obtain marks in the relevant last qualifying examination not lower than 10% than that obtained by the last candidate admitted from the unreserved category (if applicable).

Where merit list will be prepared on the basis of final score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the OBC candidate should obtain final score not lower than 10% than that obtained by the last candidates admitted from Unreserved Category.

Reservation of OBC Category may be modified in future before admission as per legal advice accepted by the competent authority.

iii) EWS (Economically Weaker Sections) reservation: 10% of total seat for EWS are earmarked where 100% roster is maintained. But due to non-availability of sufficient infrastructural facility, additional 10% supernumerary seat for EWS is earmarked. This additional supernumerary EWS seat is exclusively for EWS candidates only and will not be converted into other category if there is no sufficient suitable candidate.

EWS student getting selection should obtain marks in the relevant last qualifying examination not lower than 10% than that obtained by the last candidate selected from the unreserved category (if applicable), as in case of OBC category.

Where merit list will be prepared on the basis of final score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the EWS candidate should obtain final score not lower than 10% than that obtained by the last candidates admitted under Unreserved Category.

The EWS candidates claiming seats under reserved category are required to produce **appropriate valid EWS certificate issued by the competent authority.**

8. DOMICILE OF WEST BENGAL is entitled for admission in Reserved Category seats.

SC/ST/OBC/EWS/PWD candidates of domicile state of West Bengal are entitled to get the reservation facility i.e. SC/ST/PWD/OBC/EWS candidates hailing from States other than West Bengal are not eligible for such benefits and they will be treated as Unreserved Category candidates.

Candidate seeking admission in Reserved Category seat must be domicile of West Bengal and accordingly submission of Domicile Certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are

EITHER

Residing in West Bengal continuously at least for last 10 years as on the date of the application

OR

Whose parent (s) is/ are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

The certificate being submitted by the candidate for claiming reservation under SC/ST/OBC/EWS quota; must have been issued by the competent authority, on a date prior to the submission of application. Certificate issued on a later date by any authority will not be acceptable at the time of admission.

Candidate with SC/ST/OBC/EWS certificate issued by the competent authority of the Govt. of West Bengal need not require additional Domicile Certificate.

But in case, the candidate with SC/ST/OBC-A/OBC-B/EWS certificate issued by the competent authority other than Govt. of West Bengal and the candidate is domicile of West Bengal, need to submit additional Domicile Certificate issued by the competent authority.

9. Admission under Sports Quota will be governed as per C.U. rules.

10. For Foreign National/ International Candidate: C.U.CSR/45/2024 dated 24-07-2024, the Guidelines and Rules & Regulation for admission of international students will be followed.

11. Notices, Merit Lists, Entrance Test Results, and Selection Lists etc. as applicable will be published on the college website/Admission Portal. No personal communication will be made with the selected candidates.

12. Termination of Studentship

A student, who is admitted to any post graduate course of study and remains absent from classes for **seven days at a stretch or intermittently for more than fifty percent of classes held during any two consecutive weeks**, will be debarred from continuing his/her studies and his/her name will be struck off from the rolls. Fees submitted by the student at the time of admission will be forfeited.

After the provisional admission a student should have **at least 75% of attendance in classes for appearing in the Examination of the P.G. Courses**

13. Mere submission of Application form does not entitle a candidate to be considered for admission to the course unless he/she fulfils the eligibility conditions. Applicants must fully satisfy themselves about their eligibilities as prescribed above before filling in the Application Form.

If an applicant is inadvertently selected for provisional admission, he/she cannot, at later date, use that as a

right to claim that he/she meets the eligibility requirements.

AFTER ADMISSION OR DURING ANY STAGE THEREOF, IF IT IS FOUND ON SCRUTINY that any certificate found fake / forged would lead to cancellation of the admission of the candidate concerned for the concerned course of study without any notice. Furthermore, such candidate shall be prosecuted and also debarred from any Admission / Entrance Test of affiliated University in future.

College reserves the right to cancel/refuse admission at any point of time if it is found that:

- i. Minimum eligibility requirements are not fulfilled
- ii. False documentation has been done, or facts have been suppressed.
- iii. Any other similar valid reason.
- iv. False documentation submitted on already holding PG degree in regular mode.

14. C.U. candidate means candidate who passed the required last qualifying Examination as eligibility degree for admission in relevant P.G. courses, from Calcutta University.

15. Non-C.U. candidate means candidate who passed the required last qualifying Examination as eligibility degree for admission in relevant P.G. courses, from the University other than Calcutta University.

16. **Appeared candidate under selection has to pass all six semester examinations without any backlog. Otherwise, provisional admission of the candidate is treated as cancelled. Accordingly, an undertaking is to be given by the candidate before provisional admission. Any change in marks due to review of marks following post-publication of result would be considered till publication of provisional merit list. Thereafter, no change would be accommodated whatsoever.**

17. All the rules are subject to change by the order of the appropriate authority. For any ambiguity/ clarification / correction / modification, decision of the Principal, Maulana Azad College is final.

S/d

Principal

Maulana Azad College, Kolkata