



1. The Applicants are advised to fill the application form very carefully. *The Applicants passed from erstwhile Raiganj College affiliated to the University of North Bengal will not be treated as a student of Raiganj University.* In case any such issue arises at any stage of the admission process, the admission of such candidate will stand cancelled. Kindly note that Application Forms sent by post will not be entertained.
2. Ragging is strictly prohibited as per UGC Norms. The University will take appropriate actions through the Anti ragging Committee in case of any such complaint is received.
3. For additional information, if any, latest updates, please visit University website: www.raiganjuniversity.ac.in regularly during the admission process. If any technical problem arises during payment and software failure, students may call for the technical assistance at **08584824065 & 06292218758** from **10:30 AM to 6:30 PM** except during lunch Time (**02:00 PM- 02:30 PM**).
4. Regarding any complaint, the students are directed to send an application only through email to the rgupgadmission@gmail.com.
5. Graduates from a recognized university qualifying the norms for the admission as enshrined in the Admission Notification, 2023- 24 to specific discipline may apply for the PG Programs. In this regard, the regular and fresh candidates will be preferred for admission. The ratio for Home University students and Other University students shall be 80:20. However, the unfilled Home University Seats, if any, will be filled up by the Outside University students and vice- versa.
6. **The minimum marks required for admission is as follows:**
 - ARTS & COMMERCE (M.A./ M.Com.): 45% marks in Hons. (for Gen. Candidates): 40% marks in Hons. (for SC/ ST./PwD /OBC-A/OBC-B Candidates)
 - SCIENCE (M.Sc.): 50% marks in Hons. (for Gen. Candidates): 45% marks in Hons. (for SC / ST/PwD/OBC-A/OBC-B Candidates)
7. Applicants who completed their UG Degree from the Raiganj University are requested to enter correct Registration Number and *any wrong entry of the same will lead him/ her to be considered under 20% Quota of the seats reserved for the applicants who have completed UG from a University other than Raiganj University.* No application for altering the category (**Other to Home**) will be entertained by the University.

8. Any prayer for rectification of information entered by an applicant will not be entertained after the date for editing is over.
9. Applicants are strictly directed '**NOT TO VISIT**' the University campus during the online process of admission.
10. Candidates with Graduation in Vocational Courses are not eligible for admission to any of the PG Program run by the Raiganj University. Applicants are requested to upload the scanned copy of both the side of their marksheets during the filling up of the application form.
11. Candidates applying for the PG Admission at Raiganj University must have passed the UG Level as per the norms published on the Website. The Home students (*appeared the Final Semester Graduation Examination from Raiganj University*) with back paper/s in **2nd/ 4th or 6th Semester** may apply for admission on a condition that at the time of document verification, such students have to submit passed marksheet, otherwise their admission will stand cancelled.
12. Selection will be made as per university admission norms. Only one application form will be considered for the admission process against a Programme offered by a Department. In case of multiple applications received from an applicant by the University, only the first application will be entertained. However, for MBA, M.Sc. in Microbiology, M.Sc. in Sericulture, CIS and M.Sc. in Computer Sciences one fresh application by a candidate will be entertained.
13. The conversion formula for converting CGPA to the corresponding percentage of marks will be as follows:
 $X = 10 Y - 4.5$ (Where, X = Percentage of Marks, Y = CGPA)
The same formula will be applied for conversion from CGPA to Percentage (%) of marks for the applicants who passed from a University declaring marks only in CGPA.
14. The willing candidates may apply for Hostel facility alongwith the application form. The application forms so received by the Office will be processed in accordance with the vacancy and the existing rules of the University.
15. Once a student's name appears in the merit list, payment is required to be made as per the schedule published by the University and on payment of admission fees, the candidate will be considered as provisionally admitted till the successful registration of the candidate so admitted to Raiganj University.
16. If a candidate fails to take admission within stipulated time, his/her name would not be considered in any subsequent list of the same subject. If a student selected for admission does not get himself/herself admitted within the specified time he/she will forfeit his/her claim for admission.

17. Admission will be treated as cancelled without considering any cause as per rule if-
 - any candidate fails to appear for document verification on the stipulated date and time or fail to produce the relevant original documents required during verification process.
 - any candidate fails to attend 75% of the classes in first 15 days.
 - any candidate furnishes false information, false certificate, if any, during the time of filling up of the application form or at any stage of the admission process will lead to the cancellation of admission at the time of verification.
18. Applicants are required to pick the Compulsory Optional Papers [Generic Elective (GE) Papers out of which **one paper will be allocated** and One Non- Credit Course each for 1st, 2nd and 3rd Semester] at the time of the payment of admission fee. The CBCS Enrolment to be done at the time of payment of admission fee and the link will be opened while a candidate is being meritlisted.
19. **Verification of documents** will be done only when the students will report for classes. The candidates who got themselves admitted fulfilling the admission criteria are required to submit their final marksheet (**completing the 6th Semester or so**) during the time of verification, alongwith other documents as notified by the University and failing which, the admission will be cancelled. In this connection, if the applicant is found obtained less than the marks cited in the application form in average of all the Semesters, his/ her admission will stand cancelled. However, if he/ she obtains more marks that what he/ she cited will not be able to claim any benefit out of the same.
20. University will abide by the guidelines issued by the '**Dept. of Higher Education, Govt. of West Bengal** and relevant guidelines of the **UGC** concerning the PG admission.
21. After admission, if at any point of time during the tenure of the course, it is detected that marksheet(s) submitted and/or any information provided by the candidate is/are forged/false, the admission of the candidate will be cancelled by the authority forthwith.
22. A student who wants to join this University on migration from another University shall have to submit a **Migration Certificate** within one month from the date of admission and without submission of the same, the Registration process will not be initiated and ultimately, his/ her admission will stand cancelled.
23. An applicant to PG Programme will not be allowed to carry on any other regular programme offered by any other institution and vice versa. Any incident of such type will lead to cancellation of Admission at Raiganj University during any stage of the Course.
24. A student willing to cancel the admission to PG programme at Raiganj University is required to submit the application in prescribed form (*available on the University Website*) alongwith the relevant documents will be considered for refund of admission fee as per the

norms issued by the appropriate authority time to time.

25. Do's & Don'ts

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1.	The applicants must provide a valid phone number with a valid email id.	Don't provide any other's phone number or email id, like internet cafe or something which is not belonging to you.
2.	If in any case, the registered mobile number needs to be changed in future, the candidate requires bringing the same into the notice of the University Authority and approval there from.	Don't change the mobile number and email id which you have registered with the University.
3.	The applicants are required to choose the optional papers namely- GE and AEC	
4.	Put all correct information at the time of filling up the application form.	Don't put any false information at the time of form fill up or verification.

Sd/-

(Dr. Diganta Biswas)

**Secretary, Post Graduate Council,
Raiganj University, Raiganj.**