



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : ...WBSU/Reg/Notification/College/Guideline/88/2021-22

Date :Date: 05/08/2021

NOTIFICATION

I am hereby directed to circulate the guidelines of operation of newly developed University Portal for Centralized Admission Status of the affiliated colleges of WBSU to facilitate accurate and real-time flow of information regarding seat occupancies and multiple admissions of the same candidates to College Principals and University Authority. It will facilitate the authorities to know the admission status at a glance of all students. A powerful search engine is also available for the students to find out the seat position in their preferred Colleges/Courses. College Principals/TICs/OICs are requested to upload their admission reports in specific format through the interface.

Guideline for the Colleges:

- The Portal is meant for **Honours Courses** only
- The complete Excel Sheet for Honours admitted students has to be uploaded on specific dates as per University Notification dated 22th July 2021 in the prescribed formats. The files should be uploaded in xls/ csv/ xlsx format.
- Cumulative Admitted students list in **Honours Courses** should be uploaded through prescribed Excel Sheet every time. For example, on 28th August 2021 only 1st phase admission list should be uploaded, on 3rd September 2021 list should contain 1st and 2nd phase admitted students, on 7th September 2021 list should contain 1st, 2nd and 3rd phase admitted students, on 13th September 2021 list should contain 1st, 2nd, 3rd and 4th phase admitted students, on 18th September list should contain 1st, 2nd, 3rd, 4th and 5th phase admitted students.
- The admission of PWD candidates should be added to their respective categories, marking the option of PWD mentioned (Yes / No) in the prescribed Excel format
- The Student List in Prescribed Excel Sheet should **contain complete list of currently admitted students with admission categories. Please exclude unwanted data such as** intra-college transfer [if applicable], Cancellation, Conversion of Reserved Categories [if applicable] etc.
 - In case of course transfer, the previous admission details should be replaced with the new one. Example One candidate has got admitted in BNGA in the 1st merit list, but the same candidate has got admitted in PHYA in the 2nd merit list. In this case the details of the admission of BNGA has to be replaced with the details of PHYA
 - In case of Cancellation, the row of that admission details to be eliminated



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- In case the college allows a candidate to get admitted in reserved category and also in UR (if both are allotted), only one Category should be mentioned in Admission Category Column
- Once one Excel Sheet is uploaded, all the previous admission details of the college will be removed
- In case of mistake(s), the college may upload fresh Excel Sheet

This is for kind perusal of all concerned.


Registrar (Officiating), WBSU
Registrar (Officiating)
West Bengal State University
Barasat, Kolkata-700126

Copy to the following for information and necessary action:

1. The V.C's Secretariat, WBSU
2. The Head/Co-ordinator of all the Academic Departments of WBSU
3. The Principal/Teacher-in-Charge/Officer-in-Charge of all Colleges affiliated to WBSU
4. The U.E, In-Charge of the Office of the Controller of Examination, WBSU
5. The Finance Officer, WBSU
6. The Deputy Registrar, WBSU
7. The Registration Section, WBSU
8. The Registrar's Department, Guard File, WBSU


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