

**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, 6th Floor: Salt Lake, Kolkata - 700 091**

No. 999-Edn(CS)/10M-95/14

Dated: 31.08.2026

## NOTIFICATION

**Online Decentralised Admission to Undergraduate Programmes in General Degree  
HEIs through Decentralised Admission Portal  
Academic Session: 2026-2027**

**Subject:** Admission against residual vacant seats in Undergraduate General Degree Programmes in HEIs through Decentralised Admission after completion of the Admission Process through the Centralised Admission Portal (CAP) for the Academic Session 2026-2027.

### 1. BACKGROUND AND COMMENCEMENT

The Department of Higher Education, Government of West Bengal, conducts admission to Undergraduate General Degree Programmes in participating Higher Education Institutions through the Centralised Admission Portal (CAP), following a single-window, transparent and merit-based process.

After completion and formal closure of the notified phases of admission through CAP, residual vacancies may remain in certain Institutions and Programmes. To enable such vacancies to be filled in an orderly, transparent and time-bound manner, the competent authority of the State Government has decided that further admission, if required, shall be undertaken entirely online through Decentralised Admission Portal subject to the provisions of this Notification.

The date of commencement and the final date for completion of the admission process through the Decentralised Admission Portal is given in Annexure I. No admission shall be made before commencement or after closure of the period so notified.

### 2. OBJECTIVES

1. To provide eligible candidates a fair opportunity for admission against genuine residual vacancies after closure of CAP.
2. To ensure that the process of decentralised admission remains online, transparent, uniform, merit-based and capable of being monitored.
3. To ensure timely publication of vacancies, merit lists, selection status and admission data in respect of every participating Institution.

### 3. SCOPE AND INSTITUTIONS COVERED

4. This Notification shall apply to Government Colleges, Government-aided/Government-sponsored Colleges, State-aided Universities as are covered by CAP.
5. Admission shall be limited to residual vacant seats in sanctioned and duly affiliated Undergraduate Programmes.
6. No Institution shall advertise, offer or admit against any seat beyond its sanctioned intake, approved subject combination, applicable reservation roster or reported vacancy position.

### 4. ONLINE APPLICATION AND DATA SUBMISSION

7. The entire application process shall be conducted online through the official Decentralised Admission Portal designated by the Department of Higher Education. No physical presence shall be required for application or initial selection.

8. No fee or charge shall be realised for the application or for scanning/uploading documents. An Institution shall not engage any intermediary for collection of such charges.
9. Candidates shall upload all prescribed testimonials and furnish complete and accurate personal details, academic details, reservation category details and other information in the portal itself.
10. The portal shall generate an acknowledgement document/ receipt containing a unique application number. Candidates shall preserve the acknowledgement document/ receipt and all system-generated records until completion of admission.
11. Applications submitted outside the official portal, through e-mail, paper form, messaging platforms, or any other such unapproved channels shall not be entertained.

#### 5. MERIT, RESERVATION AND SEAT ALLOCATION

12. Admission shall be made strictly on the basis of merit, determined from the qualifying examination, in accordance with the rules of the affiliating University and the approved admission criteria of the Institution. No interview, donation, discretionary nomination or offline counselling shall form part of the selection process.
13. The merit formula and all tie-breaking rules shall be declared in advance and shall be applied uniformly to every applicant for the same Programme and category.
14. Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, Persons with Disabilities and any other category shall be implemented strictly in accordance with the applicable Acts, Rules, Government Orders, University regulations and directions of the competent authority.
15. Selection shall depend upon candidate eligibility, merit position, applicable category and the live vacancy position. No candidate may claim admission as a matter of right merely by applying or appearing in a merit list.

#### 6. PUBLICATION OF MERIT LISTS

16. Provisional merit list will be published on the official portal after closure of the application window during the dates specified through official notification.

#### 7. PAYMENT AND CONFIRMATION OF ADMISSION

17. Admission fees shall be paid only through the online payment gateway through the portal.
18. The system shall issue a system-generated provisional admission receipt immediately after successful payment.
19. No amount other than the duly approved admission fee and other authorised institutional charges shall be collected from a candidate.

#### 8. DOCUMENT VERIFICATION

20. All testimonials shall be uploaded online at the application stage. Verification of original documents shall ordinarily be undertaken when the admitted student reports for physical verification at the institution level.
21. Admission shall remain provisional until verification of the original mark sheets, age proof, category/reservation certificates and all other prescribed documents.
22. If any document or declaration is found to be false, invalid, materially inconsistent or not in conformity with the information furnished online, the admission shall be cancelled after following due process. The responsibility for accurate verification and preservation of verification records shall rest with the concerned Institution.

#### 9. CANDIDATE RESPONSIBILITIES

23. To furnish correct information and authentic documents and to remain personally responsible for all declarations made online.



24. To safeguard login credentials and not share them with any unauthorised person or agency.
25. To monitor the official portal regularly for schedules, corrections, merit lists, selection status and admission instructions.
26. To complete every required action, including payment and document verification, within the notified deadline.
27. To retain the original online application, payment receipt, provisional admission receipt and all other portal-generated documents.

#### 10. GENERAL PROVISIONS

28. No manual preference, physical application, offline allotment, spot admission outside the notified online process or admission through any unauthorised intermediary shall be valid.
29. All dates and instructions published by the Department or the competent authority shall be binding. Requests for extension based on failure to check the official portal, non-receipt of SMS/e-mail or personal inconvenience shall not ordinarily be entertained.
30. If any candidate is found ineligible or any admission is found to have been obtained by suppression, or misrepresentation of facts, fraud or breach of this Notification, such admission shall be liable to cancellation, without prejudice to any other action permissible in law.

This Notification shall come into force with immediate effect for preparatory purposes and shall govern online institution-level admission against residual vacancies for the Academic Session 2026-2027, through the Decentralised Admission Portal from the date separately notified by the Department of Higher Education. Actions already completed lawfully through CAP shall remain unaffected.

This is issued with the approval of the competent authority in this Department.

By order

Sd/-

**Additional Secretary**  
Department of Higher Education

No. 999/1(37)-Edn(CS)/10M-95/14

Dated: 31/08/2026

**Copy forwarded for information and taking necessary action to the:**

1. Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata-700091 - She is requested to send copy to each Govt./Govt. aided College for taking necessary action;
2. Joint Secretary (IT Cell), Higher Education Department, Bikash Bhavan, Kolkata-91 - He is requested to arrange for uploading a copy in this Department's website;
3. Registrar, University of Calcutta, College Street, Senate House, Kolkata-700073;
4. Registrar, Jadavpur University, 188, Raja S.C. Mullick Road, Jadavpur, Kolkata-700032;
5. Registrar, University of Burdwan, Rajbati, Burdwan, Pin-713104;
6. Registrar, University of Kalyani, Nadia, Pin-741235;
7. Registrar, Rabindra Bharati University, 56A, B.T. Road, Kolkata-700050;
8. Registrar, University of North Bengal, Raja Rammohanpur, North Bengal, Darjeeling, Pin-734014;
9. Registrar, Vidyasagar University, Rangamati, P.O.-Vidyasagar, Paschim Medinipur, Pin-721102;
10. Registrar, Netaji Subhas Open University, DD-26, Salt Lake, Sector-I, Kolkata-700064;
11. Registrar, West Bengal State University, Malikpukur, Berunanpukuria, Barasat-713340;
12. Registrar, Gour Banga University, N.H.34, Mokdumpur, Malda, Pin-732103;
13. Registrar, Presidency University, 86/1, College Street, Kolkata-700073;
14. Registrar, Sidhu Kanho Birsha University, Ranchi-Purulia Road, Purulia, Pin-723104;
15. Registrar, Kazi Nazrul University, Kalla, By Pass More, Asansol, Burdwan, Pin-713304;
16. Registrar, Cooch Behar Panchanan Barma University, Cooch Behar;
17. Registrar, Diamond Harbour Women's University, Sarisha, Diamond Harbour Road, Pin-743368;
18. Registrar, Bankura University, Bikna, Bankura, Puabagan, Pin-722146;
19. Registrar, Raiganj University, College Para, Raiganj, Uttar Dinajpur, Pin-733134;
20. Registrar, The Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata-700073;
21. Registrar, Baba Saheb Ambedkar Education University, 25/2 & 25/3, Ballygunge Circular Road, Kolkata-700019;
22. Registrar, Rani Rashmoni Green University, Singur Government General Degree College Campus, Singur, Hooghly;
23. Registrar, Mahatma Gandhi University, West Bengal, Mahishadal Raj College Campus, Purba Medinipur, PIN-721628;
24. Registrar, Sadhu Ram Chand Murmu University of Jhargram, Jhargram, SH-5, PIN-721507;
25. Registrar, Kanyashree University, Krishnagar Government College Campus, Nadia, PIN-741101;
26. Registrar, Hari Chand Guru Chand University, Gaighata, North 24 Parganas, PIN-743287;
27. Registrar, Biswa Bangla Biswabidyalaya, Shibpur, Boipur, Birbhum;
28. Registrar, Murshidabad University, K.N. College Campus, Baharampore, Murshidabad;
29. Registrar, Dakshin Dinajpur University, Balurghat, Dakshin Dinajpur;
30. Registrar, Hindi University, Arupara, Howrah-711101;
31. Registrar, Darjeeling Hills University, Mangpoo, Darjeeling;
32. Registrar, Alipurduar University, Alipurduar, PIN-736122;
33. PS to HMIC, HED
34. Senior PS to Additional Chief Secretary, HED
35. Senior PS to Senior Special Secretary, HED
36. Senior PS to Special Commissioner, HED
37. Office Copy

  
Deputy Secretary

Department of Higher Education





## Annexure-I

| Proposed Schedule of Events in Decentralised Admission Portal 2026 |                        |                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | Date                   | Events                                                                                                                                                                                                                               |
| Phase – 1                                                          | 03 September 2026      | Launch of Decentralised Admission Portal<br>Publication of Seat Matrix                                                                                                                                                               |
|                                                                    | 03 - 05 September 2026 | Applications in the 1 <sup>st</sup> Phase under Decentralised Admission Process from<br>(1) Fresh applicants<br>(2) Existing applicants of Centralised Admission Portal                                                              |
|                                                                    | 07 September 2026      | Publication of Merit list and Allocation list                                                                                                                                                                                        |
|                                                                    | 07 - 08 September 2026 | Admission against Seat allotment                                                                                                                                                                                                     |
|                                                                    | 07 - 09 September 2026 | Physical verification of admitted candidates at the institution level.                                                                                                                                                               |
|                                                                    | 11 September 2026      | Publication of Seat Matrix                                                                                                                                                                                                           |
| Phase – 2                                                          | 11 - 13 September 2026 | Applications in the 2 <sup>nd</sup> Phase under Decentralised Admission Process from<br>(1) Fresh applicants<br>(2) Existing applicants of Centralised Admission Portal<br>(3) Existing applicants of Decentralised Admission Portal |
|                                                                    | 15 September 2026      | Publication of Merit list and Allocation list                                                                                                                                                                                        |
|                                                                    | 15 - 16 September 2026 | Admission against Seat allotment                                                                                                                                                                                                     |
|                                                                    | 15 - 18 September 2026 | Physical verification of admitted candidates at the institution level.                                                                                                                                                               |

\*The schedule is subject to change in case of exigencies