Ref No.-KNU/R/UG-Adm-Notice/0872/22   **Date:15 July 2022**

To
The Principal/ Vice Principal / TIC of Affiliated Colleges of Kazi Nazrul University
Kazi Nazrul University, Paschim Bardhaman

Sir/Madam,

In consonance with the Notification issued by the Department of Higher Education, Government of West Bengal bearing reference no. No. 507 – Edn(CS)/lOM-95/14 dated 30th June 2022 with a subject Online admission for the Academic Session 2022-23 to all UG and PG Courses, the following instructions are strictly to be adhered to during the admission to UG courses of studies for the academic session 2022-23.

- *The admission process to the UG courses of studies for 2022-23 shall commence w.e.f. 18th July, 2022.*

- *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.*
- *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__*
- *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 2022-2023*

I. Eligibility condition(s) for the respective degree programme is (are) satisfied.
II. Percentage of obtained marks given in the E-Form conforms to the corresponding marksheet.
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.
IV. Passing year of Higher Secondary or Equivalent Examination is not prior to 2019.
V. The candidate passes from the approved board of Higher Secondary/Equivalent Examination.
VI. Any other relevant points

- *Last date of admission process — 15th September, 2022.*

- *The authorities of the affiliated colleges shall forward a declaration at the time of submission of Admission Report to the Inspector of Colleges of the University to the effect that "All admissions have been granted strictly in compliance with Rules and Guidelines as issued by the Government and the University" and another declaration at the time of Registration to the Registrar of the University to the effect that "All approved candidates for University registration were admitted strictly in compliance with Rules and Guidelines as issued by the Government and the University"*

- *COVID-19 protocols as envisaged by the Government from time to time are required to be followed strictly.*

- *Schedule of Admission process (The template finalized in the meeting* of UG Admission Monitoring Committee with the Principal/ Vice Principal/ TIC of Affiliated Colleges, chaired by the Honourable Vice Chancellor, held on 15th August, 2021, Copy attached)

(a)   Date of opening of Online Portal for Application   - 18thJuly 2022

(b)   Date of Completion of Application in the Online Portal   – 5th August 2022

(c)Publication of list of eligible candidates of all UG courses after scrutiny– 12th August 2022

(d)   Publication of First Merit List & Commencement of Admission - 16th August, 2022

to all UG courses

(e)   Date of Completion of Admission process   - 15th September 2022

(f)   Date of commencement of 1st Semester Classes   – 19th September 2022

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 18.07.2022 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, 2022-23.

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

Yours sincerely,

Registrar (Addl.Charge)
Kazi Nazrul University, Asansol - 713340 (W.B.)

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol-713340

Encls:
1. The guidelines
2. Approved Intake for the session 2022-23
3. University related fees – will be shared shortly
4. Govt. notification-507 – Edn (CS)/lOM-95/14 dated 30th June 2022 of Department of Higher Education, Government of West Bengal
5. Copy of letter ref. no. KNU/R/UG-Adm-Notice /1159/21 dated 15/08/2021 which is referred above

Copy to:
Coordinator, Department of Animal Science,
Coordinator, BTTM,
Coordinator, BHM,
Coordinator, BBA (Hospital Management),
Coordinator, Department of Law,
Deans of Faculties