

NABA BALLYGUNGE MAHAVIDYALAYA



E-PROSPECTUS 2023-24

27E, Bose Pukur Road, Kasba, Kolkata-700042



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PRINCIPAL'S MESSAGE

"The roots below the earth claim no rewards for making the branches fruitful"

-Rabindranath Tagore

Education is a realm of infinite possibilities, a tapestry woven with the threads of knowledge, wisdom, and enlightenment. It is the beacon that illuminates the darkest alleys of ignorance, inspiring truth-seekers and the champions of progress. True education extends beyond academic achievements; it encompasses the holistic development of human beings. Our institution aims at nurturing minds, bodies, and souls of the young learners, propelling them beyond mediocrity.

Here, we foster an environment that encourages creativity, critical thinking, and empathy. We prepare the learners to dare embrace challenges. We also shape them in order that they seek knowledge with unwavering determination, for it is the gateway to enlightenment. Teaching is important, but we also train their minds to rise above fear, confront doubt, and become warriors of knowledge, armed with wisdom and the audacity to dream. Education is a lifelong journey, and each day is an opportunity for growth for them.

Starting its journey in 1985 as Charu Chandra Evening College and expanding its offerings in 2013-2014 to include PG courses in Bengali and Commerce, shows a commitment to providing enhanced educational opportunities to the community. By introducing postgraduate courses, the college has demonstrated its dedication to catering to the higher education needs of students and preparing them for a more specialized career path. Offering courses in Bengali and Commerce allows students to pursue advanced studies in these fields and acquire in-depth knowledge and skills.

Expanding the college's curriculum with PG courses not only benefits the future generation by providing them with additional educational options but also contributes to the overall growth and development of the nation. Higher education plays a crucial role in equipping individuals with the skills and knowledge necessary to contribute to the progress and advancement of society.

Overall, the introduction of PG courses in Bengali and Commerce by our College reflects its forward-thinking approach and dedication to providing a comprehensive educational experience to students, enabling them to thrive and contribute meaningfully to society.

With pride and conviction, our students join this grand odyssey of learning, shaping the destiny of their existence. With unwavering certainty and profound belief, I affirm that each one of them possesses the potential to make an extraordinary impact upon the world.

Sincerely,
Dr. Ayantika Ghosh
Principal

College At A Glance

Year of Establishment	1985
No. of Departments	09
No. of P.G. Departments	02
Total Number of Teachers & Librarian	Permanent Teachers-25+1(on Lien) State Aided Teachers-09 Librarian-01
Total No. of Non Teaching Staff	Permanent- 11 Casual-03
No. of books in College Library	14,500 approx
No. of E-Journals	6000+
E-Book	8,00000 free+(209)purchase
Library RFID gate	01
Computers	45
Smart Class Room	01
No. of Photocopier Machines	03
Gymnasium	Yes
Auditorium	Yes
Library Automation Soft Ware	yes
Knowledge Resource Centre	yes
CCTV	Yes
NSS Unit	Yes
Generator	Yes
Cycle Stand	Yes
Purified Water Machine	Yes
Anti Ragging Cell	Yes
Counselling Cell	Yes
Women's Cell	Yes
Wifi Access	Yes
Sport Facilities	Yes

STUDENTS' CHARTER

The learning rights and obligations of students

(A) The Institution's Responsibilities towards its Students:

- Communicate the goals and objectives of the Institution clearly to all students.
- Offer a wide range of programmes with adequate academic flexibility.
- Use feedback from students in the initiation, review and redesign the programmes.
- Facilitate effective running of the teaching-learning programmes.
- Implement well-conceived plan for monitoring student progress continuously.
- Ensure that the student assessment procedures and systems are reliable and valid.
- Provide clear information to students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- Ensure sufficient and well-run support services to all students.
- Promote values, social responsibilities and good citizenry in all students.

(B) Students' Responsibilities of Learning:

- Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant Institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Follow the time schedules, rules and regulations of the Institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the Institution.
- Prepare for continuous internal assignments and term-end examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the Institution.

[N.B.: NAAC, Bangalore has framed this Charter and directs all the colleges to circulate it among the students, teachers and staff.]



OUR INSTITUTION

Naba Ballygunge Mahavidyalaya an eminent educational Institution of South Kolkata was established as an evening section of its Parent institution Charu Chandra College on 15th July, 1985 for the employed and employment seeking students. Its parent institution Charu Chandra College was established in 1947 in the sacred memory of Deskmur Charu

Chandra Chattopadhyay for the benefit of the students migrated from East Bengal (presently Bangladesh). The then Charu Chandra Evening College has been bifurcated after a 23 years relation (evening section of Charu Chandra College was originally established in 1962) with its Parent body Charu Chandra College at 80 R.K. Ghosal Road, Kolkata-700042 at Chittaranjan Boys' School with creative excellence and innovative gravity of Prof. Santosh Mitra and Prof. Anil Basak.

After a long transition and tireless effort of some of the eminent personalities like Gurupada Bagchi, Sri Rabin Deb, President, G.B. and with the financial and infrastructural assistance by Hon'able M.P. viz. Dr. Biplab Dasgupta, Md. Salim, Sarala Mahaswari and Chandra Kala Pandey, our dream came to the light of reality on 9th October, 2002 and the new college building was inaugurated by the then Chief Minister Sri Buddhadeb Bhattacharya at 27E, Bosepukur Road, Kolkata - 700042. The college is renamed as Naba Ballygunge Mahavidyalaya on 1st April, 2005 and shifted to a Day College w.e.f. 1st July, 2005. After crossing long hurdles with the creative thinking of the Management, the college is moving dynamically to reach its objectives and trying to endeavor the knowledge of excellence and Heaven of destiny to the socio-economic embraces. Naba Ballygunge Mahavidyalaya is an emerging Institution for the application of PATH GOAL THEORY of Destination of the Bright as well as Poor Students. The Institution runs a well balanced Programme for harmonious development of body, mind intellect and soul, specially based on activities of NSS, games and sports, seminars, debates, drama etc. With the roll of time and change of socio-economic culture, the entire scenario of education has undergone a sea change. In the era of globalization Naba Ballygunge Mahavidyalaya is no longer just an educational institute but it ensures the hope for new dimension in all spheres of development of human resources with the innovative excellence and creative administration.

INSTITUTIONAL LOCATION

This college is located at 27E, Bosepukur Road, Kolkata - 700 042 which is the heart of Kasba Township and adjacent to the Kasba Police Station in South Kolkata. It is half kilometre away from Ballygunge Railway Junction, an important station in south section of Sealdah Railway Division. The location is enriched due to its unique establishment at the left hand side of Rashbehari Connector from Gariahat to Ruby Hospital. The location of the college is conducive to the upliftment of the students of nearby slum area.



INSTITUTIONAL MISSIONS AND GOALS

The college has been established to fulfill specific missions and goals. Some of our missions, goals and motto are stated below:

- To provide the students with the best possible education and quality teaching.
- To develop social awareness conducive to responsible citizen.
- To help poor students and the students of backward classes in different ways.
- To extend opportunities in the areas of job-oriented programmes.
- To motivate the students in extra-curricular activities.
- To infuse into the students a sense of discipline and co-operation in life.
- To build up an all-round personality.
- To ensure a healthy teacher-student relationship within the Institution.
- To create a wider platform of acquiring knowledge beyond the syllabus.
- To promote an invigorating and congenial atmosphere in the institution for mental and physical health of the students.
- To create employment opportunities for the outgoing students through recruitment cell of the Institution.
- To create job opportunities by interaction with expert of industries, trade and commerce.

Internal Discipline And Code Of Conduct

The general norms for internal discipline and code of conduct are stated briefly as follows:

- (i) The students are required to follow strictly the rules and regulations of the college.
- (ii) Each student must be well-mannered and polite in his / her behaviour.
- (iii) He / she should be regular and punctual in his/her attendance of classes / lectures, seminars, competitions and in other activities of the college.
- (iv) He / she must observe silence in class rooms, corridors and examination halls. Loitering on corridors and in-front-of college gate is strictly prohibited during college hours.
- (v) He / she should observe total silence in the Library and should follow the library system properly.
- (vi) The student should keep the college premises neat and clean. Misuse of college property in any form will be considered as punishable offence.
- (vii) He / she is strongly warned against indulging in (i) wilful destruction of college property, (ii) illegal activities, (iii) unauthorised postering, (iv) writing on college walls, (v) misbehaviour with teachers, college staff and other students, (vi) giving proxy for other, (vii) long absence without proper information in writing, (viii) spitting on college walls, floor, stairs and other places etc.
- (viii) He / she is liable to be punished for any breach of conduct and discipline. The decision of the college authority in this respect is final.
- ix) Use of Mobile Phone, F.M. Radio, Sound System etc. inside the college premises is strictly prohibited.

N.B.: The college may take disciplinary action against any student found disturbing the academic atmosphere of the college. Such a student shall not be admitted into the college for further studies and the college shall not issue good conduct certificate to him/her.

FACILITIES OFFERED BY THE INSTITUTION

SCHOLARSHIP / STIPEND / HALF-FREE STUDENTSHIP :

A. Scheduled Caste & Scheduled Tribe Scholarship / Stipend is granted by the Director of Scheduled Caste and Scheduled Tribe Welfare from the Office of the Special Officer, S.C. & ST Welfare, New Treasury Building, Alipore, Kolkata-27. Prescribed application forms are available from the college office after admission. B. Concessions in Tuition Fees are awarded to a limited number of students of the college who are in acute financial hardship. For this purpose, printed application forms are issued from the college office every year following the notification by the Principal.

However, proper documents in support of financial status are required to be submitted. Documents must be authenticated by the competent authority.

FINANCIAL ASSISTANCE :

Poor and meritorious students, having regular attendance and good performance in the periodical and annual examinations are provided with financial assistance from Students' Welfare Fund and Students Aid Fund and Fund of the Teachers' Council. There is a committee formed by the Governing Body, with students, non-teaching / office staff and teaching staff as members to look into the process of selection and distribution of available fund.

CAREER GUIDANCE AND PLACEMENT :

The experienced faculty members act as efficient counselors and are ever eager to guide the students in choosing their careers matching their aptitude, capability and goal. Assistance in placement, whenever needed, will also be provided to the students. The college even makes arrangement for campussing by various industrial organisations. In future the authorities fervently wish to emphasise career counseling and campussing. In addition to the internal career counseling the college authority extended the facilities for career development of the student community with the assistance of UGC.

SEMINARS / WORKSHOPS :

The college organises seminars on various issues and arranges workshops on emerging issues with the financial assistance of UGC or otherwise as and when necessary. The teachers and students also participate in seminars and workshops organised by other institutions. Through these the participants gain knowledge and get exposure to the outside world.

STUDENTS' COUNSELLING DESK:

Student friendly teachers are always available to sort out specific academic problems and personal problems faced by the students.

STUDENTS' HEALTH HOME:

The college is affiliated to the "Students' Health Home" established by the University of Calcutta with the main centre at Maulali. Students can get medical facilities and specialised treatment in lieu of an annual subscription of Rs. 10/- (Rupees Ten only) per head.

AUDITORIUM:

The college boasts of a large auditorium where many programmes are held annually.

COMMON ROOM:

Separate common rooms have been provided for girls and boys students and there are provisions for indoor games and other co-curricular activities.

CYCLE STAND:

There is a cycle stand and car parking zone within the college / campus where the students may keep their conveyances.

PHOTOCOPIER:

For the benefit of the students, there is a photocopier or xerox machine inside the college campus where reading materials can be photocopied at a low price.

COMPLAINT BOX:

As per the directives of the University there is a complaint box within the college premises, in front of the Principal's chamber where the students can express their views and grievances, if any.

GRIEVANCE REDRESSAL CELL:

A Grievance Redressal Cell has been set up in the college to deal with complaints relating to sexual harassment cases as per UGC guidelines vide the Circular No. C/7153 dated 08.02.2005 from the Inspector of Colleges, University of Calcutta and any other grievance relating to academic or non-academic matters within the college.

ALUMNI ASSOCIATION :

An Alumni Association has been formed for better understanding and communication among past and present students of this college.

CELL FOR STUDENTS OF SC/ST/OBC AND MINORITY COMMUNITY :

A committee comprising of teachers and non-teaching staff looks into the problems of SC/ST/OBC/Minority students. In addition to the above a committee is formed to introduce Remedial Courses with the Assistance of UGC fund.

PURIFIED DRINKING WATER SUPPLY :

Aqua Guards and Cooler have been installed in every floor for purifying drinking water supply with proper sanitation.

FIRST AID :

First aid and sick room facilities are provided to all students, teaching and non-teaching office staff as and when required.

SYLLABUS / CLASS ROUTINE :

A copy of syllabus cum teaching schedule and class routine is given to the students at the beginning of each academic session.

ACADEMIC CALENDAR :

An Academic Calendar is prepared and given to the students. This Calendar gives a clear picture of academic schedules for both Honours and General courses throughout the current academic year, commencing from July and ending at June next.

RESEARCH ACTIVITIES :

The University Grants Commission (UGC) has been sanctioning and approving a number of significant minor research projects to the teachers of the college since a long time. Apart from teaching, the college teachers have extensively engaged themselves in emerging projects and promising areas of research activities. The UGC has sanctioned a number of minor research projects.

PARENT- TEACHERS- STUDENTS MEETING :

The meetings of parents/guardians-teachers-students are regularly held for the purpose of interaction of views and resolution of grievances. These meetings are generally held after each examination/class test, at the time of progress of syllabus (normally in September) and at any time as and when necessary. Prior notices are issued by the department/ principal inviting the guardians to attend the meetings on scheduled date and time. Attendance of the guardians in the said meetings is mandatory. A feedback in respect of academic progress of individual student is forwarded to the respective guardian. Constructive suggestions from the parent/ guardians are welcome for the development of the college.

ANTI-RAGGING CELL :

As per directives / order of the Hon'ble Supreme Court of India, the Disciplinary and Anti- Ragging Committee/Cell has been formed at the college. The college has given much importance to this cell/committee and the students particularly the freshers are always encouraged to report any case of their harassment to the members of this cell.

RAILWAY CONCESSION :

The students willing to avail of the concession in Railway fares will have to apply to the Principal of the college for issuance of certificates for the same. As a result they will get the benefit of concession in railway fare for travelling between the college and residence. Impersonation or any mis-use of the concession form will be severely punished.

TEACHING METHODOLOGY :

The teaching methods will not be based on only 'Chalk and Talk' system. Modern aids and devices to be used for upliftment of knowledge base of the students. Continuous interaction with the experts will help the students to improve their exposure in the field of modern education.

SEMINAR AND WORKSHOP :

In the coming days seminars, workshop etc are to be organised for the students of post- graduate department so as to ensure them for research and consultancy work for development and upliftment of their career.

PLACEMENT AND RECRUITMENT CELL :

The College has its own placement cell. Continuous interaction with Recruitment made by the officer associated with placement and recruitment. In coming days necessary guide- lines will be provided for assisting students for developing their professional career.

INTER- CLASS CULTURAL COMPETITION :

In order to expose the hidden talents of the students and encourage to have friendly relations among the students of different classes, the college regularly organises inter-class cultural competition in the month of September. The successful students are given prizes accordingly for their performances in different areas.

NEW MISSION / GOAL :

The mission of the College is to adopt five (5) villages of backward locality. It will include free education for the students belonging to the concerned village. The NSS department of the college has already taken initiative for the development of two slums by providing medicines and educational aids, environmental awareness, organizing blood donation camp, polio awareness camp and other cultural amenities. The college has also taken initiative to create employment for the existing students. The college has also initiated different career development programmes upliftment.

Organizational Activities in the Institution

Teachers' Council :

There is a forum for the teaching members of the college called "Teachers' Council". It includes full time teachers, part-time teachers, contractual teachers and other teachers. The teachers' council involves in the overall development of educational quality by creation of good atmosphere of learning in the college and for communication of the decision of the management. It organises seminars, cultural programmes, health awareness programmes, educational tours, examinations, picnic etc. The teachers' council together with students' union, non-teaching / office staff union and governing body creates the four stands in the healthy and fruitful of educational atmosphere in the college.

Non-Teaching / Office Staff Union :

There is a forum for the non-teaching members of the college named as "Non-teaching / Office Staff Union". It includes all the full time and part-time office and library staff of the college. The Non-teaching Staff Union is a platform for solving the problems in office, for creation of good atmosphere in library and for communication of the decisions of the management.

It also helps the students for taking proper education in the college, assists the teachers for taking classes timely and helps the principal in performing administrative works properly.

Students' Union :

All the students of the college are generally the members of the Students' Union. This union performs all its functions through a committee formed by the elected class representatives of all classes of the college.

The aim of the students' union is to form a common platform for the students belonging to different communities and sections of the society. In the Union the students can work in close co-operation with others for the interest of the students and the college. The students' union arranges the social functions, seminars, debates, quiz contests, sports, educational excursions etc.

National Service Scheme :

As per the regulatory measures framed by the University of Calcutta, the NSS unit of the Institution was established in 2005-06 for creating social values of the students. The NSS Unit is the heart of our institution as it enriched our Institution by developing the concept of social responsibilities among the students of the Institution. The inter cultural and intra cultural socio-economic activities of NSS can minimize the socio-economic gap in the prevailing adverse down air of the society. As a whole, the prospect of NSS unit is remark- able and it encourages the local people to overcome their social barriers. In the academic session 2009-10, NSS Unit II has been inaugurated.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Peer Team of the National Assessment and Accreditation Council (NAAC) has already assessed all aspects of the college and accredited the college at the B+ grade with score 2.53. To ensure continuous improvement in the entire operation of the institution and to ensure accountability of the stakeholders of the institution, the college has set up, in keeping with the recommendation of NAAC an Internal Quality Assurance Cell (IQAC).

The following are the main objectives of the Internal Quality Assurance Cell (IQAC) of the college:

- To open Professional courses specially in the field of Commerce and Business Education.

- To develop Teaching-Learning-Evaluation process through Tutor-Ward System and through Feed Back from the students, reformation of Examination System, introduction of Communicative English Course, etc.

- To develop Research and Development activities by promoting research culture among the faculties by organising state-level and national seminars, conferences and conducting Minor Research Projects.

- To develop infrastructure by extending the campus and by introducing new academic courses like B.Sc., (Math.), B.A in Education (Hons.), Pol. Sc. (Hons.), Sociology (Gen.) etc. besides professional courses.

- To improve learning resources by improving and extending library facilities with special attention of e- resources like, e-journal, e-book, e-theses and dissertation etc.

- To implement different schemes for students' progression by facilitating support services through proper activation of placement cell in BPO, Hardware, Networking, Basic Computer Education at a minimum cost.

- To promote organisation and leadership culture effectively and efficiently, following strategies have been taken into consideration :

 - Planning and developing strategies for future resource generations.

 - Making of budget and optimum utilization of finance reflected in up-to-date Audit.

 - Planning and developing strategies through training programme for supporting staff.

 - Improvement of teacher-student ratio for better academic operations.

 - Development of student friendly computerization mechanism.

- To fulfil the Institutional commitments towards community, formation of Blood Donation Club, utilization of NSS Unit for community development, organisation of Health Awareness Seminars, creation of employment opportunity etc.

CENTRAL LIBRARY

The College is proud of its own library. It is the nerve centre of learning process in the College. This library is situated on the first floor of the college. Total area of the library is 1650 sq. feet. The library possesses about 14,500 books and many journals. Library regularly subscribes two journals (hardcopies). There are 35 seats for reference work. This library is a member of N-LIST (a project funded by the MHRD through INFLIBNET), which provides electronic access in nearly 6,000+ journals and 1,35,000+ e-books. Besides many unnumbered open access journals may be accessed through DOAJ and e-Pg Pathshala portals which are linked with our website www.nbmahavidyalaya.in. 5,397 books had been purchased by UGC fund, 2,863 books by State Govt. Fund and 1,526 by College PG fund among total books. Besides this the college has a UGC-remedial collection and Book Bank for poor and backward students. This library is shifted on the first floor from January, 2016 in new dimension and Library Automation work, ICT application are started from March, 2016.

MISSION :

The library advances the institution's educational mission by providing quality information resources for the enrichment of the teaching-learning process.

VISION :

In the coming years, the library envisions direct communication with the students as a key component in prioritising library services including the modes of delivery of information.

DURATION OF LIBRARY TIME :

- A. Library Hours : (a) Monday to Friday : 10.00 a.m. to 8.30 p.m.
(b) Saturday : 10.00 a.m. to 2.30 p.m.
B. Borrowing Hours : (a) Monday to Friday : 11.00 a.m. to 1.30 p.m. (For UG)
& 3.30 p.m. to 8.15 p.m. (For PG)

LIBRARY MEMBERSHIP :

The membership of the College Library is open to all regular students, teachers, scholars, non-teaching employees, ex-nonteaching employee and ex-teaching employees of the College. Among them, ex-nonteaching employees and ex-teaching employees can use only library but they have no lending facilities. All categories of members are requested to contact with Membership Registration Unit. All newly enrolled members of Naba Ballygunge Mahavidyalaya family are requested to register their name at Central Library as Library Membership to avoid the difficulties in future.

- (a) Criteria for Membership : All regular students of this College are eligible for the membership.
(b) How to be a Member : Regular students may get their Library Cards after the time of admission but they have to sign it by the Librarian producing acknowledgement card along with money receipt to the library from 11-00 a.m. to 1-30 p.m. on all working days except Saturday within stipulated date.
(c) Duration of Membership : The duration of Library membership is for a session only. Students must renew their library cards for the next academic session, as they have to surrender their cards and borrowed books at the time of form fill up prior to University Examination (Library Clearance mandatory).
Borrowing Privileges of the Students :
(a) Regular : Regular student will be allowed to borrow not more than two (2) books at a time for a period of fifteen (15) days. Any student member could issue (loan) his/her book for 1st 15 (fifteen) days and can be renewed for maximum 2 (two) times at same duration if no demand is reserved by another member in the mean time for the same book.
(b) Dropped out : Dropped out student who completed the college classes but have not appeared in the University examination, will have to take re-admission in the college in order to avail the library facilities.
(c) Failed : Failed student will be allowed to enjoy the reading facility after getting permission from the Principal of the College until the beginning of the next university examination.

Rules & Regulations :

- A. Library card will have to be produced always at the time of entering into the library. Entering into the library will solely depend on the discretion of the librarian.
B. Unauthorised members are not allowed to enter into the library.
C. On entering to library member/user will be required to write legibly his / her name in full and his/her department/address (for outside member), Card No., arrival and departure, etc. in the Walk-In-Register specially provided for the purpose and kept at the entrance.
D. Before getting books issued, any mutilation or marking should be pointed out immediately to the In-Charge of the circulation counter and his/her initial be obtained there, otherwise the member shall be responsible for mutilation and marking discovered afterwards.
E. All members/users shall maintain perfect order of library system and keep silence in the library.
F. The cards are not transferable and Loan Card must be produced to borrow books. The Reading Card must be produced before using any library materials in the Reading Room and also to be produced for browsing in computer and internet.

G. No user is allowed to enter inside the Library working and service premises carrying with his/her personal belongings, i.e., bags, Xeroxed documents, laptop, portfolios, satchels, attache cases, umbrellas, flat files or file covers, personal books, folders, etc. All belongings shall be deposited in the prescribed counter.

H. Carrying personal book in library is not permitted.

I. Assembling in front of the Central Library of the College, speaking loudly and gossiping, using mobilephone, smoking etc. inside the Library premises are strictly prohibited.

J. For the loss of lent book/s, borrower should inform to Circulation Section immediately for necessary suggestions as per College library rules to avoid the complexity on this issue.

K. Books issued to the students must be returned within stipulated date. In default, an overdue charge Rs. 5.00 will be levied for each day.

L. While borrowing a book, every borrower is expected to examine it carefully and the cases of mutilation, defacement or damage, if any, should be brought to the notice of the library staff at the lending counter.

M. The person to whom the book was last issued, will be responsible for any sort of damage of the book.

N. Students are allowed to go near the closed almirah for the purpose of book selection.

Computerized catalogue as well as Manual catalogue is also situated there for this purpose.

O. Please ensure the content of a document before borrowing it, as a borrowed book may not be taken back on that date.

P. Students are allowed to choose any document for their reference work in the library.

Q. Reference Books and Not to be Lent Out books are not allowed to be borrowed. Students are not allowed to leave the library with these books under any circumstances.

R. Students are bound to replace the book in case of loss or damage.

S. In all cases of controversies, the Library Constitution and Library Rules & Regulations are final.

T. Library Cards are not transferable.

U. If a library card is lost, it must be reported in the library after General Diary to nearest police station. Duplicate library card may be issued which is chargeable.

V. Library Clearance is mandatory for every member of the Central library at the end of his/her study /service.

COMPUTER USAGE RULES :

1. Computer Using Time / Hours :

a) Monday to Friday : 11.30 a.m. to 3.30 p.m. (UG)

4.30 p.m. to 8.00 p.m. (PG)

b) Saturday : 11.30 a.m. to 1.30 p.m. (UG)

2. Students will use computer / internet only for educational purpose (study, class project) under the supervision of department teachers and also by the permission of the Librarian.

3. Students will not be permitted to use library for the following purposes :- a) Playing games.

b) Forwarding E-mail.

c) Surfing and social networking site like facebook. d) Surfing any obscene or obnoxious website.

e) Installing, updating, downloading of any kinds of software.

4. For any violation, disciplinary action may be taken by the Principal/College authority.

5. Students will surf internet not more than thirty (30) minutes at a time.

6. Students may have opportunity to download previous question papers, syllabus, study materials after taking permission of Library staff. Any other materials may be downloaded by only taking permission of the Principal or the Librarian.

7. Any personal file should not be stored in the computer after completion of work. 8. Food or drink must not be taken in the E-Zone area.

MAJOR CATEGORIES OF COLLECTION

Text Books
Reference Books
Career Guidance Materials
UGC-Remedial Collections
Book Bank
College Publications
Periodicals
e-Journals (N-LIST & DOAJ)
e-House Journals (dept. Journals) and Magazines
e-Books

e-Study materials (E-PG Pathshala) CURRENT FACILITIES

OPAC Search Facilities
Automatic Issue-Return Service through barcode
Reading Room service
On-line journal use facility
E-House journal use facility
Reference Service
Career guidance service
Study materials supply service
Guidance to prepare project work
Special borrowing facility after library clearance
Question Bank
Syllabus for all subjects
E-mail alert service for issue-return

FUTURE PLAN

Fully Web-OPAC search facility
Reference lists on demand basis
Clipping Service for the Career Advancement Document Delivery

SUGGESTION & CO-OPERATION :

All library staff are very cooperative and eager to solve the problem, if any arise. Every single suggestion is very vital for the smooth running of the library. For this purpose, the users may feel free to contact with the Librarian at ranjansamanta5@gmail.com.



GOVERNING BODY OF THE COLLEGE

JANAB JAVED AHMED KHAN

President

DR. AYANTIKA GHOSH

Secretary & Principal

SRI SWAPAN CHAKRABORTY

Member, Govt. Nominee

SRI UMESH SINGH

Member, Govt. Nominee

PROF. DEBASISH DAS

Member, C.U. Nominee

DR. SONALI BANERJEE JASH

Member, C.U. Nominee

DR. ANITA CHATTERJEE

Member, WBSCHER Nominee

DR. ABDUS SATTAR

Member, Teachers' Representative

DR. TAMALTARUROY

Member, Teachers' Representative

DR. MANJARI RAY

Member, Teachers' Representative

SRI KAJAL MUKHERJEE

Member, Office Staff Representative

VACANT

Member, Students' Representative

Faculty Profile

Principal: Dr. Ayantika Ghosh, M.A Ph.D.
Bursar: Sri Tushar Kanti Das, M.Com., B.T., M. Phil.
IQAC Coordinator: Dr. Tamal Taru Roy

Bengali Department:

Dr. Ayantika Ghosh, M.A., Ph.D.(Principal)
Dr .Md. Abdus Sattar ,M.A., Ph.D.
(Head of the Department)
Sri Surajit Kumar Basu, M.A.
Dr. Sumit Kumar Debnath, M.A., B.Ed., Ph.D.
Smt. Sukla Biswas, M.A., B.Ed.
Dr.Amlan Deb, M.A., M.Phil., Ph.D.
Dr. Bithika Sahana, M.A., M.Phil., Ph.D

Commerce Department

CMA(Dr.)TamalTaruRoy, Ph.D.(Mgt.); M.Phil.(Fin.);M.Com.,M.A.(Econ.),
M.A(Edu.);MBA(Finance);FCMA; MBA(HB);PGDFM;CMA(IMA)
(Head Of the Department)
Sri Santanu Mandal, M.Com., B.Lib.
Sri Tushar Kanti Das, M.Com., B.T., M.Phil.
Dr. Debisree Banerjee, M.Com., M.Phil., Ph.D
Sri IswarTudu, M.Com
Sri Sanjay Dawn, M.Com., M.Phil
Smt. Sana Tahseen, M.Com.
Smt.Ujjaini Paul, M.Com. ,P.G.D.F.M.

English Department

Dr. Sayantina Dutta. M.A.,B.Ed. Ph.D
(Head of the Department)
Smt. Pritha Chatterjee, M.A. M.Phil.
Sri Debojyoti Dan, M.A.
Dr. Anwesha Sengupta,M.A., B.Ed. M.Phil., Ph.D.

History Department :

Dr. Manjari Ray, M.A., M.Phil., Ph.D.
(Head of the Department)
Sri Satya Ranjan Mandal ,M.A.,B.Ed.
Dr .Madhuparna Chakraborty, M.A, M.Phil., Ph.D
Sri Swarnadeep Sen, M.A., M.Phil

Economics Department

Sri Debi Prasad Lahiri, M.A
(Head of the Department)
Md. Hasanuzzaman, M.A.
Smt. Sreeparna Biswas, M.Sc.

Philosophy Department:

Smt. Mala Saha, M.A., M.Phil.
(Head of the Department)
Smt. Suchismita Sarkar, M.A.

Political Science Department:

Sri Gouranga Roy, M.A
(Head of the Department)
Smt. Soma Chakraborty M.A,B.Ed

Education Department

Smt. Madhumita Khan,
M.A (Geo). M.Ed., M.A (Edu)
(Head of the Department)
Sri Prince Biswas, M.A.,
B.Ed.

Hindi Department

Dr. Manisha Shaw, M.A., Ph.D.
(Head of the Department)

Mathematics & Statistics Department

Sri Anup Kumar Saha, MSc.M.Tech

Library Department:

Dr. Ranjan Samanta, MLISc. Ph.D.
(Librarian)

NON-TEACHING / OFFICE STAFF FOR UNDERGRADUATE COURSES

Head Clerk : Vacant

Accountant : Vacant

Sri Dipankar Roy

Smt. Namita Ray

Sri Sandipan Chanda

Sri Dhananjoy Halder

Sri Kajal Mukherjee

Sri Bikas Mondal

Sri Binod Kumar Das

Sri Kabi Dasgupta

Sri Kailash Mallick

Sri Kanhaiya Jha

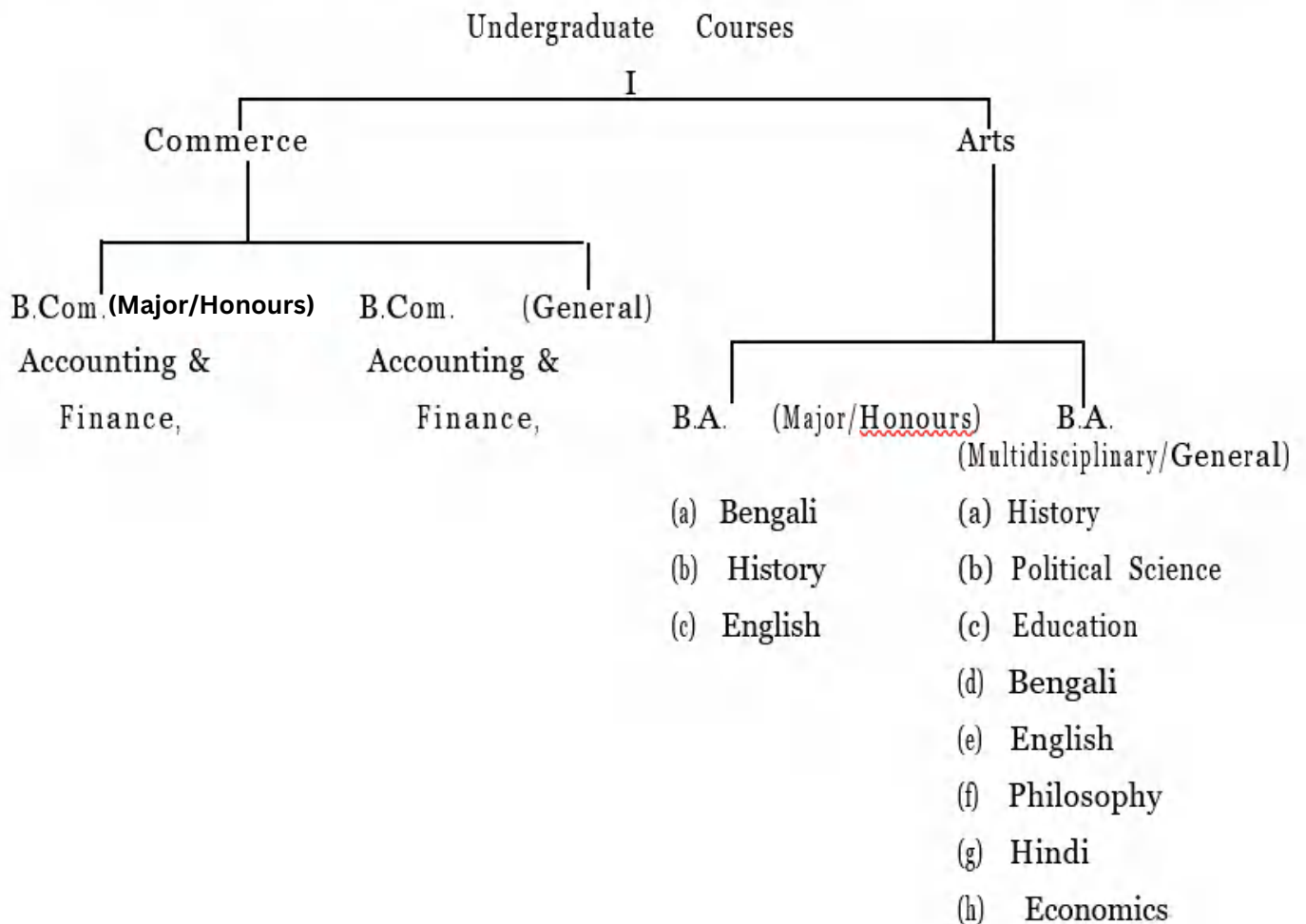
Sri Prithiraj Mukherjee

Sri Arit Majumder

Sri Rupak Mondal

Sri Arindom Roy

UNDERGRADUATE COURSES OFFERED UNDER CALCUTTA UNIVERSITY



Subject combination for the Arts Faculties

Elective Papers	Combination	Combination	Combination	Combination
	English or Education	History or Economics	Bengali or Hindi	Political Science or Philosophy
B.A. Honours in Bengali	✓	✓	---	✓
B.A. Honours in English	---	✓	✓	✓
B.A. Honours in History	✓	---	✓	✓
B.A. General	✓	✓	✓	✓

As per CBCS Semester system of B.A Syllabus, the students are required to take the following Papers/Subjects :

1.The Honours students have to study besides Hons subject 2 Generic Elective (GE) , 2 AEC and 2 SEC and Papers

2. The General students have to take 2 (two) Subjects as Core and 1 (one) Generic Elective (GE), 2 AEC and 4 SEC and 2 language Papers

Distribution of Marks for each Paper/Subjects :

(a) Attendance in Classes : 10 Marks

(b) Internal Assessment : 10 Marks

(c) Tutorial : 15 Marks

(d) Subjective Examination : 65 Marks Total 100 Marks

Course structure with distribution of marks for B.A. Honours under Choice Based Credit System (CBCS)

Particulars		Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Total
i) Core Course		2 (DCS)	2 (DCS)	3 (DCS)	3 (DCS)	2 (DCS)	2 (DCS)	14X100= 1400
ii). Elective Courses	Generic Elective	1 (GE)	1 (GE)	1 (GE)	1 (GE)	--	--	4X100= 400
	Discipline Elective	--	--	--	--	2 (DSE +DCS)	2 (DSE +DCS)	4X100= 400
iii) AEC	Language Papers (2)	1	--	--	--	--	---	1X100= 100
	Environmental Studies	--	1	--	---	--	--	1X100= 100
	SEC	--	--	1	1	--	--	2X100= 200
Total		4	4	5	5	4	4	26x100= 2600

Semester-wise Courses for B. A. (General)

	Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6
Core Course (CC)	2TH+2P/TU CC-1	2TH+2P/TU CC-2	2TH+2P/TU CC-3	2TH+2P/TU CC-4		
Language(LCC)			1TH+1TU LCC1(1)	1TH+1TU LCC2(1)	1TH+1TU LCC1(2)	1TH+1TU LCC2(2)
Generic Elective (GE)	1TH+1P/TU GE-1	1TH+1P/TU GE-2				
Discipline Specific Elective (DSE)					2TH+2P/TU DSE-A (1A+2A)	2TH+2P/TU DSE-B (1B+2B)
Ability Enhancement Compulsory Course (AECC)	1TH+0P/TU AECC-1	1TH+0P/TU AECC-2				
Skill Enhancement Elective (SEC)			1TH+0P/TU SEC-A	1TH+0P/TU SEC-B	1TH+0P/TU SEC-A	1TH+0P/TU SEC-B
Total No. of Courses and Marks	4 ×100 =400	4 ×100 =400	4 ×100 =400	4 ×100 =400	4 ×100 =400	4 ×100 =400
Total Credits	20	20	20	20	20	20

TH= Theory P=Practical TU= Tutorial

- ❖ CC/LCC/GE/DSE : Each Theory and Practical Course have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively
- ❖ CC : 4 courses each from 2 subjects (one course from each subject under each semester)
- ❖ LCC : LCC1-English courses; LCC2- MIL/Alternative English
- ❖ GE : Two courses from one subject different from core subjects including LCC
- ❖ DSE : 2 courses each from 2 subjects
- ❖ AECC/SEC : Each Course has 2 Credits
- ❖ AECC-1 : Communicative English/MIL, AECC-2 : Environmental Studies
- ❖ SEC : 4 courses; 2 courses each from two subjects
- ❖ DSE/SEC : Group (A & B)for specified semesters

B.Com. Honours Course Structure under CBCS

Year 1: Semester I

		Marks	Credit Hours	
AECC 1.1 Chg	Language: Communicative English - 50 Indian Language - 50	100	2	
GE 1.1 Chg	Microeconomics I & Statistics (50+50)	100	6	
CC 1.1 Chg	Business Laws	100	6	
CC 1.2 Chg	Principles of Management	100	6	
CC 1.1 Ch	Financial Accounting - I	100	13/140	∴
26				

Year 1: Semester II

		Marks	Credit Hours	
GE 2.1 Chg	E-Commerce & Business Communication (50+50)	100	6	
CC2.1 Chg	Company Law	100	6	
CC 2.2 Chg	Marketing Management and Human Resource Management	100	6	
CC 2.1 Ch	Cost and Management Accounting - I	100	6	
24				

Year 2: Semester III

		Marks	Credit Hours	
SEC 3.1 Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GH 3.1 Chg	Business Mathematics & Statistics	100	6	
CC3.1 Ch	Financial Accounting II	100	6	
CC3.2 Ch	Indian Financial System	100	6	
22				

Year 2: Semester IV

		Marks	Credit Hours	
GE 4.1 Chg	Microeconomics II & Indian Economy (50+50)	100	6	
CC 4.1 Chg	Entrepreneurship Development and Business Ethics	100	6	
CC 4.1 Ch	Taxation I	100	6	
CC 4.2 Ch	Cost and Management Accounting -II	100	6	
24				

Year 3: Semester V

		Marks	Credit Hours	
CC 5.1 Ch	Auditing & Assurance	100	6	
CC 5.2 Ch	Taxation II	100	6	
DSE 5.1 A*	Economics II and Advanced Business Mathematics	100	6	
DSE 5.2 A*	Corporate Accounting	100	6	
24				

Options:

*Or DSE 5.1 M (Consumer Behaviour and Sales Management -50+50)
& DSE 5.2 M (Product & Pricing Management and Marketing Communication (50+50))

*Or DSE 5.1 T (Public Finance and Taxation)
& DSE 5.2 T (Direct Tax: Laws and Practice)

*Or DSE 5.1 e-B (Fundamentals of Computer)
& DSE 5.2 e-B DBMS and System Analysis & Design (50+50)

Year 3: Semester VI

		Marks	Credit Hours	
AECC 6.1 Chg	Environmental Studies	100	2	
SEC 6.1 Chg	Computerised Accounting and e-Filing of Tax Returns	100	4	
DSE 6.1 A**	Financial Reporting and Financial Statement Analysis	100	6	
DSE 6.2 A**	Financial Management	100	6	
18				

Chg: Common for Honours and General; Cg: Core Course for General
Options:



B.Com (General) Under CBCS

Year 2: Semester III

		Marks	Credit Hours	
SEC 3.1 Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GE 3.1 Chg	Business Mathematics & Statistics	100	6	
CC 3.1 Cg	Financial Accounting -II	100	6	
				16

Year 2: Semester IV

		Marks	Credit Hours	
GE 4.1 Chg	Microeconomics II & Indian Economy (50+50)	100	6	
CC 4.1 Chg	Entrepreneurship Development and Business Ethics	100	6	
CC 4.1 Cg	Taxation I	100	6	
CC 4.2 Cg	Cost and Management Accounting -II	100	6	
				24

Year 3: Semester V

		Marks	Credit Hours	
CC 5.1 Cg	Auditing & Assurance	100	6	
DSE 5.1 A*	Taxation II	100	6	
DSE 5.2 A*	Corporate Accounting	100	6	
				18

Options:

*Or DSE 5.1 M (Consumer Behaviour and Sales Management -50+50)
& DSE 5.2 M (Product & Pricing Management and Marketing Communication (50+50)

*Or DSE 5.1T (Public Finance and Taxation)
& DSE 5.2 T (Direct Tax: Laws and Practice)

*Or DSE 5.1 e-B (Fundamentals of Computer)
& DSE 5.2 e-B DBMS and System Analysis &Design (50+50)

Year 3: Semester VI

		Marks	Credit Hours	
AECC 6.1Chg	Environmental Studies	100	2	
SEC 6.1 Chg	Computerised Accounting and e-Filing of Tax Returns	100	4	
DSE 6.1 A**	Financial Reporting and Financial Statement Analysis	100	6	
DSE 6.2 A**	Financial Management	100	6	
				18

The University of Calcutta has decided to introduce 4 year Degree programme (Honours/ Honours with Research) for B.A. and B.Com. courses and 3 year Degree Programme for B.A (Multidisciplinary) B.Com. courses from this session-2023-24

The course structure is given below

COURSE STRUCTURE-CCF, 2022

	DSCC/ Core (Major)	Minor (m1 & m2)	IDC	AEC	SEC	CVAC	Summer Internship	Dissertation/ Research work	Total Credit
Semester	22x4= 88	8x4= 32	3x3= 9	4x2= 8	3x4= 12	4x2= 8	1x3=3	(1x4= 4)+ (1x8= 8) = 12	172
1	1x4= 4 3TH+1P/TU	1x4= 4 (m1) 3TH+1P/TU	1x3= 3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4	2x2= 4			21
2	1x4= 4 3TH+1P/TU	1x4= 4 (m1) 3TH+1P/TU	1x3= 3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4	2x2= 4			21
3	2x4= 8 2x(3TH+ 1P/TU)	1x4= 4 (m2) 3TH+1P/TU	1x3= 3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4				21
4	4x4= 16 4x(3TH+ 1P/TU)	1x4= 4 (m2) 3TH+1P/TU		1x2= 2 2TH +0P/TU					22
5	4x4= 16 4x(3TH+ 1P/TU)	m1+m2 2x4= 8 2x(3TH+ 1P/TU)							24
6	3x4= 12 3x(3TH+ 1P/TU)	2x4= 8 m1+m2 2x(3TH+ 1P/TU)							20
7	4x4= 16 4x(3TH+1P/ TU)							1x4*	20
8	3x4= 12 3x(3TH+1P/ TU)							1x8 *	20
Credits	22x4= 88	8x4= 32	3x3= 9	4x2= 8	3x4= 12	4x2= 8		(1x4)+(1x8)= 12	169+3= 172
Marks	22x100= 2200	8x100=800	3x75= 225	4x50= 200	3x100= 300	4x50 = 200		1x100+1x200= 300	Total Marks =4300

Marks= 25 marks per credit.

*Students who will not pursue Dissertation/ Research work then the candidate will have to study additional 1 DSC/Core paper of 4 credits in the 7th Semester & 2 DSC/ Core Papers of 4 Credits each in the 8th Semester.

Minor courses will come from two subjects of same broad discipline as Major (m1, m2).

Total credit=169+3 (for summer internship) = 172

COURSE STRUCTURE-MDC

	CC1	CC2	Minor	IDC	AEC	SEC	CVAC	Summer Internship	Total Credit
Semester	8x4= 32	8x4= 32	6x4= 24	3x3=9	4x2= 8	3x4=12	4x2=8	1x3= 3	124
1	1x4= 4 3TH+ 1P/TU	1x4= 4 3TH+ 1P/TU		1x3=3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4	2x2=4		21
2	1x4= 4 3TH+ 1P/TU	1x4= 4 3TH+ 1P/TU		1x3=3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4	2x2=4		21
3	1x4= 4 (3TH+ 1P/TU)	1x4= 4 3TH+ 1P/TU	1x4= 4 3TH+1P/TU	1x3=3 2TH +1P/TU	1x2= 2 2TH +0P/TU	1x4= 4			21
4	2x4=8 4x(3TH+ 1P/TU)	2x4= 8 2x(3TH+ 1P/TU)	1x4= 4 (3TH+1P/TU)		1x2= 2 2TH +0P/TU				22
5	2x4= 8 2x(3TH+ 1P/TU)	1x4= 4 3TH+ 1P/TU	2x4= 8 2x(3TH+ 1P/TU)						20
6	1x4= 4 (3TH+ 1P/TU)	2x4= 8 2x(3TH+ 1P/TU)	2x4= 8 2x(3TH+ 1P/TU)						20
Credits	8x4= 32	8x4= 32	6x4= 24	3x3= 9	4x2= 8	3x4= 12	4x2= 8		125+3 =128
Marks	8x100= 800	8x100= 800	6x100= 600	3x75= 225	4x50= 200	3x100= 200	4x50= 200		Total Marks =3200

Marks= 25 marks per credit.

Total credit=125+3 (for summer internship) = 128

Summer Internship: As mentioned in clause no. 8 (G)

Note:* Honours students not undertaking research will do 3 courses for 12 credits in lieu of a research project / Dissertation.

Distribution of Courses across the Semesters Total Credits : 172 over 4 Years (8 Semesters) B.Com. Honours / Honours with Research

Semester I

Sl.No.		Paper / Subject	Credit of the Paper	Total Credit
1	Major (Core) 1 Paper	Financial Accounting I (3 TH + 1 TU)	4	4
2	Minor / Inter Disciplinary 1 paper	Principles and Practice of Management (3 TH + 1 TU)	4	4
3	Multi- Disciplinary	Microeconomics (2 TH + 1 TU)	3	3
4	Ability Enhancement Course (AEC)		2	2
5	Skill Enhancement Course (SEC)	Entrepreneurship Development (3 TH + 1 TU)	4	4
6	Value Added Course (VAC)*		2+2	2+2
7	Summer Internship	--		
8	Research Project	--		
			21	21

*AEC and VAC is common to all UG Programme (BA,BSc,BCom),

Semester II

Sl.No.		Paper / Subject	Credit of the Paper	Total Credit
1	Major (Core) 1 Paper	Cost Accounting I (3 TH + 1 TU)	4	4
2	Minor / Inter Disciplinary 1 paper	Marketing Management and Human Resource Management (3 TH + 1 TU)	4	4
3	Multi-Disciplinary	Macroeconomics (2 TH + 1 TU)	3	3
4	Ability Enhancement Course (AEC)*		2	2
5	Skill Enhancement Course (SEC)	IT & its Application in Business (2 TH + 2 P)	4	4
6	Value Added Course (VAC)*		4	4
7	Summer Internship	--	3#	3#
8	Research Project	--		
			21+ 3#	21+ 3#

B.Com.
Distribution of Courses across the Semesters
Total Credits : 128 (125 + Internship 3) in 3 Years (6 Semesters)

Semester I

Sl.No.		Paper / Subject	Credit of the Paper	Total Credit
1	MDC (Major/ Core) 1 Paper	Financial Accounting I (3 TH + 1 TU)	4	4
2	MDC (Minor) 1 paper	Principles and Practice of Management (3 TH + 1 TU)	4	4
3	Inter-Disciplinary 1 paper	Microeconomics (2 TH + 1 TU)	3	3
4	Ability Enhancement Course (AEC)*		2	2
5	Skill Enhancement Course (SEC)	Entrepreneurship Development (3 TH + 1 TU)	4	4
6	Value Added Course (VAC)*		4*	4*
7	Summer Internship	--		
			21	21

*AEC and VAC is common to all UG Programme (BA,BSc,BCom),

Semester II

Sl.No.		Paper / Subject	Credit of the Paper	Total Credit
1	MDC (Major/ Core) 1 Paper	Cost Accounting I (3 TH + 1 TU)	4	4
2	MDC (Minor) 1 paper	Marketing Management and Human Resource Management (3 TH + 1 TU)	4	4
3	Inter-Disciplinary 1 paper	Macroeconomics (2 TH + 1 TU)	3	3
4	Ability Enhancement Course (AEC)*		2	2
5	Skill Enhancement Course (SEC)	IT & its Application in Business (2 TH + 2 P)	4	4
6	Value Added Course (VAC)*		4	4
7	Summer Internship	--	3#	3#
			21+ 3#	21+ 3#

*AEC and VAC are common to all UG Programmes

Admission Criteria For Undergraduate Courses

On the basis of the norms and principles determined earlier, selection for admission to different classes is made strictly on merit by the Admission Committee.

However, as per rules of the Government, the University of Calcutta and the University Grants Commission, 22% seats are reserved for Scheduled Caste and 6% seats for Scheduled Tribe, 17% seats for Other Backward Classes (OBC) students and 10% for EWS for both 4 Year and 3 Year Degree Programmes.

Again, as per Government rule for admission in B.A. (Major), and B.Com. (Major) Courses, "S.C. or S.T. candidates getting admission should have in the previous examination qualifying marks which are not lower by more than 25% from the marks obtained by the last candidate of the general category. However, in any case, such a candidate obtaining marks lower than the marks as prescribed by the regulations of the University for admission to the relevant course will not be eligible for admission. The candidates included in the general merit list will not be counted for the reserved quota. "For filling up the reserved seats in all other courses / streams, the Scheduled Caste and Scheduled Tribe candidates who have secured the minimum marks as per relevant regulations for admission to any course / stream / subject as may be prescribed by the West Bengal Higher Secondary Council, University etc. shall be given admission forms by the educational institution for any of the such courses/ streams/subjects."

Govt. Order for S.C./S.T. Candidates

As per Order of the Government of West Bengal (No 22,-BCW/RC(300), Dt. 13-5398)

(i)) "Every S.C./S.T. candidates should get Application Form for admission if they obtain minimum qualification for admission, i.e., pass Higher Secondary or equivalent for admission to General Course" in Degree 1st Year Class.

(ii)) "Seats reserved for S.T." and remaining "unfilled shall be filled" up by S. C. candidates and vice versa." If sufficient number of S.C. & S.T. candidates are not available, seats will be made open to the "General Community" students. Again, as per relevant Govt. Order, issued by the Government of West Bengal, "the S.C. / S.T. candidates qualifying for admission against unreserved seats in Non-Government College by dint of merit/marks shall be admitted against unreserved seats and they shall not be counted against reserved seats."

The S.C. /S.T candidates shall have to enclose Caste Certificates with their Application Forms for Admission and no Certificate issued by any person other than the D.M./A.D.M/S.D.O/M.P./MLA/Zila Parishad Member/Gazetted Officer/Councillor/Commissioner/Anchal Pradhan/ Panchayet Pradhan shall be accepted.

As per latest Govt. Order No. 846-SE (P & Y), Dt. 12-8-98, "3% seats of all new admission shall be kept reserved for persons with disabilities in all Educational Institutions receiving aid from the Government", after the Certification by the Presidency Surgeon/Chief Medical Officer of the District.

The names of students selected for admission will be published on the College Notice Board and not be communicated to students individually. A CANDIDATE, WHO APPEARED BUT COULD NOT OBTAIN PASS MARK IN SUBJECT AT THE PREVIOUS QUALIFYING EXAMINATION, SHALL NOT BE ALLOWED TO TAKE UP THAT SUBJECT IN THE DEGREE (HONOURS) COURSE.

All admissions are strictly provisional subject to final scrutiny and acceptance by the appropriate authorities including the Calcutta University. The College does not accept any responsibility for cancellation of admission due to suppression or misstatement of facts by students at the time of admission. The college shall not also be held responsible for cancellation of admission for any reason whatsoever, by the Calcutta University.

ii) Students from Universities or Boards other than the Calcutta University or the Council of Higher Secondary Education are admitted provisionally. The admission is not valid unless sanctioned by the University on submission of migration certificate and pass certificate within a month from the date of admission. Students failing to submit the necessary documents in time are liable to have their admission cancelled.

Eligibility Criteria :

1. A candidate may be admitted to the first year of Four or Three-year B.A./B.Com. (Major/Multidisciplinary/General) Courses of Studies on passing H.S. (10+2). Examination (General or Vocational Stream) conducted by West Bengal Council of Higher Secondary Education or an equivalent examination conducted by other Board / Council, subject to fulfillment of the conditions mentioned below :

In case of other Board / Council, a candidate shall have to pass in four recognized subjects of full marks not being less than 100 each of which one shall be English.

2. No Candidate shall be allowed for admission after a lapse of more than 3 years from the year of passing the previous qualifying Examination.

3. A Candidate taking up Major Course in a subject must have obtained:

(i) A minimum of 50% marks in the aggregate and 45% marks in the subject or related subject at the previous qualifying examination.

Or,
A minimum of 55% marks in the subject or related subject at the previous qualifying examination.

Or,
(ii) A minimum of 50% marks in aggregate when the candidate has not studied the subject in his/her previous qualifying examination provided all other clauses are satisfied.

N . B . However, Candidates belonging to the Scheduled Caste or Scheduled Tribe community taking up Honours Course of Study must have obtained a minimum of 40% marks in the aggregate or 40% marks in the subjects or related subjects at the previous qualifying examinations, as the case may be.

ONLINE ADMISSION FORM AND PROSPECTUS : A sum of Rs. 150/- (Rs. one hundred fifty only) will be charged for the prescribed Application Form and Prospectus for Admission into B.A., and B.Com., 1st Semester.

Identity Card: After admission every student will be provided with an Identity Card on payment of Rs. 30/- (Rs. Thirty) only.

ADMISSION OF STUDENTS FROM OTHER BOARDS/UNIVERSITIES :

For admission to B.A., and B.Com. course, a student is required to have passed 10+2 course of W.B. Council of H.S. Education or other Boards/Universities in 4 (four) recognised subjects (full marks not being less than 100 each) of which at least one shall be a Language.

Students coming from other Universities / Education Boards may, however, be admitted only provisionally at their own risk. They are required to pay a Migration Fee of Rs. 100/- (Rupees One hundred only) and to furnish the college office with Migration Certificate within one month from the date of admission, failing which their provisional admission will be cancelled.

Students from other Boards (other than WBCHSE) are liable to pay Rs. 100/- (Rs. one hundred only) as migration expenses in addition to migration fees charged by C.U.

CASE OF FOREIGN STUDENTS : Foreign students, including those from Bangladesh, must submit, in advance, Student's Visa and such other documents as are essentially required under the Rules of the Government of India / University of Calcutta.

DOCUMENTS REQUIRED FOR ADMISSION :

- (i)) Original and attested copies of Admit Card and Mark Sheet of the last Public Examination.
- (ii)) Original and attested copy of Admit Card of Madhyamik or equivalent Examination as age proof.
- (iii)) Original and attested copy of Character Certificate from the Head of the school or college last attended.
- (iv)) Original and attested copy of Caste Certificate from the Competent Authority for S.C. & S.T. and OBC students.
- (v)) Original Migration Certificate for students migrating from other Board / Universities, if available.
- (vi)) Two copies of recent photograph (3 cm. x 2.5 cm) of the student, (vii) Registration Form duly filled-in (if available).
- (vii)) Registration Form duly filled-in (if available)

PAYMENTS OF TUITION FEES : For all students monthly tuition fee is payable by 20th of every month. If the monthly tuition fee is paid after the 20th, a fine of Rs. 10/- (Rs. ten only) will be charged per month. The name of the student may be struck off if the tuition fees remain unpaid for a period of more than 3 months.

CHANGE OF SUBJECT : For any change of subject after admission, students concerned shall have to apply to the Principal in writing within one month from the date of commencement of their respective classes (i.e., Degree. 1st Semester Classes only).

TRANSFER /WITHDRAWAL CERTIFICATE : A student may apply to the Principal for Transfer/ Withdrawal Certificate in his/her favour, if urgently needed. Application for transfer/withdrawal must be signed both by the student and his/her father or legal guardian.

Students seeking transfer / withdrawal during mid session must pay all Annual Charges and Tuition Fees etc. upto the current month and also Transfer Fee.

DISCONTINUANCE OF STUDIES ETC.: A Student who wants to discontinue studies and remains absent from college for a long time without applying for withdrawal of name shall be liable to clear all the college dues up to the current month, if he/she wants to collect any Certificate or record from the college on a subsequent date.

THE COLLEGE RESERVES ALL RIGHT OF ADMISSION. SUBMISSION OF APPLICATION FORM DOES NOT AUTOMATICALLY MAKE A STUDENT ELIGIBLE FOR ADMISSION TO THE COLLEGE.

Intake Capacity – 2023-24

Stream	Subject	UR	SC	ST	OBC-A	OBC-B	EWS	PH	Total Seat
BA (MAJOR)	English	15	7	2	3	2	3	1	32
BA (MAJOR)	History	30	15	4	7	5	7	3	68
BA (MAJOR)	Bengali	51	25	7	11	8	11	6	113
BCOM (MAJOR)	Financial Accounting	141	69	19	31	22	31	16	313
BA (MULTIDISCIPLINARY)		105	51	14	23	16	23	12	232
BCOM		71	35	9	16	11	16	9	158

ATTENDANCE AND PROMOTION CRITERIA

I. ATTENDANCE IN CLASSES / LECTURES :

Each and every student is required to attend at least 75% of the classes held for each paper/ subject separately including practical classes, if any. He/ she will be treated as "Non-Collegiate" if the percentage of attendance comes below 75%.

If a student fails to attend at least 60% of the classes held, he / she would be treated as "Dis- Collegiate" and would not be sent up for final examination. The rules and regulations of the Calcutta University regarding attendance in classes, examinations etc. are to be followed strictly by the students.

II. PROMOTION CRITERIA :

The students of all degree courses (B.A. & B.Com.) may be considered as eligible for appearing in the Final Examination of Calcutta University subject to fulfilment of the criteria framed by the university. The promotion criteria are stated hereunder :

- (i)) Good conduct in classes, seminars and other academic activities,
- (ii) Satisfactory performance at the class tests and mid-term examination and final test examination as per C.U. norms.
- (iii) Maintenance of required attendance in classes/lectures as per C.U. norms.

N.B.: Candidates attending less than 75% but not below 60% of the lectures delivered in one or more subject(s)/group(s) of subjects shall be declared non-collegiate and may be allowed to appear in the concerned examination on payment of requisite non-collegiate fee. A candidate attending less than 60% of the lectures delivered in one or more subject(s)/ group(s) of subjects shall be declared dis-collegiate and shall be debarred from appearing at the respective university examination.

Academic Calendar

Year	Month	Academic Programme and College Events
2023	JULY	*Commencement of Classes of Semester I *Commencement of Theoretical Examination for Semester IV&II #College Foundation Day on 15.07.23
2023	August	*Commencement of Classes for Semesters V & III #Independence Day Celebration on 15/08/23
2023	September	#Teachers' Day Celebration on 5.9.23
2023	October	#Puja vacation
2023	November	*Parent-Teachers' Meeting for Semester I
2023	December	*Form fill up for Semester V Examination *Internal Assessment & Tutorial examination of Semester V #College Sports
2024	January	*Theoretical Examination for Semester V *Form fill up for Semester III Examination *Internal Assessment & Tutorial examination for Semester III *Theoretical Examination for Semester III #Celebration of Republic Day
2024	February	*Form fill up for Semester I Examination * Internal Assessment & Tutorial examination of Semester I *Commencement of Classes for Semester VI & Semester IV *Commencement of Theoretical Examination of Semester I #Observation of International Mother Language Day
2024	March	*Commencement of classes for Semester II
2024	April	#Observation of Inter College Cultural Competition <i>Murchhona</i>
2024	May	* Internal Assessment & Tutorial examination for Semesters VI, IV & II *Form Fill Up for Semester VI Examination #Observation of Rabindra Jayanti

This Academic Calendar is subject to change according to the Schedule/Notice issued by the University of Calcutta.

PUBLICATION, JOURNAL & TOUR

College Magazine :

The magazine sub-committee is entrusted with the full responsibility of publishing the college magazine. The college magazine always encourages the students to express their views and original thoughts on prevailing socio-economic and cultural issues.

Wall Magazine :

The students of various departments design their wall magazines from time to time with the assistance of related departmental teachers. These can boost up their inherent talents and other capabilities and enlighten their future life

Departmental Magazines:

Different departments of the college publish their departmental magazines every year at regular intervals. The published departmental peer-reviewed ISSN journals / magazines are "Ichchey" by Bengali Department, "The Way (Path)" by Commerce Department, "Bhabna" by Political Science Department, "Alekhya" by Economics Department, "Efflorescence" by Department of English etc. The teachers, scholars and other eminent writers are also exercise their expertise in these magazines.

Education Tours:

The college arranges educational tours every year. The regular students (boys and girls) of the college participate in such educational tours under direct supervision of the departmental teachers. Through these educational tours, the students can gather their outside knowledge side by side their learning in academic courses.

College Publications:

The college conducts national seminars generally every year with the financial assistance of the University Grant Commission. A number of professors, teachers, experts, and research scholars submit their papers in the seminars. The college generally publishes Seminar Books with ISBN after reviewing the papers by the expert educationalists.

The college publications:

- i) Floriculture
- ii) Green Marketing & Global Environment – Indian Scenario.
- iii) FDI in Multi -Brand Retailing in India.
- v) Environmental History of India
- vi) *Geetanjali (In Bengali)*
- vii) Self-Financed Courses – Economic Sustainability & Inclusive Growth.
- viii) Startup India and its Prospect
- (ix) Micro-Finance and Women's Employment in India.
- (x) *Nagarjun: Vivid Aayam (In Hindi)*



COLLEGE SPORTS AND GAMES

Although the college has no playground of its own, the students of our college are not lagging behind others. Our students have been made good performance in different events of sports and games at district level, at university level and even in national level. They acquired a lot of prizes against a number of events played at different levels. However, the students of our college can practice in and use the playground of nearby institution. Besides the students both male and female are provided different indoor games in the college so that their conceal talent can be generated in the light of competition among their friends.

The college Annual Sports Meet is generally held in January at C. U. playground at Maidan or in any other Stadium covering multiple number of events separately for boys and girl students, teachers and office staff.



UG FEES STRUCTURE FOR THE ACADEMIC YEAR 2023-2024

Items	B.Com. (H)	B.Com. (G)	B.A. (H)	B.A. (G)
	Rs.	Rs.	Rs.	Rs.
Tuition Fees (P.M.) (3 months)	255	180	225	150
Admission Fees	200	200	200	200
Session Charges	200	200	200	200
Students 'Union Fees	225	225	225	225
Identity Card Fees	30	30	30	30
Establishment Fees	250	250	250	250
Development & Building Fund	1000	1000	1000	1000
Festival Contribution	150	150	150	150
Exam. <u>Fees</u> (College)	200	200	200	200
Library Fees	150	150	150	150
Library Deposit	200	200	200	200
Magazine Fees	40	40	40	40
Generator Fees	50	50	50	50
Electricity Charges	200	200	200	200
Fees Book	10	10	10	10
Student's Aid Fee	10	10	10	10
Student's Health Home	10	10	10	10
C.U.Reg./Exam Forms	30	30	30	30
Registration	100	100	100	100
<u>C U Diploma/Certificate</u>	40	40	40	40
College Sports Fees	30	30	30	30
<u>C U Sports Fees</u>	60	60	60	60
	3440	3365	3410	3335
Other Charges in specifics cases: Transfer/Cancellation <u>Fees</u> :Rs.500/- Computer Fees for <u>B.Com</u> 3rd Semester Students: Rs.90/- p.m.				

List of Holidays

College Foundation Day : 15th July 1 day
Muharram-29th July 1day
Independence Day : 15th August 1 day
Janmastami- 6th September 1 day
Viswakarmapuja-18th September 1 day
Fateha-Dwaz-Daham-28th September 1 day
Birthday of Mahatma Gandhi : 2nd October 1 day
Mahalaya-14th October 1 day
Durga Puja etc. (from Durga Sasthi to Bhatridwitia) 29 days
Jagadhatripuja-21 November 1 day
Birthday of Guru Nanak-27th November 1
Winter Recess 8 days
New Year's Day (English) : 1st January 1 day
Birthday of Vivekananda-12th January 1 day
Birth Day of Netaji : 23rd January 1 day
University Foundation Day : 24th January 1 day
Maghotsab : 25th January 1 day
Republic Day : 26th January 1 day
Saraswati Puja-14th&15th February 2 days
Sivaratri-8TH March 1 day
Doljatra & Holi-25th & 26th March 2 days
Good Friday -29th March 1 day
Easter Saturday 30th March 1 day
Eid Ul Fitre-10th April 1 Day
Chaitra Sankranti-13th April 1 day
New Year's Day (Bengali) : 1st Baishakh, 14th April 1 day
May Day : 1st May 1 day
Birthday of Rabindranath Tagore : 25th Baishakh 1 day

Summer Recess : From 16th May to 30th June 46 days Buddha Purnima-23rd May 1 day
Eid al Adha-17th June 1 Day
Principal's Discretion 5 days

* Tentative Dates of Parents (Guardian) - Teachers - Students Meetings are to be notified in due time.

Various Events of the College



Saraswati Puja at College



Annual Sports Day



Cultural Program at College



Educational Tour



Observation of environment day at College

