

## **SECTION – 20**

### **FAQ**

**Q1 . Whether any hard copy of Application to be issued?**

Ans : No. Apply through online only.

**Q 2. Whether Application fee to be paid before online submission of application?**

Ans : Application Fee and Entrance Test Fee to be paid after final submission of online application.

**Q 3. Can I save my online application part by part?**

Ans : Yes, you can save part by part. You can get back the previous part (if saved).

**Q 4. What are the documents I have to attach with the application?**

Ans : i) Printed copy of application form ii) copy of e-receipt (iii) all mark sheets from 10<sup>th</sup>, 12<sup>th</sup>, Graduation, etc, admit card / certificate of 10<sup>th</sup> standard as proof of DOB, SC/ST/OBC-A/OBC-B/PWD/EWS certificate (if applicable), Aadhar Card.

**Q 5. Who can attested documents?**

Ans : Self Attested copy to be submitted. Candidate must sign all page of printed copy of Application form and documents.

**Q 6. What are the soft copies of documents and their size required during submission of online application?**

Ans :

- a. Candidate's Passport size photo – Size Max 50 Kb
- b. Candidate's Signature (In English) - Size Max 30 Kb
- c. Self attested copy of Mark Sheets - Size Max 200 Kb

**Q 7. When printed copy of Application and documents to be submitted?**

Ans : **For the Candidate Part-A Candidates ( C.U. Graduates) will submit printed copy of Application and other testimonials after admission as notified in Admission Schedule.**

**For the Candidate Part-B Candidates (Non C.U. graduates) will submit printed copy of application and other testimonials after admission to be notified in the Admission Schedule.**

**Q 8. How will I know the status of my application?**

Ans : You have to follow website notice and student portal.

**Q 9. Weather separate application to submitted for P.G. Course in UG Colleges?**

Ans : No. For all the courses or part of the courses in a group (including PG Courses in UG Colleges) one application is applicable.

**Q 10. Where the fees related to admission in PG Courses in UG Colleges to be paid?**

Ans : For payment of fees related to the PG courses in UG Colleges, candidate have to contact to respective college authority / college website and have to pay according to their direction.

**Q 11. I am BA Honrs. in Geography/ BA Honrs. in Psychology/ BA Honrs. in Anthorpology, I want to apply in MA in Geography/ MA in Psychology/ MA in Anthopology then in which admission portal, I have to submit my application?**

Ans : You have to submit in M.Sc./B.Tech. (2<sup>nd</sup> Yr.) in this link <http://caluniv-ucsta.net/msc-btech/>

**Q 12. I want to apply in M.Sc. in Museology/ M.Sc. in Archeology/ MA/M.Sc. in Journalism & Mass Communication/M.Sc. in Economics then in which admission portal, I have to submit my application?**

Ans : You have to submit application in MA/M.Sc (Economics, Arceology, Museology etc.) admission portal in this link <http://www.caluniv-ucsta.net/ma/>

**Q 13. What is the significance of order of preference?**

Ans : Please See the Section – 7 of Information Brochure, Procedure of Application, Significance of order of preference & Group No.

**Q 14. Who have to appear in Entrance Test?**

Ans : All the PART-B Non-CU applicants must have to appear in Entrance Test.

**Q 15. What type of Entrance Test will be held?**

Ans : MCQ type question and answer may be CBT (Computer Based Test) mode or in OMR sheet.

**Q 16. I have graduated from C.U., do I have to appear Entrance Test?**

Ans : No, Entrance Test is applicable for Non –CU candidates only.

**Q 17. How much is application fee?**

Ans : Rs. 200/- for each group of application.

**Q 18. How much is Entrance Test fee?**

Ans : Rs. 400/- for each group of application.

**Q 19. What mean by Group?**

Ans : See Section – 7 Procedure of Application (Group No. & Order of Preference) of information brochure.

**Q 20. When the Entrance Test will be held?**

Ans : Tentatively last week of the month of September. The exact Date, Time & Venue will be notified on website in due course. Please check the admission schedule time to time.

**Q 21. What would be the venue of Entrance Test?**

Ans : Venue of Entrance Test would be in Kolkata City. No centre allotted outside of Kolkata.

**Q 22. Whether Entrance Test Fee to be paid online?**

Ans : Yes, Entrance Test Fee Rs. 400/- for others and Rs. 200/- for SC/ST/PWD for each group application to be paid by the Non-CU applicant only.

**Q 23. Can I pay application fee through Cash?**

Ans : No.

**Q 24. I submitted online Application. How I will pay Entrance Test?**

Ans : You have to pay Entrance Test fee and application fee in together after online submission of application through the admission portal (PART-B applicants only).

**Q 25. I have paid Entrance Test Fee. I have got e-receipt of payment but my payment status remains Pending?**

Ans : For payment status update may take 2/3 working days. If not updated within 2/3 days contact Technical Team or Help Desk / Secretary Office with e-receipt and a printed copy of application form through Email: [cuadmissionmscbtech@gmail.com](mailto:cuadmissionmscbtech@gmail.com)

**Q 26. For any technical problem regarding payment issues, to whom I may contact?**

Ans : Please contact bill desk personnel through e-mail: [pgsupport@billdesk.com](mailto:pgsupport@billdesk.com) with screenshot of documents related to payment and also send a copy to this help desk e-mail: [cuadmissionmscbtech@gmail.com](mailto:cuadmissionmscbtech@gmail.com)

**Q 27. How could I know any date and time of any event related to admission?**

Ans : Please check the admission schedule regularly. Admission Schedule will be updated time to time.

**Q 28. Whom I contact for any problem?**

Ans : See Contact Us.

**HELP DESK MOBILE NO.:** 9830591363 / 9874625184 / 9088951003 / 8276007220/ 9062356574 (C.U. Rajabazar Sc. College Campus including V.L. College Campus) (10:30 AM to 05:30 PM Monday to Saturday) 9903834287 / 7890733985 / 8697966905 (C.U. Ballygunge Sc. College Campus) (10:30 AM to 05:30 PM Monday to Saturday)

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