NAAC Accredited **B+** Estd. - 1991

SAHEED ANURUP CHANDRA MAHAVIDYALAYA
A DEGREE COLLEGE OF ARTS & COMMERCE
Affiliated to the University of Calcutta
Recognized by the University Grants Commission

Memo No.: 68/SACM/Admission Notification/2021   **Date: 26 July 2021**

APPLICATION PROCEDURE (2021-22)

Application procedure for Admission to Semester – I for B.A / B. S c /B.Com. (General and Honours) Courses under Semester – wise choice Based Credit System (CBCS) of the University of Calcutta during the Academic Session 2021-22

Please read the following instruction very carefully and be sure of the *eligibility for applying* in *different courses* as per C.U. Admission Regulation (vide notification no. CSR/26/17 dated26/05/2017, CRS/64/17 dated 14/09/2017, CRS/3/18, dated 07/05/2018, CRS/10/18 dated 30/05/2018) and *availability of seats* before submission of the Application Form.

FOR APPLICATION IN DIFFERENT COURSES:

Login to www.sacm.ac.in / www.onlinesacm.org

Application in Honours Course: The applicant who want to apply in Honours Course, have to click "**APPLY IN HONOURS**" Button.

Application in General Course: The applicant who want to apply in General Course, have to click "**APPLY IN GENERAL**" Button.

An applicant may edit the Application Form before submission, but once the Application Form is submitted, no editing can be done. However, they may apply afresh within the last date.

SUBJECT CHOICE

For Honours Course:

In each set of three subjects, first subject denotes Honours (Core) Course and the rest two subject denotes 1st General Elective and 2nd General Elective respectively. Any one combination to be chosen at the time of application.

For B.A. General Course:

From each set of three subjects, first two subjects denote Core (CC) and the third subject will be Generic Elective (GE)

For B.Sc. General Course:

All the three subjects chosen are Core Course (CC)

For B.Com. General Course:

All the subjects are fixed.

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STEPS FOR FILLING UP THE FORM

STEP 1: (FORM SUBMISSION)

Before filling up the form, applicants must have the following documents scanned and ready for uploading in the specified area of the application form by using the "**Browse**" button

1. **Recent Passport Size Coloured Photo (<50KB),**
2. **Full Signature (<50KB),**
3. **M.P. Admit Card or Certificate (<200KB)**
4. **H.S Mark Sheet(<200KB),**
5. **Caste Certificate (if applicable) (<200KB)**
6. **P.W.D. Certificate (if applicable) (<200KB),**
7. **B.P.L. Certificate (if applicable) (<200KB),**
8. **Migration Certificate (if applicable) (<200KB)**
9. **Registration Certificate (for already registered candidates) (if applicable) (<200KB)**

Applicants have to click on "**APPLY ONLINE**" button to fill in necessary information like name, date of birth, address, caste / category, contact no, subject marks etc. very carefully and upload all the above-mentioned documents (as applicable).

Finally, the applicants have to click on "**SUBMIT APPLICATION** "button (Candidates should fill- up all the fields before submitting the application form)

STEP 2: (FORM CONFIRMATION / PRINT FORM)

After clicking "**SUBMIT APPLICATION**" button, a confirmation page of the application form will be displayed for confirmation of all data by applicants. Then click "**Please Confirm Your Details Then Submit Your Application Form**" button for final submission of the application form. However, **applicant may click "Back" button for any correction** and may click "**Please Confirm Your Details Then Submit Your Application Form**" button after that. **No correction is possible after the submission. However, they may apply afresh within last date.**

After submission, **two** more buttons will appear on the screen, "**PRINT FORM**" and "**EXIT**".

- The Applicant should click on "**PRINT FORM**" to get a print out of the Application Form (in portrait, A4 size format) **Please take a note of the "Application ID," in this print out. This will act as your "User Login" in future. This password will be your date of birth in "dd/mm/yyyy" format**.

- The "**EXIT** "button should be clicked to exit from the form submission screen.

STEP 3: MERIT LIST

The applicant should go to "**MERIT LIST**" button for knowing his/her merit status on the day of publication of merit list (Please refer to Admission Notice).

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MERIT POINT CALCULATION

1. **Merit point for Honours**: Total Marks in **TOP FOUR** subjects in H.S./ Equivalent Examination vide CSR/3/18 Dated 07/05/2018 of the University of Calcutta.

2. **Merit point for General**: Total Marks in **TOP FOUR** subjects in H.S./ Equivalent Examination vide CSR/3/18 Dated 07/05/2018 of the University of Calcutta

   (i) 5% of Norms Total will be reduced for candidates passing H.S. Exam. in 2020.

   (ii)) 10% of Norms Total will be reduced for candidates passing H.S. Exam. in 2019.

   (iii)) 15% of Norms Total will be reduced for candidates passing H.S. Exam. in 2018.

STEP 4: ADMISSION

If ranked in the merit list the applicant should go to **" e-Counseling List**" in the portal.

- The applicant may deposit requisite admission fee through "**ONLINE PAYMENT OPTION**" and generate "**ONLINE PAYMENT SLIP**". **Please be sure about "SUCCESSFUL PAYMENT"**

- Applicant may verify his / her "**Payment Status** "from online portal.

- Applicants may take print out of Duplicate Application Form through PRINT **DUPLICATE APPLICATION FORM**" button by using their Application ID as User ID and **Date of Birth** (dd/mm/yyyy) format as password.

VERIFICATION OF DOCUMENTS:

All admitted (provisional) candidate have to go through the process of verification of documents on or before commencement of classes (will be notified later), and will be required to show/submit all **original/photocopies** of related documents **within prescribed date(s)**.

They should show the following documents for verification.

(a) The Original H.S. Marksheet (or equivalent), Madhyamik Marksheet (or equivalent), H.S. Admit Card, Madhyamik Admit Card, SC/ST/OBC/PWD Certificates and any other related certificates (issued by competent authority as per latest G.O.)
(b) Self –attested Photocopy of the above documents.
(c) Printed copy of the application form duly signed by the Guardian.
(d) Self-attested "Online payment Slip" (Successful) (Application Fee Deposit Challan and Admission Fee Deposit Challan)
(e) School leaving Certificate.

Dr. Srabanti Bhattacharya
Principal