



Memo No.: 13/SACM/Admission Notification/2024-25

Date: 09<sup>th</sup> September, 2024

## APPLICATION PROCEDURE (2024-25)

Application procedure for Admission to Semester – I for 4-Year B.A / B. Sc. Degree Programme under CCF (Curriculum and Credit Framework), 3-Year B.A./B.Sc. Multidisciplinary Degree Programme under CCF and 3 Year B.Com. Degree Programme under CCF (Curriculum and Credit Framework) of the University of Calcutta during the Academic Session 2024-25.

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/04/2023, CSR/05/2023 and CSR/06/2023 dated. 23.06.2023) and *availability of seats* before submission of the Application Form.

### **FOR APPLICATION IN DIFFERENT COURSES:**

Login to [www.sacm.ac.in](http://www.sacm.ac.in) / [www.onlinesacm.org](http://www.onlinesacm.org)

**Application in 4-Year B.A/B.Sc. Degree Programme:** The applicant who want to apply in this Degree Programme, have to click “**APPLY IN MAJOR / HONOURS**” Button.

**Application in 3-Year B.A/B.Sc./B.Com. Degree Programme:** The applicant who want to apply in General Course, have to click “**APPLY IN MDC / 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 4- Year Major/Honours Programme :**

In each set of four subjects, first subject denotes Major/Hons., Second and Third subject denotes Minor-1 and Minor-2 respectively and Fourth Subject denotes IDC (which is to be chosen after admission). Any one combination to be chosen at the time of application.

### **For 3-Year B.A./B.Sc. Degree Programme:**

From each set of four subjects, first and second subjects denotes CC1 and CC2 respectively third subject denote Minor and fourth subjects denotes IDC (which is to be chosen after admission). Any one combination to be chosen at the time of application.

### **For 3-Year B.Com. Degree Programme:**

All the subjects are fixed.



## **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 (<150KB)**
4. **H.S. Mark Sheet(<150KB)**
5. **Caste Certificate (if applicable) (<100KB)**
6. **P.W.D. Certificate (if applicable) (<100KB)**
7. **B.P.L. Certificate (if applicable) (<100KB)**
8. **Migration Certificate (if applicable) (<100KB)**
9. **Registration Certificate (for already registered candidates) (if applicable) (<100KB)**
10. **Aadhar Card (<100KB)**
11. **EWS (General) Certificate (if applicable) (<100KB)**

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).

### **MERIT POINT CALCULATION**

**1. Merit point for Major/Honours Programme :** Total Marks in **TOP FOUR** subjects in H.S./

Equivalent Examination.

**2. Merit point for 3-Year B.A/B.Sc/B.Com. Programme :** Total Marks in **TOP FOUR** subjects in H.S./

Equivalent Examination.

## 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.
- **Any payment related dispute should be informed to college authority with Proper Evidence of Transaction (Containing Transaction No., Time, Date etc.) within 12 hours through email - office@sacm.ac.in**

### **VERIFICATION OF DOCUMENTS:**

All admitted (provisional) candidates 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/EWS 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.

(Prof) Dr. Santanu Kumar Sen  
Principal

Saheed Anurup Chandra Mahavidyalaya