

LALBABA COLLEGE

A College Affiliated to the University of Calcutta
and
Accredited by NAAC with B+ Grade



PROSPECTUS 2017-18

117, G.T. Road,
P.O. Belurmath,
Howrah 711202
West Bengal, INDIA

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THE COLLEGE AT A GLANCE

Name of the College	:	LALBABA COLLEGE
Academic & Administrative Headquarters	:	117, G.T. Road, P.O. Belurmath, Dist. Howrah West Bengal, India PIN 711202
Principal	:	Dr. Sanjay Kumar
Telephone	:	(033) 2654 6289 (EPABX)
Fax	:	91(33) 2654 2044
E-mail	:	lalbabacollege@yahoo.com lalbabacollege@gmail.com
Website	:	http://lalbabacollege.net
Date of Foundation	:	August 5, 1964
Date of Affiliation	:	September 7, 1964
University to which Affiliated	:	The University of Calcutta
Date of UGC recognition	:	August 26, 1965
Type of Inclusion	:	Section 12B of the UGC Act
Date of NAAC Accreditation	:	November 4, 2004
NAAC Accreditation Status	:	B+ Grade (Score : 78.00)
Type of College	:	Non-government type
Financial Category of the College	:	Grant-in-aid
Location of the College	:	Urban
Catchment of the College	:	Co-Educational
Programmes Offered	:	Undergraduate
Existing Campus area of the College	:	1.561 acres (Existing Campus)
Second Campus	:	8 Cottahas, 5 Chittaks, 9 sq.ft (Coming up soon)
Total Constructed area	:	3236.35 sq.m
Department of Studies:		
Honours Departments	:	Bengali, English, Hindi, Sanskrit, History, Philosophy, Political Science, Education, Mathematics, Geography, Economics and Commerce
General Departments	:	Urdu, Physics and Chemistry



Introduction

Lalbaba College is a conglomeration of approximately four thousand students, nearly ninety teachers and around thirty non-teaching staff. It has grown into a seminary of modern learning over the years. The catchment area of the college includes its adjacent agricultural and industrialized region of the district of Howrah as also neighbouring agricultural belt of the district of Hooghly. Although initially conceived merely to promote higher education among the local youth, its hinterland of student input has increased immensely during the last decade. Students today rush here to

materialize their dreams with regard to choice of subjects in higher education from distant areas connected by the Barddhaman Main and Chord lines and the Tarakeswar section of Eastern Railway and the Kharagpur section of South Eastern Railway. This is because of the fact that the college is located adjacent to Kolkata. It is just on the opposite bank of the river Hooghly next to Belur Math, the world famous monastic establishment founded by Swami Vivekananda. It is easily accessible by rail, only six kilometers journey from Howrah and fifteen kilometers from Sealdah. The

nearest railway stations are Belur in the Howrah – Barddhaman Section, Belurmah in Howrah – Belurmah Section and Bally Ghat in the Sealdah – Dankuni Section of Eastern Railway. As the college is situated conveniently besides Grand Trunk Road, the facility of frequent bus services can also be availed of to

reach the college. The inmates of the college provide a metropolitan and cosmopolitan outlook, as both Bengali and Hindi speaking families send their wards to this college. The college has no aristocratic aura since most of the students are from middle and lower-middle class families.



Founding of the College

In the 19th century, the locality of Bally and its adjacent areas had a number of good schools in which children from the local industrialists and aristocratic families attended. There was no institution for higher learning for common men in the locality, as a result higher education became a problem for many and they are to travel to Kolkata to get admitted. Lalbaba, a self-taught Haryana born ascetic of the Udasin sect of the Sikh Panth, resided at the locality. He was the guru of an industrialist family, to whom he advised about the foundation of an institution of higher learning for the local children. This saint has varied and often amazing experiences of life insisted on “diffusion of education to enable individual to

develop their innate abilities, to adjust successfully with the environment and to realize their best self.”

This idea took some concrete shape after his demise when some of his disciples founded the Lalbaba Trust to perpetuate the sacred memory of this great sage. It took the lead to establish a collegiate educational complex (consisting of a school, college and *ashrama*) to impart his views, “*where along with University curriculum sincere efforts should be made to enable the learners to think clearly and act rightly with an ultimate aim of social progress through manifestation of perfection inherent in man*”.

As a part of this collegiate educational complex, the Lalbaba Trust supported by some social workers of the locality established the college in 1964. It was affiliated to the University of Calcutta to provide education at the undergraduate level to the local students. At the time of foundation, the Lalbaba Trust was responsible for running the entire complex consisting of the school and *asrama* apart from the college. However, over the years the

college governing body has become independent and is no more run by the Trust.

The college started its journey in an old building located adjacent to the present complex with B.A. and B.Com Pass courses. Honours courses were initially introduced in Bengali and Accountancy. Over the years, the college gradually expanded and introduced a number of Honours courses and a full-fledged Science stream. Currently the college provides Honours Courses in twelve subjects.



Missions of the College

The college is committed to provide education at the undergraduate level to the nearby students. Irrespective of caste, class, creed, religious affiliation or gender, it aims at providing generous scope for higher education to the local youth. The mission of the college is *pursuit of knowledge through participation in academic and extra-curricular activities and developing strong personal values*. The college prizes personal touch, a value which the society is fast losing. Its programmes are addressed to the evolving needs of locality.

The college takes pride in emphasizing those practices that help the students to acquire knowledge and experience which prepares them for a fruitful future. The college believes, this would provide a meaningful contribution to the community. The major consideration that is addressed by its goals and objectives is to prepare the students to work in an information-rich technology-driven world; hence it can be mentioned that it works for the nation as well as the civilization by means of generating human resource.



Aims and Objectives

- ❖ Create an environment to foster pursuit of excellence in such that each of the students receive opportunity to reach the maximum scholastic experience.
- ❖ Motivate students to achieve their full academic potential.
- ❖ Provide quality education in a disciplined, caring, stimulating environment.
- ❖ Foster personal qualities like honesty, integrity, truthfulness and endeavouring to provide the students with good moral values by gaining understanding of respect for other cultures and community responsibility towards less privileged.
- ❖ Develop qualities like leadership, teamwork, responsibilities, self-esteem and self-awareness.
- ❖ Recognizing and complementing the efforts, achievement and success of the students to increase their self-confidence.
- ❖ Develop into a leading institution in the locality providing well resourced, highly academic and holistic education to the local youth.

Visions of the College

- Completion of the ambitious new building with sufficient amenities at the Second Campus of the college.
- Major recasting of the main college building for providing new facilities.
- Enhancement of intake capacity with course diversification.
- Introduction of a number of new Honours Courses at the Undergraduate level.
- Offering Post-graduate courses covering conventional and emerging disciplines.
- Self-financing courses in the emerging areas.
- Add-on Evening Specialized Courses: Certificate, Diploma & Advanced Diploma Levels.

- More Distance Learning Centres in collaboration with Universities.
- Establishment of a number of Centres & Cells: Women's Study Centre, Entrepreneurship Development Centre, Career & Counselling Cell.
- Formal Coaching for NET/SLET.
- Upgraded infrastructural facilities associated with teaching-learning.
- Conference Rooms, Seminar Halls, Committee Rooms, Cubicles for Individual Full-time faculty with IT facilities, Dedicated Examination Halls & Tutorial Rooms.
- Refurbishment of Central Library with separate Journal, Reference, e-library, Book Bank Sections.
- Enhanced facilities for Research & Publication of the faculty members.
- Organizing of National & International Level Seminars.
- Enhanced facilities for differently-abled students, staff and faculty.
- Thrust on internal resource generation and exposure of students to business houses.



Management of the College

The management of the college, under the present set up, is vested in the Principal, who, in consultation with and under guidance of the Governing Body administers the institution. The present supportive and progressive Governing Body is formed as per provisions of Chapter VII of the Calcutta University First Statutes, 1979, and its subsequent amendments. As an apex body, it regulates all

endeavours of the college. Its meetings are held on regular basis and it encourages principles of professional management, as the Statute has made this body responsible for proper management of affairs of the college. At present, a leading group of academics nominated by the State Government and the University, eminent personalities of the locality and representatives from the teachers, the

students and the non-teaching staff have shaped this thirteen member premier body of the college.

The Governing Body

- | | | |
|--------------------------------------|---|---|
| 1. Sm. Baishali Dalmiya | : | President, Lalbaba College & State Government Nominee |
| 2. Dr. Sanjay Kumar | : | Principal & Secretary, Lalbaba College |
| 3. | : | Representative from Local Bodies |
| 4. | : | State Government Nominee |
| 5. Prof. Susanta Kumar Biswas | : | Calcutta University Nominee |
| 6. Dr. Prasanta Mahato | : | Calcutta University Nominee |
| 7. Dr. Ajit Kumar Singh | : | Teachers' Representative |
| 8. Sm. Jayasree Boler (Mukhopadhyay) | : | Teachers' Representative |
| 9. Dr. Gautam Majumdar | : | Teachers' Representative |
| 10. Sri Gopal Roy | : | Teachers' Representative |
| 11. Sri Nikhil Krishna Roy | : | Non-teaching Employees' Representative |
| 12. Sri Amar Dolui | : | Non-teaching Employees' Representative |
| 13. Sri Abhisek Kumar | : | General Secretary, Students Union, Students' Representative |



Functioning of the College

The college is dedicated to the **principle of decentralization** and works on the basis of Committee system. In conformity to the guidelines of the parent University, various

Committees and Sub-Committees are formed either by the Governing Body or the Principal with their authority and mutual responsibility, relationship etc. clearly outlined. These

components of the college administration are believed to be the key to its effective and smooth running and they meet regularly to

streamline college administration. At present, the prominent Committees, Sub-Committees & Cells of the college are as below:

1. Academic Sub-Committee;
2. Finance Sub-Committee;
3. Building Committee;
4. Students Welfare Committee;
5. Admission Sub-Committee;
6. Examination Sub-Committee;
7. Routine Sub-Committee;
8. Library Sub-Committee;
9. UGC Sub-Committee;
10. Research Sub-Committee;
11. Provident Fund Sub-Committee;
12. Purchase, Maintenance & Development Sub-Committee;
13. Service Book Sub-Committee;
14. College Beautification Sub-Committee;
15. Cultural & Farewell Sub-Committee;
16. Alumni Association;
17. Womens' Cell; and
18. Grievance Redressal Cell.

The Internal Quality Assurance Cell

The Governing Body, following the guidelines issued by National Assessment and Accreditation Council (NAAC), Bangalore, [an autonomous institution created by the University Grants Commission (UGC), New Delhi] formed the Internal Quality Assurance Cell (IQAC) to streamline development of the college from the viewpoint of the challenges the college will have to face in the years to come. This guideline is a resultant of an assessment conducted by NAAC in 2004. This is one of the premier colleges in the district to have assessed by NAAC and they have **accredited the college with B+ level** (with an Institutional Score of 78%) for the next five years.

College Infrastructure

The present college building is an L-shaped four-storied one annexed with a three-storied building and has spacious classrooms with adequate furnishing and IT equipments. Among other infrastructural facilities, it has a rich library with a comfortable reading room and adequately equipped common rooms. A point in this connection needs mentioning is

that during the last few years infrastructural development has taken the college by storm. The entire college is now renovated. It is expected that all these would help creating a cheerful environment in the college to develop the potentials of all students.

The Central Library

Central Library is one of the vital and proactive organs of the college. It has a collection of nearly 32,000 books, subscribes a number of journals and daily newspapers. The library has grown over years utilizing financial assistance of the University Grants Commission and personal contributions of the former and present teachers besides making use of the resources of the college. The library offers its reading materials for the use of all its members, six days a week and ten hours a day. The library staffs are very zealous to help and work industriously to keep the fervour of learning alive. The library remains closed on all Sundays and scheduled holidays.



The Computer Laboratory

The college has become successful in establishing a Computer Laboratory exploring M.P. Local Area Development scheme. Twenty two new computers are installed and interconnected through Local Area Network. The laboratory is also connected by Hi-speed internet facility. Students of the college for whom computer training has been made mandatory by the University can make use of this infrastructure for academic purposes.



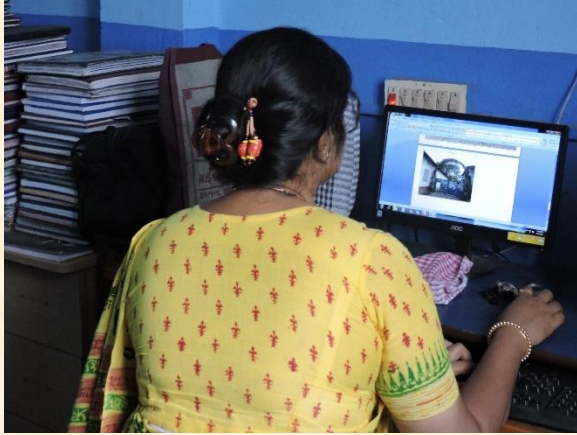
Computerization at the College

Computerization leads to speed, accuracy, standardization and easy retrieval of information at the click of a mouse. The air-conditioned laboratory of the Department of Geography is well equipped with eleven computers having hi-speed internet facilities and the students can make use of it for learning purpose. GIS software is provided at the laboratory of the Department of Geography and this facility is being used by the students of the department for academic purpose. GPS technology has also been accommodated for use of this Department. The Department is also upgraded with basic e-classroom facilities. The laboratory of the Departments of Physics is also equipped with computers for use of students.

The Internal Quality Assurance Cell (IQAC) is also equipped with computers having hi-speed internet facility, network colour laser printers with scanners and fax services. The college at the auspices of UGC has established UGC Network Resource Centre (UGC-NRC) having computers with hi-speed internet connectivity and laserjet printers.

The college office is now fully computerized having its office software package using a number of computers, network printers interconnected with LAN. The Central Library of the college is partially computerized. It is

now in the process of installing SOUL v.2 software for library management. The Study Centre of Netaji Subhas Open University (NSOU) has also a dedicated computer used for its official purpose. All computers in the college are under a central local network.



The Sarat Chandra Sabhagriha (Auditorium)



A spacious auditorium came up under the M.P. Local Area Development scheme with an accommodation of nearly 300 persons. Here the college organizes various seminars and cultural programmes.

Other Facilities

- Airy, spacious and well-furnished large classrooms with Public address systems



- Separate air-conditioned laboratories for laboratory based subjects like Geography and Commerce



- Non-air-conditioned equipped laboratories for the Departments of Physics and Chemistry.



- Overhead Projectors (OHPs) and Digital Hardcopy Projectors for demonstration purposes
- Separate common rooms for boys and girls with arrangements for indoor games



- Filtered Cool Drinking Water supply for all its constellations



- Silent Green Generator to fight power problems
- Fire extinguishers at strategic points

- Mukta Mancha (Open Air Podium)
- Air-Conditioned Computer Server Room and Internal Quality Assurance Cell (IQAC)
- 24 hours CCTV surveillance for better safety



- Security Guards at Main Gates



The Academic Community

A host of eminent, scholarly and enthusiastic faculty members under the leadership of the Teacher-in-Charge has taken the charge of teaching-learning in the college. A good

number of the faculty members are engaged in active research by undertaking projects, publishing articles in academic journals and working on doctoral programmes.

The Faculty

Principal: Dr. Sanjay Kumar, M.A., M.Phil., Ph.D.

Department of Bengali

1. Dr. Indrani Dey, Associate Professor, M.A., Ph.D
2. Dr. Jayanti Chakraborty, Associate Professor, M.A., Ph.D.
3. Sri Pradipta Bagchi, Assistant Professor, M.A. (In-charge of the Department)
4. Dr. Kalyan Mazumder, Assistant Professor, M.A., Ph.D.

5. Sm. Bharati Das, Part-time Teacher, M.A., B.Ed.
6. Sm. Arundhati Mukherjee, Part-time Teacher, M.A., M.Phil. B.Ed.
7. Dr. Soma Das, Part-time Teacher, M.A., B.Ed., Ph.D.
8. Sm. Jhinuk Podder, Part-time Teacher, M.A., M.Phil.

Department of English

1. Sm. Asoka Bhattacharya, Associate Professor, M.A., M.Phil. (In-charge of the Department)
2. Sri Debasish Lahiri, Assistant Professor, M.A.
3. Sri Mrinal Sarkar, Assistant Professor, M.A., M.Phil.
4. Sri Somnath Paul, Assistant Professor, M.A., M.Phil.
5. Sm. Parnali Ghosh (Pal), Part-time Teacher, M.A.

Department of Hindi

1. Dr. Ajit Kumar Singh, Associate Professor, M.A., M.Ed., Ph.D. (In-charge of the Department)
2. Dr. Lalit Kumar Jha, Assistant Professor, M.A. Ph.D.

Department of Sanskrit

1. Sm. Isani Chakrabarti, Assistant Professor, M.A., M.Phil. (In-charge of the Department)
2. Sri Bhutnath Jana, Assistant Professor, M.A., B.Ed., M.Phil.

Department of Urdu

1. Md. Rashid, Full-Time Contractual Teacher, M.A., M.Phil. (In-charge of the Department)

Department of History

1. Sm. Jayasree Boler (Mukhopadhyay), Associate Professor, M.A., M.Phil. (In-charge of the Department)
2. Dr. Milan Kanti Das, Assistant Professor, M.A., B.Ed., Ph.D.
3. Sm. Priti Sinha, Assistant Professor, M.A., M.Phil.
4. Sm. Soma Sarkar, Part-time Teacher, M.A., M.Phil.
5. Sri Ananda Kumar Das, Part-time Teacher, M.A., B.Ed.
6. Sm. Soma Sarkar, Part-time Teacher, M.A.

Department of Political Science

1. Dr. Gautam Majumdar, Associate Professor, M.A., Ph.D. (In-charge of the Department)
2. Sm. Nidhi Chowdhary, Assistant Professor, M.A., M.Phil.
3. Sri Debasis Ghosh, Assistant Professor, M.A., B.Ed.
4. Sm. Sumita Bharati, Part-time Teacher, M.A.

Department of Philosophy

1. Sm. Sanhita Ghosh, Assistant Professor, M.A., M.Phil. (In-charge of the Department)

2. Sm. Bingshati Sarkar, Assistant Professor, M.A., B.Ed.
3. Sri Rakesh Mondal, Assistant Professor, M.A., M.Phil.
4. Sm. Sumita Chakraborty (Pal), Part-time Teacher, M.A.
5. Sm. Soma Parui (Chatterjee), Part-time Teacher, M.A.
6. Sm. Arundhati Ganguly, Part-time Teacher, M.A., B.Ed.
7. Sm. Ipsita Dutta, Part-time Teacher, M.A., M.Phil.

Department of Education

1. Sri Suprio Biswas, Assistant Professor, M.A., PGDGC. (In-charge of the Department)
2. Sm. Kuhelika Bag, Part-time Teacher, M.A.
3. Sm. Priyanka Saha, Part-time Teacher, M.A., B.Ed.
4. Sm. Debolina Mukherjee (Seth), Part-time Teacher, M.A.

Department of Economics

1. Sri Soumik Kanti Ghosh, Part-time Teacher, M.A. (Double), PGDMM, Dip-in-Journalism, Dip-in-Media Studies: Film & Television (In-charge of the Department)

Department of Geography

1. Dr. Sunita Chandra, Associate Professor, M.A., B.Ed., Ph.D.
2. Sri Gopal Roy, Assistant Professor, M.Sc., B.Ed. (In-charge of the Department)
3. Sm. Munmun Nandy, Full-Time Contractual Teacher, M.Sc., B.Ed.
4. Sm. Rituparna Biswas, Part-time Teacher, M.Sc., B.Ed.
5. Dr. Amrita Paul, Part-time Teacher, M.Sc., Ph.D.

Department of Physics

1. Dr. Chhatradhar Das, Graduate Laboratory Instructor (Associate Professor Scale), M.Sc. (Double), M.Phil, PGDCA, Ph.D.
2. Sm. Ruma Das, Assistant Professor, M.Sc. (In-charge of the Department)

Department of Mathematics

1. Dr. Uma Ghosh, Associate Professor, M.Sc, M.Phil., Ph.D. (In-charge of the Department)
2. Sri Jagannath Biswas, Assistant Professor, M.Sc.

Department of Commerce

1. Sm. Mitali Mukherjee, Associate Professor, M.Com.
2. Sri Rash Kumar Dey, Associate Professor, M.Com, PGDFM.
3. Sri Dilip Barik, Associate Professor, M.Com, M.Phil., AICWA. (In-charge of the Department)
4. Sm. Rita Sengupta, Part-time Teacher, M.A. (Econ).
5. Sri Pradyut Kumar Majumder, Part-time Teacher, M.Com.

Officials

Librarian:	Sm. Mala Aditya, Librarian, M.LIS
Associate NCC Officer:	Dr. Uma Ghosh, M.Sc., M.Phil., Ph.D., Lieutenant.
Coordinator, NSOU Study Centre:	Dr. Uma Ghosh, M.Sc., M.Phil., Ph.D.
Coordinator, IQAC:	Dr. Gautam Majumdar, M.A., Ph.D.

Range of Programmes

The college offers academic programmes of the University of Calcutta which include full-time Three Year Degree Programmes in Bachelor of Arts, Bachelor of Commerce and Bachelor of Science. In Bachelor of Arts programmes both Honours and General courses are offered in literature subjects like Bengali, English, Hindi and Sanskrit and in Social Sciences like History, Philosophy Political Science and Education. Only General course is offered in Urdu of the literature based subjects. Programme options available in Bachelor of Science include Honours and General courses in Mathematics, Geography and Economics. Physics and Chemistry are provided only as General course in this institution. Honours course in Accounting and Finance is available as a programme option besides regular General course for Bachelor of Commerce.

Admission

Online admission to the first year classes are open to all candidates declared eligible as per Calcutta University rules and college norms formulated by the Admission Sub-Committee. Immediately after the publication of results of the Higher Secondary Examination, exact dates for online application are notified at the college notice board, Website and otherwise. Admission of the students in this institution is made strictly on the basis of merit, availability of seats and fulfilment of certain formalities.

Intake Capacity

The following is the present intake capacity in different courses:

Section	Level	Courses	Total Seats Available	General	SC 22%	ST 6%	OBC A 8%	OBC B 4%	PH 3%
Day	General	Bachelor of Arts	127	72	28	8	10	5	4
		Bachelor of Science (pure)	38	23	8	2	3	1	1
		Bachelor of Arts/Science Geography	38	23	8	2	3	1	1
		Bachelor of Commerce	223	127	49	13	18	9	7
	Honours	Bachelor of Arts							
		Bengali	93	53	20	6	7	4	3
		English	93	53	20	6	7	4	3
		Hindi	32	18	7	2	3	1	1
Sanskrit	32	18	7	2	3	1	1		

Section	Level	Courses	Total Seats Available	General	SC 22%	ST 6%	OBC A 8%	OBC B 4%	PH 3%	
		History	123	70	27	7	10	5	4	
		Political Science	111	64	24	7	9	4	3	
		Philosophy	62	34	14	4	5	3	2	
		Bachelor of Science								
		Mathematics	20	11	4	1	2	1	1	
		Economics	37	22	8	2	3	1	1	
		Geography	61	35	13	4	5	2	2	
		Bachelor of Commerce								
		Accounting and Finance	123	70	27	7	10	5	4	
Morning	General	Bachelor of Arts	254	145	56	15	20	10	8	
		Bachelor of Commerce	223	127	49	13	18	9	7	
	Honours	Bachelor of Arts								
		Bengali Education	93	53	20	6	7	4	3	
			25	13	6	2	2	1	1	
		Bachelor of Commerce								
		Accounting and Finance	123	70	27	7	10	5	4	
Total			1931							

Admission Rules and Regulations

1. A candidate who has passed the Higher Secondary (10+2) or its equivalent Examination with at least 35 percent marks is eligible to seek admission to the First Year of the 3 year B.A./B.Sc./B.Com General Course of Studies provided the applicant has also passed in English having full marks of not less than 100.
2. Candidates who have passed with atleast 35 percent marks the Higher Secondary (10+2) Vocational Examination conducted by West Bengal Council of Vocational Education and Training shall be eligible to seek admission to the B.A. General First Year Course of Studies taking the subjects of Humanities only.
3. Candidates having passed the Higher Secondary Examination in Business and Commerce with atleast 35 percent marks shall be eligible for admission to the B.Com General First Year Course of Studies.
4. Candidates who have passed Higher Secondary Examination in Science Stream are also eligible for admission to the B.A./B.Com Honours and General Courses besides B.Sc. Honours and General Courses.
5. Candidates opting for Practical based subjects are required to get passed both in theoretical and practical papers at the Higher Secondary Examination.
6. A candidate shall be allowed to take up Honours in Economics if passed in Mathematics/Business Mathematics at the Higher Secondary Examination (10+2) conducted by the West Bengal Council of Higher Secondary Education or its equivalent examination. Students who have passed Business Economics including Business Mathematics in Higher Secondary (10+2) level from West Bengal

Council of Higher Secondary Education are also eligible for admission in the Honours Course in Economics.

7. No candidate shall be allowed for admission after a lapse of more than 5 years from the year of passing previous qualifying examination or discontinuation of recognized regular Course of Studies after passing the previous qualifying examination.
8. For the purpose of determining eligibility for admission to the Honours Course, aggregate marks shall be calculated by adding the marks in top-four subjects in order of marks secured by the candidate. Marks in compulsory Environmental Education/Studies shall not be taken into account for calculation of aggregate marks. If the subject Environmental Science is studied as an elective subject of 100 marks, it may be taken into account for the purpose of determining the aggregate marks.
9. (a) A candidate taking up Honours 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
 - (ii) 55% marks in the subject or related subject at the previous qualifying examination
 - Or
 - (iii) 50% marks in the aggregate when the candidate has not studied the subject in his/her previous qualifying examination provided all other clauses are satisfied
- (b) However, candidates belonging to the Schedule Caste or Schedule Tribe Community taking up Honours Course of Study must have obtained a minimum of 40% marks in the aggregate or 40% marks in the subject or related subjects at the previous qualifying examination, as the case may be.
10. Related Subjects:
 - (a) For B.Com Honours Course in “**Accounting and Finance**”, the word “Subject” or “related subject” shall mean the following:

Accountancy, Business Economics including Business Mathematics, Business Organisation, Mathematics, Business Mathematics, Economics, Statistics, Business Studies, Office Practice and Secretarial, Financial Accounting, Elements of Cost Accountancy and Auditing, Book Keeping, Commerce, Cost Accountancy & Principle of Management.
 - (b) **Education:** The subject Psychology/Philosophy/Mathematics/Sociology/Economics/Political Science/History be treated as related subject.
 - (c) **Philosophy:** the subject Psychology be treated as related subject.

Combinations Available

While filling in the Application Form, applicants opting for **Honours level** of study in Bachelor of Arts/Science are required to mention one Honours subject, either Bengali, Hindi or Urdu (available only in Morning Section) as Indian language and **two Elective Subjects** from the combinations listed below. English and Environmental studies are compulsory papers, the later will be taught in third year classes.

Honours	Compulsory Group		Elective (Compulsory)	Choose any two			
	Compulsory Papers	Indian Language (any one)		Elective 1 (any one)	Elective 2 (any one)	Elective 3 (any one)	Elective 4 (any one)
Bengali (Day Section)	English Environmental Studies	Bengali Hindi		English Hindi Sanskrit	Education Political Sc.	Economics Philosophy	History
Bengali (Morning Section)	English Environmental Studies	Bengali Hindi Urdu		Hindi Sanskrit Urdu	Education Political Sc.	Philosophy	History
English	English Environmental Studies	Bengali Hindi		Bengali Hindi Sanskrit	Education Political Sc.	Economics Philosophy	History
Hindi	English Environmental Studies	Bengali Hindi		Bengali English Sanskrit	Education Political Sc.	Economics Philosophy	History
Sanskrit	English Environmental Studies	Bengali Hindi		Bengali English Hindi	Education Political Sc.	Economics Philosophy	History
History	English Environmental Studies	Bengali Hindi		Bengali English Hindi Sanskrit	Education Political Sc.	Economics Philosophy	
Political Science	English Environmental Studies	Bengali Hindi		Bengali English Hindi Sanskrit	Education	Economics Philosophy	History
Philosophy	English Environmental Studies	Bengali Hindi		Bengali English Hindi Sanskrit	Education Political Sc.		History
Education (Morning Section)	English Environmental Studies	Bengali Hindi Urdu		Bengali Hindi Sanskrit Urdu	Political Sc.	Philosophy	History
Mathematics	English Environmental Studies	Bengali Hindi			Physics	Chemistry	
Economics	English Environmental Studies	Bengali Hindi	Mathematics	Choose any one			
					Education Political Sc.		
Geography	English Environmental Studies	Bengali Hindi	Economics	Choose any one			
					Education Political Sc.		History Mathematics

Applicants opting for **General level** of study in Arts and Science are required to select **three Elective subjects** and an Indian Language as from the Table given below. Applicants for commerce will have no choice barring Indian Language. English and Environment Studies are compulsory papers for all categories of students, the later will be taught in third year classes.

General	Compulsory Group		Choose any three			
	Compulsory Papers	Indian Language (any one)	Elective 1 (any one)	Elective 2 (any one)	Elective 3 (any one)	Elective 4 (any one)
B.A. Morning	English Environmental Studies	Bengali Hindi Urdu	Bengali Hindi Sanskrit Urdu	Political Sc. Education	Philosophy	History
B.Sc. Day	English Environmental Studies	Bengali Hindi	Physics	Chemistry		Mathematics
B.A. Day without Geography as an Elective Combination	English Environmental Studies	Bengali Hindi	English Bengali Hindi Sanskrit	Education Political Sc.	Economics Philosophy	History
B.Sc. Day with Geography and Economics as Elective Combinations	English Environmental Studies	Bengali Hindi	Choose any one			
				Education Political Sc.		History Mathematics

Be extremely careful regarding the selection of subjects. **Only one option for change in combination of subjects is permissible within a month from the commencement of classes and no such requests will be entertained afterwards.**

Make Sure While Applying

Make sure that all the relevant information is furnished and the formalities to be fulfilled are completed by you. Website will not accept incomplete applications and admission is liable to be rejected at any stage of study if any malpractice is found afterwards.

Suppression of facts, adoption of unfair means or making improper claims or production of fraudulent testimonials may lead to the cancellation of admission and studentship at any stage of study and shall be treated as per the law of the land.

Publication of Merit Lists

The entire process of admission in the college is computerized and the lists of successful candidates in different streams are published on the previously notified date in Website showing the 'Net-Total' of best four subjects plus the marks scored in the subject for which Honours is applied for in +2 level of the applicant. In case where the applicant has applied for General Courses only the 'Net-Total' of best four subjects will be applied. In case where several candidates score the same 'Net-Total' and more

than one application are available for a single position, the principle of first-come-first serve is applied to the same 'Net-Total' group.

Admission Lists are provisional and selected candidates are admitted on payment of fees and verification of testimonials. Subsequent lists will be published only if there are vacant positions after admission to the successful candidates are over.

Process of Getting Admission

After publication of merit list get admission through Website within the stipulated time, if selected. Pay fees at bank through online process or using offline process by generating bank challan. Self-attested photo copies of the following documents are required to be submitted along with originals at the time of verification of documents at college counter after full payment of admission fees. Date of verification of documents will be notified at college website and SMS to the admitted students.

- A downloaded hard (print) signed copy of your filled in Admission Form;
- Two recent passport sized Photograph;
- Self-attested photo copies of both side Marksheets of all previous examinations passed;
- Self-attested photo copy of birth certificate or suitable proof of age in the form of Admit Card of Madhyamik or equivalent;
- Self-attested photo copy of Caste Certificate from responsible Government Officers for applicants of Scheduled Caste/Scheduled Tribe/Other Backward Castes;
- Self-attested photo copy of Registration Certificate for candidates who are already registered with the Calcutta University;
- Self-attested photo copy of Migration Certificate for candidates coming from institutions/boards outside West Bengal.

Anti-Ragging Clause

In case an applicant for admission is found to have **indulged in ragging** in his past academic record or if it is noticed that the candidate after admission has indulged in ragging in any form, the admission will be refused and the student shall be expelled from this educational institution in accordance with the Hon'ble Supreme Court of India Judgement based on Raghavan Committee recommendations.

Teaching Learning Evaluation

Student-Centred Teaching-Learning

The college desires to create an environment of student-centred model of teaching-learning and hence, encourages interactive teaching and learning process. A wide variety of

student-centred learning methods are used apart from conventional lectures, such as, interactive participation of students through questions and answers, blackboard use by students, group discussions, group problem-solving, impromptu class presentations, short quizzing, role-playing etc. Assignments are

given to the students as homework, which serves to build a strong foundation for the learner-dominated model. Depending upon the nature of the subject, fieldworks, study tours, project works and dissertations, use of basic e-classroom devices are also incorporated. The college also supplements the curriculum with seminar lectures both utilizing internal and external faculty.

Continuous Evaluation

The college adopts continuous evaluation method for academic monitoring of the students. Frequent written tests organized by the departments covering all the three batches of students form the backbone of continuous evaluation method. Besides, the college arranges Mid-Term Examination and Test Examinations. In all these written examinations students' knowledge is assessed through numerical marking system. As part of continuous evaluation, regular assignments are given and relevant questions are thrown in the class and the students are asked to respond.



Students are to note that as per Calcutta University Examination guidelines, appearing at these Examinations is mandatory for a candidate to be eligible for appearing at the B.A./B.Sc./B.Com. Final Examination organized by the University as a regular candidate.

Students are to score at least 35% marks in aggregate and 30% in each paper at the Honours level to get pass in a qualifying college examination and become eligible for University Examination. At the General level these figures will be 30% and 25% respectively.

THE COLLEGE WILL UNDER NO CIRCUMSTANCES RELAX THESE RULES FRAMED BY THE UNIVERSITY AT THE TIME OF RECOMMENDING THE STUDENTS FOR FINAL EXAMINATION AS REGULAR CANDIDATES.

Unsuccessful students of the University Examinations may get themselves admitted as casual students if they desire to appear in their respective examination for the second time. Payment of usual charges as decided by the University is to be made accordingly.

Tutorials for the Disadvantaged

Most of the teachers take at least one class per week as 'tutorial' for the educationally disadvantaged students identified by the continuous evaluation method and provide intensive coaching to them in which:

- ✓ concepts are clarified in more details;
- ✓ reference materials are identified;
- ✓ extra learning materials are provided, if possible; and
- ✓ tips for answering questions in examinations are offered.



Academic and Personal Counselling

Teachers of the college mainly in an informal setting often do participate in academic and personal counselling covering:

- ✓ the choice of subjects;
- ✓ the development and use of effective study skills and how to improve proficiency;
- ✓ the scheme of University examinations in which they are required to appear and how to perform well in those;
- ✓ the importance of participating in games and sports, cultural activities and other extra-curricular activities for the all-round development of personality;
- ✓ preparation for higher studies and available postgraduate options and such other career-counselling;
- ✓ the available vocational courses and employment opportunities; and finally
- ✓ the clarification of personal values and goals.

Attendance of Students

Students are required to attend at least 75% of the class lectures delivered for becoming

eligible to appear before the Calcutta University Examinations as a regular candidate. Percentage calculation of the attendance of individual students is done on **monthly basis** and displayed at the notice board to monitor the performance of students with poor attendance and disciplinary actions are taken against them.

THE COLLEGE WILL UNDER NO CIRCUMSTANCES RELAX THESE RULES FRAMED BY THE UNIVERSITY AT THE TIME OF RECOMMENDING THE STUDENTS FOR FINAL EXAMINATION AS REGULAR CANDIDATES.

Parent-Teacher Meeting

The college arranges 'parent-teacher meeting' on the basis of percentage calculation of attendance of the students in classes and/or after the results of Test Examinations are published. Teachers of the departments meet the guardians of the academically backward students to find out whether the guardians are aware of the dismal educational performance and or poor attendance record of their wards. They together try to find out the cause behind it and also the ways of eradication of the same.

Co-curricular & Extra Curricular Activities

Besides grooming the students for future by imparting formal education and training, the college aims to foster the growth of an all-round personality of the students through co-curricular, extra-curricular and extension activities. The students' union is the pivot in all these activities of the college.

Annual elections are held to form its General Body under the supervision of an Election Commission framed in accordance with the Constitution (*Gathan Tantra*) of the students'

union of the college. The General Secretary of the students' union is the ex-officio member of the Governing Body.

Cultural Programmes and Competitions

The students' union takes the lead in all cultural programmes of the institutions. The students' union under the auspices of the college

observe 'Matri Bhasa Dibas' to pay respect to the martyrs of 'Bhasa Andolan' who sacrificed their lives at different stages of the national liberation movement of Bangladesh; 'Baishe Sravana' to pay homage to Kaviguru Rabindranath Tagore on his death Anniversary and; Teachers' Day to honour their teachers on the birthday of Sarbapally Radhakrishnan. On the commencement of each academic session they also arrange *Nabin Baran* (Freshers' Welcome), a cultural programme with the active participation of the existing students but primarily aimed at searching out versatile talents among the freshers. Saraswati Puja and Vasanta Utsav are also being celebrated with usual enthusiasm.

The students' union arranges cultural competition once a year and the college encourages the students to participate in it. Tremendous interest and large-scale participation can be found in music, dance, plays, debates, elocutions and quiz competitions.

Games and Sports

Facilities for indoor and outdoor games like Table Tennis, Volleyball, Football and Cricket are available to the students throughout the year. The college has already produced some notable players. The college also arranges annual sports meet during the winter. Prizes are given away at the end of the event as incentive to the successful contestants by eminent sports personalities of the locality.

College Magazine

The students' union annually brings out College magazine which is a joint effort of the teachers and the students. The magazine reflects important glimpse of events of the college life, contemporary social problems including matters that the students as well as the teachers are facing in their academic pursuit. As a mirror of students' enthusiasm essays, poems, stories etc. are published in the magazine.

Extension Activities

The term education implies imparting instruction, not just in academics but also in extension activities. The college fully recognizes the fact and hence, encourages the students to participate in various extension activities.

The National Cadet Corps (NCC)

The college has a NCC unit for girls working under the 2nd Bengal Girls' Battalion, Calcutta – B Group was formed in 1996. This N.C.C division provides an opportunity to the girl students in developing qualities of character, courage, comradeship, discipline, leadership, secular

outlook, spirit of adventure, sportsmanship and ideals of selfless service.

Social Services

Voluntary blood donation camps are organized by the students' union in the college premises where students, teachers and non-teaching staff of the college donate blood spontaneously. They also come forward to fulfill their social obligations in all sorts of natural calamities in the national or regional level by way of meeting the instruction of their respective professional organisations.

Students' Fest

A week long gala celebration is organized annually during winter under the auspices of students' union in association and collaboration with other educational institutions of the locality. Photo exhibitions, models, poster exhibitions and slide shows

attract spectators. Some government and semi-government organizations also take part in the exhibition. Cultural competitions and cultural programmes are held with the active participation of the students, both of the college and of reputed artists and performers. *Students Fest* has now assumed a shape of local festival.



Holidays, Vacations and Recesses

The total number of holidays in the college normally does not exceed 56 days including the Puja Vacation. Puja Vacation commences on *Durga Sasthi* and the college re-opens normally on the working day after *Bhatri Dwitya*. The duration of this vacation is 24 days. Winter recess commences on the day following Christmas Day and re-opens on the working day following English New Year's Day. The forty-five days Summer Recess commences on 16th May and continues till the end of the academic session. During the summer and winter recess the college office, the Central Library and the Laboratories remain open as per schedule notified by the Teacher-in-Charge. College office remains closed all through the Puja vacation.

LIST OF HOLIDAYS 2017 – 18

Month	Date	Day	Occasion	Remarks
August 2017	5	Saturday	College Foundation Day	Holiday
	14	Monday	Janmastami	Holiday
	15	Tuesday	Independence Day & Tithi of Lalbaba	Holiday

Month	Date	Day	Occasion	Remarks
September	2	Saturday	Id-ud-zoha	Holiday
	17	Sunday	Viswakarma Puja	
	19	Tuesday	Mahalaya	Holiday
	September 26 – October 24	Tuesday - Tuesday	P U J A V A C A T I O N (including Gandhi's Birthday)	Vacation – 24 Working Days
October	26	Thursday	Chhat Puja	Holiday
	29	Sunday	Jagadhatri Puja	
November	3	Friday	Rashyatra	Holiday
	4	Saturday	Birthday of Guru Nanak	Holiday
	14	Tuesday	Birthday of Pandit Nehru & Children's day	Holiday
December	2	Saturday	Fatea-Duaz-Daham	Holiday
	25	Monday	Christmas Day	Holiday
	26 - 31	Tue – Sun	W I N T E R R E C E S S	Recess – 5 Days
January 2018	1	Monday	New Years' Day	Holiday
	12	Friday	Birthday of Swami Vivekananda	Holiday
	22	Monday	Saraswati Puja	Holiday
	23	Tuesday	Saraswati Puja & Birthday of Netaji	Holiday
	24	Wednesday	CU Foundation Day	Holiday
	25	Thursday	Maghotsav	Holiday
	26	Friday	Republic Day	Holiday
February	14	Wednesday	Shivaratri	Holiday
	17	Saturday	Birthday of Ramakrishna	Holiday
March	1	Thursday	Dolyatra	Holiday
	2	Friday	Holi	Holiday
	30	Friday	Good Friday	Holiday
April	14	Saturday	Bengali New Year & Birthday of B.R. Ambedkar	Holiday
	15	Sunday	Bengali New Year	
	30	Monday	Buddha Purnima	Holiday
May	1	Tuesday	May Day	Holiday
	9	Wednesday	Birthday of Rabindranath Tagore	Holiday
	May 16 – June 30	Wed – Sat	S U M M E R R E C E S S	Recess – 40 Working Days

Holidays: 27 Days
Recess: 45 Days

Vacation: 24 Days
Principal's Discretion: 5 Days

*This Holiday List is provisional and minor modifications may be made, if necessary, with prior notification
This Holiday List is subject to approval the Governing Body, Lalbaba College*

College Events 2017-18

Month	Date	Day	Description
September	5	Tuesday	Observance of Teacher's Day
October	Immediately before the Puja Vacation		Nabin Baran
February 2018	Second Week		Students Fest 2017-18
	22	Thursday	Commemoration of Matri Bhasa Dibas
February	28	Wednesday	Basanta Utsav

Academic Calendar : 2017-18

Month	Date	Day	Description
July 2017	1	Saturday	Commencement of Academic Session (1 st Term begins); Admission to 1 st Year B.A./B.Sc./B.Com Classes continues
	6	Thursday	CU B.Com Part I Honours & General Examination, 2017 commences
	8	Saturday	Commencement of New Routine & Beginning of B.Com 3 rd Year Classes
	15	Saturday	Beginning of B.A./B.Sc. 3 rd Year Classes
	21	Friday	Last date of Admission to 1 st Year Classes
	22	Saturday	Beginning of B.A./B.Sc./B.Com 1 st Year Classes
	25	Tuesday	CU B.A./B.Sc. Part I Honours Examination, 2017 commences
August	2	Wednesday	CU B.A./B.Sc. Part I General Examination, 2017 commences
	5	Saturday	College Foundation Day celebration
	12	Saturday	Beginning of B.Com 2 nd Year Classes
	15	Tuesday	Independence Day celebration
	19	Saturday	Beginning of B.A./B.Sc. 2 nd Year Classes
	25	Friday	Last date of change of Subject(s)/Stream (including switching over from Honours Course to General & vice versa)
	28	Monday	Last date of submission of Registration form by the students to the college without late fee
September	5	Tuesday	Celebration of Teachers' Day;
	7	Thursday	Last date of submission of Registration form by the students to the college with late fee
	Immediately before Puja Vacation		Nabin Baran by Students' Union
	25	Monday	1 st Term ends
October	25	Wednesday	2 nd Term begins
	30	Monday	Mid-Term Test Examination (For 1 st Year, 2 nd Year, 3 rd Year - Honours & General Students) – 6 days
December	Second Week		Test Examination (For 3 rd Year - Honours & General Students) – 5 days
	Third Week		Filling up of form for Part I & II Supplementary Examination 2017
	23	Saturday	2 nd Term ends
January 2018	2	Tuesday	3 rd Term begins
	First Week		Publication of Results for Test Examination of the 3 rd Year Students
	Last Week		Filling up of Form for the University Examination for 3 rd Year Students
			Test Examination (For 2 nd Year - Honours & General Students) – 6 days

Month	Date	Day	Description
February	Second Week		Publication of Results for Test Examination of the 2 nd Year Students Students Fest 2018
	8.02.18 – 18.02.18		CU Part I & II Supplementary Examination, 2017
	20.02.18 – 27.02.18		CU Part I Compulsory Language Examination, 2018
	21	Wednesday	Commemoration of Matri Bhasa Divas
	Last Week		Filling up of Form for the University Examination for 2 nd Year Students
	28	Wednesday	Basanta Utsav
March	First Week		Test Examination (For 1 st Year - Honours & General Students) – 7 days
	Last Week		Publication of Results for Test Examination of the 1 st Year Students
April	First Week		Filling up of Form for the University Examination for 1 st Year Students
	04.04.18 – 13.04.18		CU B.Sc. Part III B.A./B.Sc./B.Com Honours Examinations, 2018
	16.04.18 – 23.04.18		CU B.Sc. Part III B.A./B.Sc./B.Com General Examinations, 2018
May	03.05.18 – 25.05.18		CU B.Com Part II Honours & General Examination, 2018
	15	Tuesday	3 rd Term ends
	31.05.18 – 05.06.18		CU B.A./B.Sc. Part II Honours Examination, 2018
June	After the publication of HS Results		Commencement of Admission for the next Academic Session
	08.06.18 – 03.07.18		CU B.A./B.Sc. Part II General Examination, 2018
	30	Saturday	Closing of Academic Session

Amenities for the Students

Free Studentships

The college provides full-free and half-free studentship to its meritorious bona fide students. Concessions are granted to a maximum of 10% of the roll-strength considering merit, attendance in classes and financial condition of the student. Satisfactory progress in studies and good conduct are the preconditions for the continuance of those concessions.

Students' Welfare Fund

A newly created fund has been introduced to support the financially disadvantaged students. It finances the needy students after successful completion of study and becoming eligible for University Examinations. The monetary liability of form fill-up of the

University Examination for the poorest of the poor is borne utilizing this fund.

Railway Concessions

The college arranges to provide the students to enjoy railway concessions from Belur and Bally Ghat railway stations to their places of residences. The railway authorities issue these concessions on the basis of recommendations of the college and in accordance with their rules and regulations. During recess and vacations, only home-going concessions are permitted.

Endowment Prizes

The college has instituted a few Endowment Prizes. They are awarded to the meritorious students on the basis of their performance in the Calcutta University examinations.

Students obtaining highest marks in Bengali and English Honours are awarded *Arnab Biswas Smriti Puraskar* and *Kartik Maity Puraskar* respectively. Another endowment entitled *Surojit Konar Smriti Puraskar* honours students obtaining highest marks in all the eight Honours subjects and score highest in the General Courses of Science, Arts and Commerce streams of the college separately, including the topper of the college in all disciplines. A recently introduced Endowment Prize is *Haradhan Ghosh Smriti Puraskar* being awarded to the champions at the Annual Sports in boys and girls events separately.

Cheap Store, Canteen & Students' Health Home

The college assists the students' union in running a cheap store facilitating students to purchase textbooks and stationary items at cheaper rates. The college also runs a subsidised canteen providing refreshments to the students at a lower cost. The college is has a tie up with the Students' Health Home and the students can avail themselves of medical treatment with minimum expenses.

College Administration

College Session

The academic session of the college commences every year on the first day of July and ends on the last day of June. The session has three terms as below:

1st Term:	Commencement of the Session – Puja Vacation
2nd Term:	Re-opening of the college – Winter Recess
3rd Term:	Re-opening of the college – Summer Recess

College Office Hours

The college time-table has been formulated to incorporate maximum utilization of space. The timings of classes are stretched throughout the day. The morning shift of the college starts at 6.45 AM and continues till noon. The day section of the college commences at 10.30 AM and comes to an end at 5 PM.

The Office Hours for the college:	Weekdays	Morning	6:45 AM to 12.00 Noon
		Day	10:30 AM to 5 PM
	Saturdays	Morning	6:45 AM to 12.00 Noon
		Day	10:30 AM to 1.30 PM

Administrative Staff

The college has a host of helpful and cordial body of staff. They zealously help the faculty and the students. Their industrious labour keeps the fervour of fellow feeling alive despite shortage of manpower. A list of the college office staff is appended below:

1. Sri Pankaj Kumar Kar	Head Clerk
2. Sri Nikhil Krishna Roy	Accountant
3. Sri Tarun Jana	Cashier
4. Sri Rathindra Nath Chatterjee	Library Clerk
5. Sri Arabinda Mahajan	Clerk
6. Sm. Doli Biswas	Clerk
7. Sm. Indira Chatterjee	Clerk
8. Sri Amar Dolui	Peon
9. Sri Surendranath Pramanik	Laboratory Attendant (Physics)
10. Sm. Alpana Bagani	Peon
11. Sm. Swarnalata Koley	Peon
12. Sri Subrata Chatterjee	Laboratory Attendant (Geography)
13. Sri Shyam Sundar Balmiki	Laboratory Attendant (Geography)
14. Sm. Mali Bhowal	Lady Attendant
15. Sm. Soma Mitra	Library Peon
16. Sri Goutam Dutta	Peon
17. Sri Chandan Jana	Sweeper (Part-time)
18. Sri Subhasis Bhattacharyra	Clerk (Contractual Group C)
19. Sri Surajit Bera	Clerk (Contractual Group C)
20. Sri Rajesh Halder	Clerk (Contractual Group C)
21. Sri Debasis Dey	Peon (Contractual Group D)
22. Sm. Rina Banerjee	Peon (Contractual Group D)
23. Sri Sumit Sarkar	Peon (Contractual Group D)
24. Sri Rajesh Balmiki	Sweeper (Contractual Group D)

College Fees

Payment of Fees

College dues can be cleared on all weekdays excepting Saturdays between 10.30 AM – 2.30 PM for the Day Section and between 7.30 AM – 9.30 AM for the Morning Section on production of fee book. In case the fee book is lost, a duplicate fee book may be issued on payment of Rs. 5. All payments are to be made in cash. Tuition fees must be paid within the 15th of each month, failing which a late fee of Rs. 5 per month may be levied. A defaulter in paying three consecutive months will not be treated as a bonafide student of the college and his roll will be struck off from the attendance registrar. All students will have to clear their dues before the commencement of

their Test Examinations; otherwise, they will not be permitted to appear in the examination.

Refund of Deposits

Caution Money, Library and Laboratory deposits are refunded after deductions, if any, to the students on production of the original payment receipts. This refund can be received after the publication of results of the final year of the B.A., B.Sc., B.Com. Examination in which the student had appeared and this refund can be claimed within cash hours for the next three months. No claims will be entertained afterwards

under any circumstances of a defaulter in this regard.

Fee Structure 2017 - 18

Sl. No.	Description	General Courses (Rs.)	Honours Courses (Rs.)
1.	Tuition Fee (per month)	Bachelor of Arts	75
		Bachelor of Science	110
		Bachelor of Commerce	85
2.	Admission and Re-Admission Fee	Bachelor of Arts	125
		Bachelor of Science	125
		Bachelor of Commerce	125
3.	Laboratory Deposit (per annum)	Bachelor of Science	150
		Students opted Geography	500
		Bachelor of Commerce (2 nd Year)	150
4.	Laboratory Charges (per month)	Bachelor of Science	150
		Students opted Geography	150
		Bachelor of Commerce (2 nd Year)	150
5.	Library Deposit	200	200
6.	Library Fee (per annum)	200	200
7.	Session Charges	400	400
8.	Building Fund	300	300
9.	Students' Aid Fund	75	75
10.	Examination Fee (College)	75	75
11.	Electricity Charges	150	150
12.	Stationery Charges	150	150
13.	Games and Sports Fee (College)	150	150
14.	Festival Charges	250	250
15.	Students Union	200	200
16.	Magazine Fee	100	100
17.	NAAC Fee	100	100
18.	Maintenance Fee	200	200
19.	Canteen Fee	75	75
20.	Students' Health Home	10	10
21.	Identity Card	60	60
22.	e-Maintenance Fee	200	200
23.	Calcutta University Sports & Games Fee	60	60
24.	Calcutta University Registration Form	As per University Rates	
25.	Calcutta University Data Processing Fee	As per University Rates	
26.	Transfer Fee	500	500
27.	Library Card (Duplicate)	50	50
28.	Acknowledgement Card (Duplicate)	50	50
29.	Admission Processing Fee	200	200
30.	Project Fee (Environment Studies)	20	20

Advice to students

1. Do not loiter or lounge at the corridors of the college.
2. Do not paste posters college campus.

3. Do not damage or deface college properties.
4. Do not smoke; chew tobacco, take drugs and spit within campus.
5. Do not indulge in ragging inside or outside the college campus.
6. Do not keep bicycles or two-wheelers in any place other than the one earmarked.

Offenders may be fined as determined by the authorities and other disciplinary measures may be inflicted upon. It is expected that students will put off lights and fans when the classes are over or they are outside classrooms.