

SECTION – 20

FAQ

Q#1. Whether any hard copy of Application to be issued?

Ans. No. Apply through online only.

Q#2. Whether Application fee and Entrance Test fee to be paid before online submission of application?

Ans. Application Fee and Entrance Test Fee to be paid after final submission through online mode.

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 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#5. Who is under PART-A?

Ans. Current year C.U. pass out student.

Q#6. Who is under PART-B?

Ans. All NON-CU students current & previous year pass out and all C.U. students previous year pass out. C.U current year pass out student who opt for ENTRANCE TEST.

Q#7. I am a current year pass out C.U student. If I opt for ENTRANCE TEST then my candidature will be under PART-A or PART-B?

Ans. In both PART-A and PART-B.

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

Ans. You have to follow website notice and student admission portal by using login ID (application no.) and password.

Q#9. Whether separate application to be 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. What are the documents that I have to upload?

Ans. Copy of

- (i) Academic credentials: All mark sheets from 10th, 12th, Graduation etc.,
- (ii) Age proof: Admit card/certificate of 10th standard as proof of DOB,
- (iii) Reservation proof: Valid SC/ST/OBC-A/OBC-B/PWD/EWS certificate (if applicable),
- (iv) Domicile certificate (applicable for the reservation category certificate issued other than Govt. of West Bengal),
- (v) Other document: Aadhaar Card, APPAR ID / ABC ID etc.

Q#11. 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#12. When printed copy of Application and documents to be submitted?

Ans. Candidates will submit printed copy of Application, copy of e-receipt and other testimonials after admission as notified in Admission Schedule.

Q#13. I am an appeared candidate in the final semester exam and result not yet published. How could I put honours marks obtained and full marks?

Ans. Appeared candidates put the marks obtained and full marks except last semester exam.

Q#14. I am a Non CU Candidate. How could I put the honours marks obtained and full marks?

Ans. Convert the CGPA * 10 = % of marks obtained and full marks as 100. Use (1+1+1) format/table.

Q#15. How could I fill up the application form, if both of marks obtained and CGPA are in marks sheet?

Ans. In academic details section of application form, choose 'CGPA' as 'NO' then enter obtained marks and full marks in respective field/column.

Q#16. I am not able to see courses and preference to choose.

Ans. Check U.G./last degree papers detail. Before entering marks, calculate your percentage of marks in offline and check for your eligibility. Then click (1+1+1) system and enter obtained marks and full marks accordingly.

Q#17. I am BA (Hons.) in Geography/ BA (Hons.) in Psychology/ BA (Hons.) in Anthropology, I want to apply in MA in Geography/ MA in Psychology/ MA in Anthropology. In which admission portal, I have to submit my application?

Ans. You have to submit/apply through "2Yr. M.Sc./M.A. Admission under Science Faculty 2025" using the link <http://caluniv-ucsta.net/msc-btech/>.

Q#18. I want to apply in 'M.Sc. in Museology'/ 'M.Sc. in Archeology'/ 'MA/M.Sc. in Journalism & Mass Communication'/ 'M.Sc. in Economics'. Which admission portal to use to submit my application?

Ans. You have to submit application through "M.A/M.Sc. (Economics, Archeology, Museology etc.)" using the link <http://www.caluniv-ucsta.net/ma/>.

Q#19. What is the significance of order of preference?

Ans. Please follow the "Section-7" of Information Brochure, Procedure of Application and Significance of order of preference & Group No.

Q#20. Who have to appear in Entrance Test?

Ans. All the PART-B applicants must have to appear in Entrance Test and Entrance Test is optional for PART-A applicants. PART-A applicants may or may not appear in Entrance Test.

Q#21. What type of Entrance Test will be held?

Ans. MCQ type question and answer in CBT (Computer Based Test) mode.

Q#22. I have graduated from C.U. in previous year, do I have to appear in Entrance Test?

Ans. Yes.

Q#23. I am a C.U. current year student and have appeared in final semester examination. Do I have to appear Entrance Test?

Ans. Optional. May or may not appear. If you appear in Entrance Test, your name will be in both PART-A & PART-B merit list otherwise in PART-A merit list only.

Q#24. How much is application fee?

Ans. For GEN/OBC-A/OBC-B/EWS candidate Rs. 200/- for each group of application and Rs. 100/- for SC/ST/PWD candidate.

Q#25. How much is Entrance Test fee?

Ans. For GEN/OBC-A/OBC-B/EWS candidate Rs. 400/- for each group of application and Rs. 200/- for SC/ST/PWD candidate.

Q#26. Whether Entrance Test Fee to be paid online?

Ans. Yes.

Q#27. Where the admission fees related to 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#28. What does 'Group' mean?

Ans. Please follow 'Section-7' Procedure of Application (Group No. & Order of Preference) of information brochure.

Q#29. When the Entrance Test will be held?

Ans. The exact Date, Time & Venue will be notified on website in due course. Please follow the admission schedule time to time.

Q#30. What would be the venue of Entrance Test?

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

Q#31. Can I pay application fee through Cash?

Ans. No.

Q#32. I submitted online Application. How will I pay Entrance Test fee?

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#33. I have paid Entrance Test Fee but my payment status remains pending?

Ans. If payment status is not updated, contact **Bill Desk** through e-mail: pgsupport@billdesk.com mentioning the **TRANSACTION ID & APPLICATION NO** and also send a copy to **Help Desk / Secretary Office** through Email: cuadmissionmscbtech@gmail.com.

Q#34. For any technical problem regarding payment issues, to whom I may contact?

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

Q#35. How could I know date and time of any event related to admission?

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

Q#36. How could I know the Admission Fee / Semester Fee etc.?

Ans. Please follow the '**Section-11**' (Fess Structure) of Information Brochure on website for University in-house courses.

For any P.G. courses in UG colleges please visit the respective college website to get the information.

Q#37. Whom I contact for any problem?

Ans. Please follow the '**Contact Us**' information.

HELP DESK MOBILE NO.: 9062356574/7890712434/8981857061/8274991985/8585842324 (C.U. Rajabazar Sc. College Campus including V.L. College Campus) (10:30 AM to 05:30 PM Monday to Saturday) 9903834287/7890733985/8697470469 (C.U. Ballygunge Sc. College Campus) (10:30 AM to 05:30 PM Monday to Saturday)

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