COOCH BEHAR COLLEGE

AFFILIATED TO COOCH BEHAR PANCHANAN BARMA UNIVERSITY

NAAC ACCREDITED (AT B++ GRADE) COLLEGE

ESTD. 1970

PROSPECTUS - 2019

COOCH BEHAR, PIN-736101, WEST BENGAL
PH. & FAX- (03582)256798

COOCHBEHAR COLLEGE

NAAC Accredited (at B++ Grade with 2.78 scale in Oct, 2016, 2nd Cycle) College
Our Website Address : www.coochbeharcollege.org.in
Our e-mail Address : principal@coochbeharcollege.org.in

IMPORTANT ANNOUNCEMENT

1. Choice Based Credit System (CBCS) was introduced from 2017-18 academic session.

2. Admission in Honours Courses will be held through Counselling. Provisional Merit List to be published initially. For any correction, time will be given and after that Final Merit List will be published. No complaints regarding correction will be entertained after publication of the Final Merit List. (Information and notice regarding total no. of seats in different categories & admission related various issues will be published in college website & college notice board.)

3. Students can also opt for any one of Career Oriented Programmes (COP) in Computer Application, Communicative English, Eco-Tourism Management and Women Studies along with their regular courses of study. These COP courses are recognised by U.G.C. & Affiliated by Cooch Behar Panchnan Barma University).

4. Three year regular BBA (Bachelor of Business Administration) Course (U.G.C. Recognised & Affiliated by Cooch Behar Panchanan Barma University) has been also running successfully in our college.

5. Three year regular BBM (Bachelor of Business Management) Course in Tourism, Aviation & Hospitality (U.G.C. Recognised & Affiliated by Cooch Behar Panchanan Barma University) has been also running successfully in our college.

6. This college is the only college in the Cooch Behar Sub-division having Arts, Commerce, Science & Management Streams.

7. Remedial Coaching and Entry Level Coaching are running successfully in the college. (UGC affiliated)

HISTORY

Cooch Behar College, affiliated to Cooch Behar Panchanan Barma University (Since 2015-16) , was established on 16th November 1970 with a handful of students. The college is included under section 2 (F) and 12(b) of the University Grants Commission Act. Over the last forty eight years the college has evolved into an excellent centre of higher education in the district and has been imparting education in both Honours and Programme courses in Humanities, Commerce, Science and Management (B.B.A & B.B.M) to a large number of students hailing from various race, community and diverse socio-cultural milieu of Cooch Behar and the surrounding region. For up gradation of the quality of education, the college has been assessed by NAAC during October, 2016 and had successfully assessed at B++ Grade.

LOCATION AND INFRASTRUCTURE

The college is situated in the heart of the district town of Cooch Behar. It presents an enviable spectacle with an impressive building, a sprawling campus, and a well equipped library. The college has been imparting education through modern ICT methods, wi-fi Connection. Free internet and low priced xerox facilities are available to the students. Office is fully and the library is fully computerised. The College has its own website since 2006.

AIMS AND OBJECTIVES OF THE COLLEGE

1) To impart sound and meaningful higher education to the students.
2) To help them achieve successful professional career.
3) To encourage the students to strive for excellence in every field of life.
4) To help them become ideal and responsible citizens of the country.
5) To produce intellectually sound, morally upright, socially concerned students to be of service to the nation.

TEACHING STAFF

The college boasts of a highly competent, talented, hard working and sincere teaching staff. They try their best to satisfy the academic needs of the students and always take personal care for the all round development of the students.

PRINCIPAL - Dr. Pankaj Kumar Debnath

GOVERNNING BODY MEMBERS

1.	**Sri Mihir Goswami**	- President
2.	**Dr. Pankaj Kumar Debnath**	- Principal / Secretary
3.	**Sri Bhupesh Bandhu Das**	- Government Nominee
4.	**Sri Baladeb Sinha**	- Government Nominee
5.	**Dr. Shyam Kumar Jha**	- University Nominee
6.	**Dr. Sidhartha Sankar Laha**	- University Nominee
7.	**Prof. Monimay Chakraborty**	- Teachers' Representative
8.	**Prof. Abhijit Roy**	- Teachers' Representative
9.	**Prof. Joydeb Mondal**	- Teachers' Representative
10.	**Dr. Parimal Sarkar**	- Teachers' Representative
11.	**Sri Anupam Dey**	- Non-Teaching Representative
12.	**Sri Jagadish Chandra Das**	- Non-Teaching Representative
13.	**(Vacant)**	- General Secretary, Students' Union

LIST OF TEACHING STAFF
(as on 29.05.19)

Department of Bengali :
1. Sri Joydeb Mandal (Assistant Professor)
2. Dr. Mridul Ghosh (Assistant Professor)
3. Sri Avijit Golui (Assistant Professor)
4. Smt. Sukanya Chatterjee (Part time Guest Teacher)

Department of English :
1. Md.Tariqul Islam (Assistant Professor)
2. Sri Pallab Kumar Sarkar (Assistant Professor)
3. Sri Satish Tamang (Assistant Professor)
4. Sri Samir Dey (Part time Guest Teacher)
5. Smt. Anindita Datta (Part time Guest Teacher)
6. Sri Prajnajyoti Dutta (Part time Guest Teacher)

Department of Economics :
1. Dr. Pankaj Kumar Debnath (Principal)
2. Sri Sushovon Mondal (Assistant Professor)
3. Smt. Priyanka Debnath (Part time Guest Teacher)
4. Sri Suhash Ghosh (Part time Guest Teacher)

Department of Geography :
1. Sri Keshab Mondal (Assistant Professor)
2. Dr. Tapan Kumar Das (Assistant Professor)
3. Smt. Sonel Som (Assistant Professor)
4. Sm. Debolina Pandit (Part time Guest Teacher)
5. Sri Akshay Chanda (Part time Guest Teacher)
6. Sri Prasanya Sarkar (Part time Guest Teacher)
7. Sri Balai Das (Part time Guest Teacher)
8. Smt Priksha Biswas (Part time Guest Teacher)
9. Sri Saumyajit Ghosh (Part time Guest Teacher)

Department of History :
1. Dr. Dipankar Basu (Assistant Professor)
2. Sri Bappa Mohanta (Assistant Professor)
3. Sri Sukomal Chanda (Part time Guest Teacher)
4.SriKamalesh Roy (Part time Guest Teacher)

Department of Philosophy :
1. Sri Swapan Chandra Barman (Assistant Professor)
2. Smt. Swati Ghatak (Assistant Professor)
3. Sri Rakesh Das (Assistant Professor)
4. Smt. Rumpa Roy (Part time Teacher)

Department of Political Science :
1. Dr. Pritha Pandit (Roy Chowdhury) (Assistant Professor)
2. Dr. Sukanta Ghosh (Assistant Professor)
3. Sri Suman Pandit (Part time Teacher)
4. Sri Ujjal Kumar Dey (Part time Guest Teacher)

Department of Sanskrit :
1. Dr. Amal Chandra Roy (Assistant Professor)
2. Smt. Arpita Das (Part time Guest Teacher)
3. Smt. Preeti Karmakar (Part time Guest Teacher)
4. Sri Manas Barman (Part time Guest Teacher)

Department of Physical Education :

1. Sri.Badarudozza Sarkar.   (Contructual Teacher)
2. Smt. Bhaswati Barman   (Part time Guest Teacher)
3. Sri Dipu Barman   (Part time Guest Teacher)
4. Sri Pallab Ray Sarkar   (Contructual Guest Teacher)

Department of Education :

1. Sri Dipak Chandra Das   (Part time Guest Lecturer)

Department of Commerce :

1. Sri Abhijit Roy   (Associate Professor)
2. Sri Monimoy Chakraborty   (Associate Professor)
3. Dr. Tamojit Roy   (Assistant Professor)
4. Sri Paramesh Chanda   (Part time Teacher)

Department of Chemistry :

1. Dr. Rabindra Dey   (Assistant Professor)
2. Smt. Srabanti Ghsh   (Part time Guest Teacher)
3. Smt. Arighna Saha   (Part time Guest Teacher)
4. Smt. Subarna Panchanan   (Part time Guest Teacher)

Department of Physics :

1. Dr Parimal Sarkar   (Associate Professor)
2. Sri Sudipta Karmakar   (Part time Guest Lecturer)
3. Sri Bapan Gowala   (Part time Guest Teacher)
4. Smt. Ishita De   (Part time Guest Teacher)
5. Sri Mukesh Pradhan   (Part time Guest Teacher)

Department of Mathematics :

1. Sri Jigmi Dorjee Bhutia   (Assistant Professor)
2. Sri Amal Sutradhar   (Contractual Guest Lecturer)
3. Smt Bina Bhowmick   (Part time Guest Lecturer)
4. Smt. Nabanita Dey   (Part time Guest Lecturer)
5. Sri Tapas Das   (Part time Guest Lecturer)

Department of Computer Science :

1. Sri Somnath Saha   (Assistant Professor)
2. Sri Dibyendu Dey   (Contractual Guest Lecturer)
3. Smt. Madhurima Mondal (Saha) (Part time Guest Lecturer)
4. Sri Prasun Sarkar   (Part time Guest Lecturer)

LIST OF LIBRARY STAFF

Sri Binoy Sharma   (Assistant Librarian)
Sri Krishanu Chakraborty   (Contractual Guest Librarian)
Smt. Payel Roy   (Casual Group – C)
Sri Sukanta Pramanik,   (Casual Group – D)

LIST OF NON-TEACHING STAFF

Smt. Laxmi Dasgupta (Bose)	-	Accountant
Sri Santeswar Roy	-	Clerk
Sri Anupam Dey	-	Typist
Sri Jagadish Ch. Das	-	Peon
Smt. Maya Roy	-	Lady Attendant
Sri Khokon Das	-	Guard
Sri Ranjit Basfore	-	Sweeper / Jamadar (Part time)
Sri Rahul Harijon	-	Peon

CASUAL NON-TEACHING STAFF

Sri Abjijit Chatterjee	-	'Group - C'
Sri Anirban Sen Chowdhury	-	'Group - C'
Smt. Saswati Das	-	'Group - C'
Sri Sudip Das	-	'Group - D'
Sri Biswanath Chakraborty	-	'Group - D'
Sri Soumitra Chakraborty	-	'Group - D'
Sri Susanta Das	-	'Group - D'
Sri Samir Roy	-	'Technical Assistant'

CONTRACTUAL SECURITY GUARD

1. Sri Sattam Das,   2. Sri Biswajit Mondal

Presently the College offers B.A , B.Sc. & B.Com.(3 years Program & Honours Courses) with four Career Oriented Courses, BBA & B.B.M degree programme.

FOR DEGREE COURSES :

Arts, Commerce and Science subjects are taught. The subjects which students can take up in various streams are mentioned below.

Stream	Honours Subjects	Subjects of Program Course
Arts	1. Geography, 2. English, 3. Sanskrit, 4. Bengali, 5. History, 6. Political Science, 7. Philosophy, 8. Economics.	1. Geography, 2. English, 3. Sanskrit, 4. Bengali, 5. History, 6. Political Science, 7. Philosophy, 8. Economics, 9. Physical Education, 10. Education
Commerce	1. Accountancy	1. All Commerce Subjects.
Science	1. Mathematics 2. Physics 3. Chemistry 4. Computer Science	1. Physics 2. Chemistry 3. Mathematics 4. Computer Science
Management	B.B.A	1. Marketing 2. Finance 3. Human Resource
	B.B.M	Tourism, Aviation & Hospitality

SUBJECT RESTRICTIONS :~

1. Candidates having certificates of District/State/National/International level sports are eligible to apply for Physical Education as a General elective subject.
2. Candidates having Education subject at H.S level are eligible to apply for Education as a General subject.
3. Candidates securing 60% or above marks in Geography in H.S level are eligible to apply for Geography as a Generic elective subject (50% of total seats are allotted for Honours and 50% for Program Course).

বিষয় নেওয়ার ক্ষেত্রে বাধানিষেধ ঃ

১. Candidate এর যদি District/State/National / International Level এর Sports Certificate থাকে, তবে সে General Subject হিসাবে Physical Education বিষয়টি নিতে পারবে ।

২. H.S.পরীক্ষায় Education বিষয়টিতে উত্তীর্ণ হলে Education বিষয়টি General বিষয় হিসাবে নেওয়া যাবে ।

৩. H.S.পরীক্ষায় কমপক্ষে 60% (ষাট শতাংশ) নম্বর থাকলে তবেই General বিষয় হিসাবে Geography বিষয়টিকে নেওয়া যাবে । (মোট Seat এর 50% Seats Honours students দের (Geography Honours) বাদে এবং 50% seats Program Course এর ছাত্র/ ছাত্রীদের জন্য allotted করা আছে।

RESULTS OF THE LAST THREE YEARS (At the end of the 3rd year)

1)	2014	73.50%
2)	2015	63.44%
3)	2016	51.36%
4)	2017	68.29%
5)	2018	58.83%

RECENT ACHIEVEMENT:

i) In 2018, Pratyusha Das secured 1st class 2nd position in Geography Hons. (in CBPBU)

ii) In 2018, Diapali Ray secured 1st class 1st position in B.Sc General (in CBPBU).

iii) In 2018, Seema Barman secured Best NSS volunteer Award 2018 (in CBPBU).

iv) In 2018, Nikita Bania secured 1st class 1st position in BBA (in CBPBU).

v) In 2018, Saikat Banik secured 1st class 2nd position in BBA (in CBPBU).

ELIGIBILITY FOR ADMISSION IN HONOURS COURSE:

Those students who have obtained either (i) 55% marks in the aggregate or (ii) 50 % marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in general categories. However, the above criterion reduced to (i) 50% marks in the aggregate or (ii) 45% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in SC/ST categories.

HOW TO APPLY/ ADMISSION PROCEDURE

Students will be admitted through on line system (E-Counselling mode) in this academic session (2019 - 20).
The following steps / rules to be followed strictly for applying to any course and for admission.

STEPS FOR SUBMISSION OF ONLINE APPLICATION FORM & ONLINE ADMISSION

Step1:
- Candidate seeking admission in Cooch Behar College must apply online only on the COOCH BEHAR COLLEGE website on and from 03/06/2019. website: www.coochbeharcollege.org.in.

Step2:
- The candidate seeking admission must first go through the terms and conditions of admission and click on "I Agree" button and then move on to the next page.
- In Cooch Behar College website a candidate seeking admission should click on the **"Online Admission 2019"** button.
- Then the candidate should click on "APPLY ONLINE" button and will get four options (APPLY IN HONOURS/ APPLY IN PROGRAM (GENERAL) / APPLY IN BBA / APPLY IN BBM).
- After clicking those buttons admission page will be opened.
- The candidate should upload the scanned copy of 50 KB size image and all the necessary documents in JPG format of not more than 200 KB (M.P Admit card/Certificate, H.S Mark sheet, Caste Certificate , P.H Certificate, Sports Certificate) for admission.

Step3:
- After filling up the form, the candidate will receive a username and password through registered mobile number. Incomplete form will not be accepted. After successful submission of the form, candidate will get payment option**" online payment".**

Step4:
- In online payment, candidate can pay through debit card, credit card and net banking.
- **If any candidate fails to pay fees at the time of form fill-up, then they can pay the fees through the username and password in Re-payment Login option .**

Step5:
- Candidate who is successfully registered and paid registration fee will only be considered in selection process.
- Candidates whose names are in merit list will go through an automated E-counselling process.
- Candidates who are selected will be informed through message sent on their registered mobile number. The names of selected candidates, eligible for admission will also be displayed on the college website phase wise.

Step6:
- After receiving the message and/or after publication of such list of selected candidates in the college website, candidates have to pay their provisional admission fees again through the username and password followed by the same online procedure.

Step7:
- After the payment of the provisional admission fees, the candidate must fill-up **Anti-Ragging** form and print the form by clicking on **Anti-Ragging button** which is given in the online admission website.
- Then lastly, the candidates have to be present for classes on the scheduled date which will be displayed on the college website, and at that time verification of their original documents will be done.
- **A candidate getting chance of admission to a course of his/her second choice, should first cancel the admission to his/her course of first choice.**

RULES TO BE FOLLOWED

1. **Candidates must read the prospectus before filling up Admission Registration forms.**
2. Before applying Online, the candidates must possess the scanned images as below:-
   Passport size photograph in JPG format of not more than 50Kb.
   M.P Admit card/Certificate in JPG format of not more than 200Kb.
   H.S Mark sheet in JPG format of not more than 200Kb.
   Caste Certificate in JPG format of not more than 200Kb. [If required]
   Physically Handicapped Certificate in JPG format of not more than 200Kb. [If required]
   Sports Certificate in JPG format of not more than 200Kb. [If required]
3. The candidate must submit a valid mobile number of self or any family member.
4. Before submitting the application, the candidate must confirm their **_date of birth, mobile number._**
5. After submitting the valid mobile number, no complaint will be entertained by the college related to lost of mobile or sim card etc.
6. The candidate will receive the confirmation of submission of registration or provisional admission within 24 hrs. of fee submission and they can also view payment status by login into the website.
7. A candidate can edit their application form excluding **_date of birth_** and **_mobile number_** up to 12 PM of 12/06/18. After 12 PM of 12/06/18 no edition or modification will be allowed.
8. If any information of the candidate is found wrong at the time of physical verification, his/her admission will be summarily cancelled.
9. Before subject selection, the candidate must follow the subject choice rules of the college as well as of the University.
10. At the time of physical verification, the candidate must bring printed copy of application form, receipt copy of payment and all relevant documents of online application and original copies of all the certificates, marksheets and testimonials.
11. Regarding SC/ST/OBC-A/OBC-B reservation, only certificate in the name of the candidate only from SDO will be accepted (as per Govt. norms).
12. Subject restriction must be maintained.
13. A candidate can submit only one application of one Honours subject by paying Rs 100(admission registration fee). A candidate can also apply for more than one Honours subject by separate registration process.
14. For admission to Program (General) course, separate application form has to be submitted.
15. Application for Honours subjects will not be considered as application for General course and vice-versa
16. The published schedule of Admission is tentative and subject to change.
17. Candidates seeking admission must visit College website regularly and **_check SMS alerts in their registered mobile no._**
18. Candidate must be present himself/herself physically for physical verification of their documents in the college premise on the day of commencement of class. Otherwise the admission will be deemed to be cancelled after expiry of the stipulated time. In this respect no application will be entertained later.
19. Fees once deposited cannot be **_refunded under any circumstances_**.
20. All information regarding eligibility criteria, subject restrictions, fee structure etc. are mentioned in the Prospectus.
21. No candidate will be allowed to take **_one subject as Honours and/or General if he/she fails in that subject at H.S level._**
22. **A Valid Mobile no. once submitted to College Authority should not be changed before completion of course.**

অনলাইন (Online) পদ্ধতিতে ফর্ম পূরণ ও ভর্তি প্রক্রিয়ার নিয়মাবলীঃ-

২০১৯-২০ শিক্ষাবর্ষে কোচবিহার কলেজে ভর্তির জন্য প্রত্যেক ছাত্রছাত্রীকে অবশ্যই অনলাইন পদ্ধতিতে আবেদনপত্র পূরণ করতে হবে। সম্পূর্ণ ই-কাউন্সেলিং পদ্ধতিতে ভর্তি প্রক্রিয়া সম্পন্ন হবে। বিজ্ঞপ্তি অনুসারে ক্লাস শুরুর দিন ছাত্রছাত্রীদের কলেজে অবশ্যই উপস্থিত হতে হবে।

অনলাইন (Online) পদ্ধতিতে আবেদন পত্র জমা দেবার পদক্ষেপ সমূহঃ-

Step 1 (ধাপ-১)

➢ **কোচবিহার কলেজে ভর্তি হতে ইচ্ছুক ছাত্র-ছাত্রীদের প্রথমে কলেজের ওয়েবসাইট** www.coochbeharcollege.org.in **এ গিয়ে ০৩/০৬/২০১৯ তারিখ থেকে** Online **পদ্ধতিতে ফর্ম পূরণ করে প্রয়োজনীয় নথি সহ** Submit **করতে হবে।**

Step 2(ধাপ-২)

➢ ছাত্রছাত্রীরা কোচবিহার কলেজের ওয়েবসাইটের পেজ খুলে Term and Condition **"I** Agree" করে **Online Admission-201**9 বোতামটির ওপর ক্লিক করলে অনলাইনে ভর্তির পৃষ্ঠা (Page) খুলে যাবে।

➢ এরপর APPLY ONLINE বোতামটির ওপর ক্লিক করতে হবে। এখানে চারটি বোতাম পরপর আসবে **APPLY IN HONOURS / APPLY IN PROGRAM (GENERAL) / APPLY IN BBA / APPLY IN BBM.** ছাত্র-ছাত্রীদের ইচ্ছে অনুসারে নির্দিষ্ট বোতামে ক্লিক করলে অনলাইন ভর্তির পেজ খুলে যাবে।

➢ আবেদনকারীকে ২০০ কেবি মাপের প্রয়োজনীয় কাগজপত্র(M.P. Admit/ Certificate, H.S. Mark sheet, Caste Certificate) আপলোড করতে হবে। সঙ্গে ৫০ কেবি সাইজের ছবি অবশ্যই আপলোড করতে হবে।

Step 3 (ধাপ-৩)

➢ নির্দিষ্ট ফর্ম পূরণ করার পর ছাত্র-ছাত্রীদের দেওয়া মোবাইল নম্বরে একটি **"USER ID"** এবং **"Password"** পাবে।

➢ তারা(∗) চিহ্নিত স্থানগুলি পূরণ করা বাধ্যতামূলক। অসম্পূর্ণ আবেদনপত্র গৃহীত হবে না।

➢ ফর্মটি সফলভাবে জমা(Submit) দেবার পর কেবলমাত্র **Online Payment** Option এ গিয়ে ফর্মের টাকা জমা দিতে পারবে।

Step 4 (ধাপ-৪)

➢ **Online payment** পদ্ধতিতে ছাত্র-ছাত্রীরা ডেবিট কার্ড, ক্রেডিট কার্ড, এবং নেট ব্যাঙ্কিং এর মাধ্যমে টাকা জমা করতে হবে।

➢ কোন ছাত্র-ছাত্রী যদি ফর্ম পূরণের সময় **Online payment** করতে না পারে তাহলে পুনরায় **Re-Payment Option** এ গিয়ে **"USER ID"** এবং **"Password"** ব্যবহার করে টাকা Payment করতে পারবে।

Step 5 (ধাপ-৫)

➢ যে সমস্ত ছাত্র-ছাত্রী **"Application Fee"** এর টাকা সহ সফলভাবে আবেদনপত্র জমা করবে তারাই কেবল ভর্তির প্রক্রিয়ার মেধা তালিকায় স্থান পাবে এবং ভর্তির সুযোগ পাবে।

➢ মেধা তালিকায় থাকা ছাত্র-ছাত্রীরা স্বয়ংক্রিয় ই-কাউন্সেলিং (E- counseling) প্রক্রিয়ার মধ্যে দিয়ে কলেজে ভর্তি হবে।

➢ চূড়ান্ত মেধা তালিকায় থাকা ছাত্র-ছাত্রীদের নাম মোবাইল নম্বরে **SMS Message** এর মাধ্যমে জানানো হবে। এছাড়া সমস্ত ই-কাউন্সেলিং এর তালিকা কলেজের ওয়েবসাইটে প্রকাশ করা হবে।

Step 6 (ধাপ-৬)

➢ মেধা তালিকায় নাম প্রকাশিত হবার পর বা SMS Message পাওয়ার পর কেবলমাত্র অনলাইন পদ্ধতিতেই **"USER ID"** এবং **"Password"** ব্যবহার করে Fee জমা দিয়ে কলেজে ভর্তি প্রক্রিয়া সম্পন্ন করতে হবে।

Step 7 (ধাপ-৭)

➢ ভর্তি প্রক্রিয়া সম্পন্ন হওয়ার পর **Online Website** এ গিয়ে **Anit-Ragging Button** এ ক্লিক করে ফর্মটি পূরণ করার পর Submit বোতাম ক্লিক করে জমা করতে হবে। ক্লাসে Phisical Verification এর দিন Original Document এর সঙ্গে জমা দিতে হবে।

➢ কলেজের অয়েবসাইট এ প্রদত্ত নোটিশ দেখে নির্দিষ্ট দিনে সমস্ত **Document** ও **Anit-Ragging** ফর্ম সহ ক্লাসে উপস্থিত হতে হবে।

➢ একটি বিষয়ে এই কলেজে ভর্তি হয়ে যাবার পর দ্বিতীয় কোন বিষয়ে ভর্তি হতে চাইলে পূর্ববর্তী ভর্তি E-Counselling List থেকে Cancelled করে নতুন ভর্তির টাকা জমা দিতে হবে।

বিধি অনুসরণ করা :

১. ছাত্র- ছাত্রীদের ভর্তির নিবন্ধন ফর্ম পূরণ করার আগে কলেজের বিবরণ পত্র (Prospectus) পড়তে হবে।

২. অনলাইন আবেদন করার পূর্বে ছাত্র- ছাত্রীদের JPG ফর্ম্যাটে ২০০ কেবি মাপের M.P. Admit/Certificate, H.S. Mark sheet, Caste Certificate এর স্ক্যান কপি এবং JPG ফর্ম্যাটে ৫০ কেবি পাসপোর্ট সাইজের ছবি আপলোড করতে হবে।

৩. ছাত্র- ছাত্রীদের ফর্ম পূরণ করার সময় একটি বৈধ মোবাইল নম্বর দিতে হবে।

৪. আবেদন জমা দেওয়ার আগে ছাত্র- ছাত্রীদের জন্য তারিখ ,মোবাইল নম্বর এবং ছবি আপলোড নিশ্চিৎ করতে হবে।

৫. বৈধ মোবাইল নম্বর সাবমিট করার পরে মোবাইল বা সিমকার্ড ইত্যাদি হারানো সম্পর্কিত কোন অভিযোগ কলেজ দ্বারা গ্রহন করা হবে না।

৬. ছাত্র- ছাত্রীরা টাকা জমা দেওয়ার 24 ঘন্টার মধ্যে Provisional ভর্তির নিশ্চয়তা তারা রেজিস্টার মোবাইল নম্বরে ম্যাসেজ/SMS দ্বারা পাবে এবং তারা ওয়েবসাইটে লগইন-এর দ্বারা Payment-এর অবস্থান জানতে পারবে।

৭. ছাত্র- ছাত্রীরা **12/06/19** তারিখের রাত **12** টা পর্যন্ত জন্ম তারিখ এবং মোবাইল নম্বর ছাড়া তাদের সমস্ত আবেদন তথ্য সংশোধন (Edit) করতে পারবে। **12/06/19** তারিখের রাত **12** টার পর কোন সংশোধন (Edit) অথবা পরিবর্তন করা যাবে না।

৮. ক্লাসে ফিজিক্যাল ভেরিফিকেশন (Physical Verification)-এর সময় ছাত্র- ছাত্রীদের ফর্মে কোন তথ্য (Information) ভুল পাওয়া গেলে তার ভর্তি বাতিল বলে গন্য হবে।

৯. বিষয় (Subject) নির্বাচনের পূর্বে ছাত্র- ছাত্রীদের অবশ্যই কলেজের বিষয় নির্বাচনের (Subject Selection) নিয়ম অনুসরণ করতে হবে।

১০.ফিজিক্যাল ভেরিফিকেশন (Physical Verification)-এর সময় ছাত্র-ছাত্রীকে অবেদনপত্র (Application Form) ব্যাঙ্ক চালান (Online Payment) এবং অনলাইন অ্যাপলিকেশনের সমস্ত প্রাসঙ্গিক অরিজিন্যাল ডকুমেন্ট (Original Document) সঙ্গে আনতে হবে।

১১. শুধুমাত্র SDO-দ্বারা প্রদত্ত আবেদনকারির নামের SC/ST/OBC-A/OBC-B সার্টিফিকেট (সরকারি নিয়ম অনুযায়ী) গ্রহনযোগ্য বলে বিবেচিত হবে।
১২. বিষয় নির্বাচনের বিধিনিষেধ অবশ্যই মানতে হবে ।
১৩. ছাত্র-ছাত্রীরা **100** টাকা আবেদনপত্র ফি (Application Fee) দিয়ে একটি সান্মানিক (Honours) বিষয়ে আবেদন জমা দিতে পারবে। ছাত্র-ছাত্রীর একাধিক সান্মানিক (Honours) বিষয়ে আবেদন জমা দিতে হলে তাদের পৃথক পৃথক আবেদনপত্র (Application) করতে হবে।

১৪. **General Course**-এ ভর্তির জন্য আলাদা ভাবে আবেদন পত্র **100** টাকা ফি সহ একই পদ্ধতিতে **Submit** করতে হবে।

১৫. **Honours** বিষয়ে আবেদন পত্র কখনোই **General Course**-এর জন্য বিবেচিত হবে না।আবার একইরকম ভাবে **General Course**-এর জন্য আবেদন পত্র **Honours** বিষয়ের জন্য বিবেচিত হবে না।

১৬. বিজ্ঞপ্তি অনুযায়ী ভর্তির তারিখ বিশেষ কারণ বশত পরিবর্তিত হতে পারে ।

১৭. যেসমস্ত ছাত্র-ছাত্রী কলেজে ভর্তি হতে চায়, তাদের নিয়মিত কলেজের Websit এবং মোবাইলের SMS লক্ষ্য করতে হবে ।

১৮. ছাত্র-ছাত্রীকে Physical Verification – এর দিন অবশ্যই কলেজের ক্লাসে অবশ্যই উপস্থিত থাকতে হবে । অন্যথায় নিদিষ্ট সময় পরে ভর্তি বাতিল বলে গণ্য হবে। এ বিষয়ে কোন প্রকার আবেদন গ্রহণ যোগ্য হবে না।
১৯. সমস্ত Fee Online –এ জমা দেওয়া যাবে।

২০. কোন পরিস্থিতিতেই একজন প্রার্থী কলেজের ফি বাবদ জমা করা অর্থ ফেরত পাবে না।

২১. ভর্তির যোগ্যতা বিষয় নির্বাচনের সীমাবদ্ধতা/ নিয়ম এবং অন্যান্য সমস্ত তথ্য/ নিয়মাবলী/Fee Structure ইত্যাদি সমস্ত বিষয় কলেজের বিবরণ পত্র (Prospectus)-এ উল্লেখ করা আছে।

২২. **H.S.** পরীক্ষায় অনুত্তীর্ণ বিষয়কে কোন ছাত্র-ছাত্রী Honours Subject এবং General (Elective) Subject হিসাবে নিতে পারবে না।

২৩. অনার্স কোর্সের সীমিত সংখ্যক আসনের জন্য অনার্স কোর্সে ভর্তি হতে ইচ্ছুক প্রার্থীদের অনার্সের পাশাপাশি জেনারেল কোর্সের আবেদন পত্র পূরন ও জমা করার পরামর্শ দেওয়া হচ্ছে।

২৪. কোন প্রার্থী অন্য কোন কলেজে অনার্স অথবা জেনারেল কোর্সে ভর্তি হওয়ার পর এই কলেজে ভর্তি হতে চাইলে তাকে অবশ্যই অন্য কলেজ থেকে ভর্তি বাতিল করতে হবে এবং এই মর্মে কলেজ কর্তৃপক্ষের কাছে সার্টিফিকেট জমা দিতে হবে। একই ভাবে এই কলেজে ভর্তি হওয়ার পর কোন প্রার্থী অন্য কোন কলেজে ভর্তি হতে চাইলে তাকে এই কলেজের অধ্যক্ষ মহাশয়ের কাছে লিখিত আবেদন পত্র জমা করতে হবে।

২৫. বিশ্ববিদ্যালয়ের কোন আইন লঙ্ঘন করলে অথবা কলেজ কতৃপক্ষ দ্বারা নির্দিষ্ট নিয়মের বিরোধিতা করলে এবং প্রার্থীর পক্ষ থেকে কোন ভুল তথ্য দেওয়া হলে যদি ভর্তির পরে তা সনাক্ত করা যায় তবে সেই প্রার্থীর ভর্তি একতরফা ভাবে বাতিল হবে।

DOCUMENTS REQUIRED FOR ADMISSION : (AT THE TIME OF PHYSICAL VERIFICATION IN THE COLLEGE)

The following documents have to be submitted by a student at the time of admission:
1) Qualification certificate - Marksheet of 10+2 examination. (Original & Self Attested)
2) Age proof certificate - Admit card of Madhyamik Pariksha or equivalent document. (Original & Self Attested)
3) Character Certificate - A testimonial in original from the head of institution last attended.
4) Caste Certificate - Original certificate of the SC/ST/OBC/PH in the name of the applicants only to be produced (along with two copies of the caste certificate) at the time of admission in case of reserved seats.
5) Physically Handicapped Certificate - Physically Handicapped certificate from the competent authority to be furnished at the time of admission.
6) Migration Certificate - Migration certificate from original Board or Council to be submitted at the time of admission. (Other than West Bengal Council for Higher Secondary Education)
7) Affidavit by the student & affidavit by the Parents / Guardians (Forms are given in the website of the College with this prospectus)
.
RULES RELATED WITH ADMISSION:
1. A student may be admitted to B.A./B.Com/B.Sc/BBA/BBM. three years degree course (Honours / Program) after passing the Higher Secondary Examination in the general stream Conducted by the West Bengal Council of Higher Secondary Education in (10+2) Pattern after a period of 12 years study or a Examination recognized as equivalent by the University provided he/she has passed in at least four subjects excluding environmental studies with English as compulsory subject.

2. No candidate shall be allowed to take up any subject except Computer Science, Microbiology, Bio-technology and such other interdisciplinary subjects in B.A. / B.Sc. /B.Com. Course if he/she has failed to pass in the corresponding subject (s) at the Higher Secondary Examination (10 + 2) recognized as equivalent by the University.

Provided However
a) No candidate shall be allowed to take up physics Honours / General subject if he/she has failed to pass in mathematics and chemistry along with physics and other subject as prescribed at the qualifying examination.
b) No candidate shall be allowed to take up chemistry Honours / General subject if he/she has failed to pass in mathematics and physics along with physics and other subject as prescribed at the qualifying examination.
c) A candidate shall also be allowed to take up Botany/Zoology if he/she has passed in Biology at the qualifying examination.
d) A candidate shall also be allowed to take up Computer Science as Honours / General subject if he/she has passed in Mathematics at the qualifying examination.

e) Candidates who have passed in Computer Science at the qualifying Examination but failed to pass in Mathematics at the qualifying examination shall not be allowed to take up Computer Science as Honours /General subject.

3. A candidate shall be allowed to pursue B.A./B.Sc./B.Com. in Program course if he/she has passed the qualifying Examinations in vocational stream subject to fulfilment of other conditions.
4. Admission to various courses in the college is made strictly on the basis of merit. Admission to courses would be subject to availability of seats.
5. **All admissions are provisional until confirmed by the University. Admission of any candidate in contravention of the university regulations and restrictions, or in contravention of any rules framed by the college authorities even though detected afterwards, shall be summarily cancelled and the candidates will not be entitled to any refund of fees already paid to the college.**

6. The application of candidates who have passed in **2017**, **2018 & 2019** will be considered only.
7. Students who have already passed in one discipline shall not be allowed to take admission and register against in any other under Graduate courses.
8. No candidate shall be allowed to change their stream after admission.
9.. Names of the candidates selected for admission will be notified on the college website from time to time. Claim to admission shall be forfeited if admission is not taken within fixed hour of the specified date. SMS alert will be given to all the concerned applicants.
10. If a candidate fails to fill up university registration form & university examination form in the scheduled time & date, the college authority will not take any responsibility for the same.
11. No change of subjects shall be granted after the filling in the Registration Form.
12. In case a student admitted in another college, he/she must get his/her release from the earlier college.
13. To be admitted in B.Sc (Hons.& Program) Course, a student must have to qualify in three subjects out of Physics, Chemistry, Mathematics & Computer Science in Higher Secondary.
14. No change of subjects, and change from Program to Hons. Category and vice-versa shall be granted after the filling in the Registration Forms by the candidate.
15. Students have to collect Mark sheet, Registration certificate, Admit card etc. from the college office time to time as and when applicable. The college authority will not take any responsibility for the same.

RESERVATION OF SEATS:

Candidates belonging to scheduled caste and scheduled tribes, OBC A, OBC B and Physically handicapped category are admitted according to merit to the seats reserved for them as per government orders issued on the subject from time to time in addition to their merit in the general category list.

REGISTRATION:

After admission every student is required to get registered with the Cooch Behar Panchanan Barma University. All admissions are provisional until the registration is approved by the university. All admissions are liable to be cancelled if the University does not approve the registration form. Notice regarding Registration will be published in the college Website & Notice Board.

EXCURSION:

As per rule of the university, Geography Department is required to take the students out on excursions related to academic projects in their respective areas. The place of excursion is decided each year by the department concerned. The expenditure involved in excursion is to be borne by the students. The faculty members accompany the students during the excursion. Participation in the geography excursion is compulsory as per the university norms.

MEDIUM OF INSTRUCTION:

The medium of instruction in the college is English and Bengali. In college examination answers must be written either in English or in Bengali.

GENERAL RULES AND DISCIPLINE:

1) The student must be punctual and regular in attending classes.
2) They should come to the college decently attired.
3) Student must observe the college Website and notice board everyday and comply, failing which the college authority will not be responsible for any inconvenience faced by them.
4) Conduct of the students should be disciplined and dignified (within and outside college premises). They are prohibited from doing anything which will amount to a breach of discipline and normal working of the college.
5) A student will be liable to disciplinary action for violation of any rules of discipline as provided under the rules of discipline of the Cooch Behar Panchanan Barma University.
6) Students shall maintain perfect silence in class rooms. They must not loiter in the corridor or in front of the classrooms.
7) Students shall take proper care of the college furniture and other college property.
8) Students must keep the college premises clean and maintain sanctity of the college.
9) **The name of a student will be struck off the roll if he/she does not attend the classes within ten days from the commencement of classes.**
10) **The students will be declared non-collegiate if they fail to attend at least 75% of the total classes in each subject and will be declared discollegiate if they fail to attend at least 65% of the total classes held per subject during the total academic year. In such case they will not be allowed to sit for the final Examination.**
11) The College does not take responsibility for letters, money orders etc. sent to the students. These should be sent to their residential addresses.
12) All students must have a College Identity Card which they must carry with them within the College premise and outside.
13) Students, by the very fact of joining the College, are obliged to follow all rules, regulations and traditions.

14) Students are not allowed to use the College telephone, although incoming message may be delivered to them.

15) In matters not mentioned above, the decision of the Principal or the College Authority shall be final and binding on the students.

অনার্স বিষয়ে ভর্তির যোগ্যতা

যে সকল প্রার্থী (ক) মোট নম্বরের ৫৫% অথবা (খ) মোট নম্বরের ৫০% এবং বিষয়ে ৬০% নম্বর পেয়েছে তারাই অনার্স কোর্সে ভর্তির জন্য আবেদন করতে পারবে। SC এবং ST প্রার্থীরা (ক) এবং (খ) প্রতিটি ক্ষেত্রেই ৫% করে ছাড় পাবে।

আবেদন পদ্ধতি ঃ আবেদন পত্র এবং বিবরণীতে উল্লিখিত নির্দেশগুলি ভাল করে পড়তে হবে এবং সর্তকতার সাথে আবেদন পত্রটি পূরণ করতে হবে। প্রার্থীদের পৃথক পৃথক শ্রেণীর জন্য পৃথক পৃথক আবেদন পত্রে আবেদন করতে হবে, নতুবা আবেদন পত্রটি বাতিল করা হবে।

(ক) বিবরণীর সঙ্গে যুক্ত আবেদন পত্রেই সব আবেদন করতে হবে।

(খ) প্রার্থীকে তার ইচ্ছানুসারে একটি অনার্স বিষয়ের জন্য একটি আবেদন পত্রেই আবেদন জানাতে হবে। (Online পদ্ধতিতে)

(গ) প্রার্থীকে সাধারন বিষয়ে (Program Course) পড়ার জন্য আলাদাভাবে (Online পদ্ধতিতে) আবেদন জানাতে হবে।

ভর্তির জন্য প্রয়োজনীয় প্রমাণপত্র ঃ

নিম্নলিখিত প্রমানপত্র গুলি **Physical verification** এর নির্ধারিত দিনে ছাত্র - ছাত্রীদের অবশ্যই জমা দিতে হবে।

১। যোগ্যতার শংসাপত্র ঃ এক কপি 10 + 2 পরীক্ষার মার্কশীট। (Original এবং Self Attested)

২। বয়সের প্রমাণপত্র ঃ মাধ্যমিক পরীক্ষার Admit Card অথবা সমতুল্য কোনো প্রমাণপত্র। (Original এবং Self Attested)

৩। চারিত্রিক শংসাপত্র ঃ প্রতিষ্ঠানের প্রধানের স্বীকৃতিপ্রাপ্ত আসল চারিত্রিক শংসাপত্র।

৪। জাতি নির্দেশক প্রমাণপত্র ঃ সংরক্ষিত আসনের ক্ষেত্রে SC/ST/OBC-A/OBC-B/PH আবেদনকারীদের মূল প্রমাণপত্র (দুকপি জাতির প্রমাণপত্র সহ) ভর্তির সময় জমা দিতে হবে।

৫। শারীরিক প্রতিবন্ধকতার প্রমাণপত্র ঃ শারীরিক প্রতিবন্ধী শ্রেণীভুক্ত প্রার্থীরা উপযুক্ত কর্তৃপক্ষের নিকট প্রাপ্ত প্রমাণপত্র যথাযথভাবে জমা দিতে হবে।

৬। হস্তান্তরের প্রমাণপত্র ঃ মূল বোর্ড বা কাউন্সিল থেকে প্রাপ্ত হস্তান্তরের প্রমাণপত্র ভর্তির সময় দাখিল করতে হবে।

৭। Mobile No. অবশ্যই Application Form এ উল্লেখ করতে হবে।

ভর্তির নিয়মাবলী ঃ

১) বি.এ., বি.কম., বি.এস.সি এবং বি.বি.এ প্রথম বর্ষ (**General** এবং **Honours**)-এ ভর্তির ক্ষেত্রে H.S. বা সমমানের পরীক্ষায় প্রাপ্ত বিভিন্ন বিষয়ের নম্বরের ৪টি বিষয়ের সর্বোচ্চ নম্বর (যার মধ্যে **English** এর নম্বর অবশ্যই থাকবে এবং পরিবেশ বিদ্যার নম্বর থাকবে না) বিবেচিত হবে।

২) কেবলমাত্র 2017 , 2018 এবং 2019 সালে উত্তীর্ণ H.S. পরীক্ষার্থীদের আবেদন পত্রগ্রহ্য করা হবে।

৩) যে সমস্ত ছাত্র/ছাত্রী স্নাতক হয়েছে, তাদের আর অন্য কোন Under Graduate Course-এ ভর্তি এবং Regiostration করানোর অনুমতি দেওয়া হবে না।

৪) কলেজে বিভিন্ন কোর্সে একান্তভাবেই মেধাভিত্তিক এবং বিভিন্ন কোর্সে ভর্তির আসন সংখ্যার সুলভতার উপর নির্ভরশীল।

৫) বিশ্ববিদ্যালয় দ্বারা অনুমোদিত হওয়ার পূর্ব পর্যন্ত সমস্ত ভর্তিই সম্পূর্ণ অস্থায়ী। বিশ্ববিদ্যালয়ের কোনো আইন লঙ্ঘন করলে, অথবা কলেজ কর্তৃপক্ষ দ্বারা নির্দিষ্ট নিয়মের বিরোধিতা করলে এমনকি এই ধরণের কোনো অপরাধ যদি ভর্তির পরেও চিহ্নিত করা যায় তবে সেই প্রার্থীর ভর্তি একতরফাভাবে বাতিল করা হবে এবং কলেজে প্রদেয় অর্থ সে আর ফেরৎ পাবে না।

৬) পঞ্চানন বর্মা বিশ্ববিদ্যালয়ের নিয়ম অনুসারে যেসব প্রার্থীরা ইংরেজী সহ কমপক্ষে চারটি বিষয়ে পাশ করবে না তারা কোনো কোর্সে ভর্তি হতে পারবে না।

৭) কোন ছাত্র-ছাত্রী ভর্তির পর তাদের Stream যথা কলা থেকে বাণিজ্য বা বাণিজ্য থেকে কলা বিভাগে যেতে পারবে না।

৮) নির্দিষ্ট সময়ে নির্বাচিত প্রার্থীদের নাম কলেজের website-এ জানানো হবে। নির্দিষ্ট দিনে নির্দিষ্ট সময়ে ভর্তি না হলে পরে ভর্তির দাবি গ্রাহ্য করা হবে না।

৯) কোন ছাত্র-ছাত্রী যদি নির্দিষ্ট তারিখ এবং সময়ে University-র Registration Form অথবা University Examination Form fill up না করে তার জন্য কর্তৃপক্ষ কোনভাবেই দায়ী থাকবে না।

১০) B.Sc (Hons. & Gen.) এ ভর্তির জন্য Higher Secondary তে Physics, Chemistry, Mathematics এবং Computer Science এই চারটি বিষয়ের মধ্যে যে কোন তিনটি বিষয় নিয়ে উত্তীর্ণ হতে হবে।

১১) SC/ST/OBC-A/OBC-B এবং শারীরিক প্রতিবন্ধী শ্রেণীভুক্ত প্রার্থীরা তাদের যোগ্যতা অনুযায়ী তাদের জন্য সরকার দ্বারা সংরক্ষিত আসনে ভর্তি হবে। তাছাড়াও সাধারণ যোগ্যতা নির্ধারক (মেধাভিত্তিক) তালিকায় যাদের নাম থাকবে তারাও স্বাভাবিকভাবে সেই তালিকা অনুযায়ী ভর্তির সুযোগ পাবে।

১২) ভর্তির পরে প্রত্যেক ছাত্র-ছাত্রীকে উত্তরবঙ্গ বিশ্ববিদ্যালয়ের নিবন্ধনভুক্ত হতে হবে। বিশ্ববিদ্যালয়ের অনুমোদন ব্যতীত সকল ভর্তিই অস্থায়ী। **যদি বিশ্ববিদ্যালয় নিবন্ধন পত্র অনুমোদন না করে তবে সকল ভর্তিই বাতিলযোগ্য বলে গণ্য করা হবে।**

১৩) বিশ্ববিদ্যালয়ের নিয়ম অনুসারে ভূগোল বিভাগের ছাত্র-ছাত্রীদের তাদের বিষয়ের সঙ্গে যুক্ত শিক্ষামূলক ভ্রমণে নিয়ে যাওয়া হবে। সংশ্লিষ্ট বিভাগই প্রতিবছর ভ্রমণের স্থান নির্বাচন করবে। ভ্রমণের যাবতীয় খরচ ছাত্র-ছাত্রীদের বহন করতে হবে। ভ্রমণ চলাকালীন সংশ্লিষ্ট বিভাগের অধ্যাপিকা-অধ্যাপকগণ ছাত্র-ছাত্রীদের সঙ্গে থাকবেন। বিশ্ববিদ্যালয়ের নিয়মানুসারে শিক্ষামূলক ভ্রমণে যোগদান বাধ্যতামূলক।

১৪) কলেজে শিক্ষাদানের মাধ্যম হল ইংরেজী এবং বাংলা। কলেজে পরীক্ষার সময় উত্তরপত্র হয় ইংরাজী নতুবা বাংলায় লিখতে হবে।

সাধারণ নিয়ম ও শৃঙ্খলা ঃ

১) ছাত্র-ছাত্রীদের ক্লাসে আসার ক্ষেত্রে সময়নিষ্ঠ ও নিয়মিত হতে হবে।

২) ছাত্র-ছাত্রীদের উপযুক্ত শোভন পোশাক পরে আসতে হবে।

৩) ছাত্র-ছাত্রীদের প্রতিদিন কলেজ নোটিশ বোর্ড লক্ষ্য করতে হবে এবং সেই মত কাজ করতে হবে তা না করলে পরে ছাত্র-ছাত্রী যে সমস্ত অসুবিধার সম্মুখীন হবে তার জন্যে কলেজ কর্তৃপক্ষ দায়ী থাকবে না।

৪) ছাত্র-ছাত্রীদের ব্যবহার ভদ্র ও মার্জিত হতে হবে (কলেজ অঙ্গণের ভেতরে ও বাইরে)। তারা কলেজের নিয়ম-শৃঙ্খলা বিরোধী সকল প্রকার কাজ থেকে বিরত থাকবে।

৫) উত্তরবঙ্গ বিশ্ববিদ্যালয়ের নিয়মানুসারে কোনো ছাত্র-ছাত্র যদি নিয়ম-শৃঙ্খলা ভঙ্গ করে তবে তার বিরুদ্ধে যথাযথ ব্যবস্থা নেওয়া হবে।

৬) ছাত্র-ছাত্রীদের ক্লাস ঘরের শান্ত পরিবেশ বজায় রাখতে হবে। তারা ক্লাসঘরের সামনে বা বারান্দায় ঘোরাফেরা করতে পারবে না।

৭) ছাত্র-ছাত্রীদের কলেজের আসবাবপত্র ও অন্যান্য সম্পত্তির যত্ন নিতে হবে।

৮) ছাত্র-ছাত্রীদের কলেজ প্রাঙ্গণ পরিষ্কার ও কলেজের সার্বিক পরিচ্ছন্নতা বজায় রাখতে হবে।

৯) যদি কোনো ছাত্র-ছাত্রী ক্লাস শুরু হওয়ার দশ দিনের মধ্যে ক্লাসে উপস্থিত না হয় তবে হাজিরা খাতা থেকে তার নাম দআঝভা সরঁৃদ ল্যাস্ত

১০) যেসব ছাত্র-ছাত্রী প্রতি বিষয়ে মোট ক্লাসের কমপক্ষে ৭৫% করতে পারবে না তারা Final ekyqwt বসতে পারবে না।

১১) কোনো ছাত্র-ছাত্রীর চিঠিপত্র ও M.O.-র দায়িত্ব কলেজ গ্রহণ করবে না। এগুলি ছাত্র-ছাত্রীদের বাড়ির ঠিকানায় পাঠাতে হবে।

১২) প্রত্যেক ছাত্র-ছাত্রীদের কলেজ পরিচয়পত্র থাকতে হবে, সেগুলি কলেজের ভিতরে ও বাইরে সঙ্গে রাখতে হবে।

১৩) কলেজে পড়তে হলে সব ছাত্র-ছাত্রীকেই কলেজের নিয়ম-কানুন ও ঐতিহ্য মেনে চলতে হবে।

১৪) কোনো ছাত্র-ছাত্রীকেই কলেজের টেলিফোন ব্যবহার করতে দেওয়া হবে না। তাদের জন্য টেলিফোনে পাঠানো খবর তাদের কাছে পৌঁছে দেওয়া হবে।

১৫) প্রতিটি ছাত্র/ছাত্রীকে তার Result, Mark sheet, Registration Certificate, Admit Card ইত্যাদি নির্দিষ্ট সময় মতো সংগ্রহ করতে হবে। এ ব্যাপারে কলেজ কর্তৃপক্ষ কোন রূপ দায়িত্ব গ্রহন করবে না।

১৬) যে সব বিষয়ে উপরে উল্লিখিত করা হল না সেগুলির ব্যাপারে কলেজ অধ্যক্ষ বা কলেজ কর্তৃপক্ষের সিদ্ধান্তই চূড়ান্ত বলে বিবেচিত হবে এবং তা ছাত্র-ছাত্রীদের উপর আরোপিত হবে।

COOCH BEHAR COLLEGE – B.B.A PROGRAMME

The main objective of the BBA program is to prepare young students to take up challenging careers at the entry level in business and industry in the context of globalization and liberalization. The program is also designed to equip students with multiple skills such as analytical, decision making, technical, interpersonal and technological skills.
The Bachelor's Degree Program at Cooch Behar College is designed to develop a holistic personality in students, enabling them to succeed as professionals while at the same time finding fulfilment in their personal lives. The ultimate objective is to prepare young professionals to be responsible and responsive to the demands of society in an ever changing environment making this planet a better place to live in. The Course is affiliated by the Cooch Behar Panchanan Barma University and run by self-financing system.

COOCH BEHAR COLLEGE – B.B.M PROGRAMME

The main objective of the B.B.M (Hospitality, Aviation and Tourism) program is to prepare young students to take up challenging careers at the entry level in business and industry in the context of globalization and liberalization. The program is also designed to equip students with multiple skills such as analytical, decision making, technical, interpersonal and technological skills.

The Bachelor's Degree Program at Cooch Behar College is designed to develop a holistic personality in students, enabling them to succeed as professionals while at the same time finding fulfilment in their personal lives. The ultimate objective is to prepare young professionals to be responsible and responsive to the demands of society in an ever changing environment making this planet a better place to live in. The Course is affiliated by the Cooch Behar Panchanan Barma University and run by self-financing system.

FEE STRUCTURE - 2019-2020

Sl. No.	ITEM	B.A. Program	B.A. Honours	B.Com. Program	B.Com. Honours	B.Sc. Program	B.Sc. Honours
1	Admission Fees (Per Annum)	50.00	75.00	60.00	85.00	85.00	110.00
2	Tution Fees (Per Month)	50.00	75.00	60.00	85.00	85.00	110.00
3	Development Fees (Per Annum)	75.00	90.00	75.00	90.00	75.00	90.00
4	Electricity Fees (Per Annum)	100.00	100.00	100.00	100.00	100.00	100.00
5	College Exam. Fees (Per Annum)	60.00	60.00	60.00	60.00	60.00	60.00
6	Library Fees (Per Annum)	35.00	50.00	35.00	50.00	35.00	50.00
7	Library Caution Fees (Per Annum)	20.00	50.00	20.00	50.00	20.00	50.00
8	Maintenance Fees (Per Month)	20.00	20.00	20.00	20.00	20.00	20.00
9	Student Aid Fund (Per Annum)	20.00	20.00	20.00	20.00	20.00	20.00
10	Student Union Fees (Per Annum)	270.00	270.00	270.00	270.00	270.00	270.00
11	Student Health Home Fees (Per Annum)	10.00	10.00	10.00	10.00	10.00	10.00
12	Identity Card Fees (Per Annum)	10.00	10.00	10.00	10.00	10.00	10.00
13	Fee Book (Per Annum)	5.00	5.00	5.00	5.00	5.00	5.00
14	Late Fees (Per Month)	5.00	5.00	5.00	5.00	5.00	5.00
15	Geography Lab. Fees (Per Month)	30.00	50.00	- -	- -	- -	- -
16	Sports Fees CBPBU (one time at the time of 1st yr. admission)	90.00	90.00	90.00	90.00	90.00	90.00
17	Games & Sports (Per Annum)	20.00	20.00	20.00	20.00	20.00	20.00
18	Misc. Fee (Per Annum)	10.00	10.00	10.00	10.00	10.00	10.00
19	Saraswati Puja (Per Annum)	35.00	35.00	35.00	35.00	35.00	35.00
20	Science Lab. Fees (Per Month)	- -	- -	- -	- -	70.00	70.00
21	Science Lab. Development Fees (Per Annum)	- -	- -	- -	- -	200.00	200.00
22	Material Charges B.Sc. (Per Month)	- -	- -	- -	- -	60.00	60.00
23	Practical Fees B.Sc. (College) (Per Annum)	- -	- -	- -	- -	100.00	100.00
24	Geography Lab. Caution Fees (Per Annum)	75.00	75.00	- -	- -	- -	- -
25	Physical Education Course Fees (Per Month)	120.00	120..00	- -	- -	- -	- -
26	Computer Lab Fees (Per Month)	150.00	200.00	- -	- -	150.00	200.00
27	Online Admission Registration fees	100.00	100.00	100.00	100.00	100.00	100.00
28	Centre Fees for All Courses (Per Semister)	100.00	100.00	100.00	100.00	100.00	100.00
29	University Registration Fees (CBPBU)	400.00	400.00	400.00	400.00	400.00	400.00
30	Transfer Fees	75.00	75.00	75.00	75.00	75.00	75.00
31	Security Fee (Per Annum)	30.00	30.00	30.00	30.00	30.00	30.00
32	Documentation Fee (Per Annum)	5.00	5.00	5.00	5.00	5.00	5.00
33	Laboratory Maintenance fee (Per Month)	- -	- -	- -	--	15.00	15.00
34	Science Lab Caution Fee (Per Annum) (one time)	- -	- -	- -	- -	300.00	300.00
35	Curriculam Development (per month)	80.00	80.00	80.00	80.00	80.00	80.00
36	Contingency Fee (per Annum)	20.00	20.00	20.00	20.00	20.00	20.00
37	Golden Jubilee Fee (one time for all year)	200.00	200.00	200.00	200.00	200.00	200.00
38	Internet Facility Fee (one time at the time of 1st yr. admission)	100.00	100.00	100.00	100.00	100.00	100.00
39.	B.B.A. Course Fee : 10000.00						
40.	B.B.M. Course Fee: 25000.00						

OTHER FEES (APPLICABLE FOR SPECIFIC CASES ONLY)

Sl. No	ITEM	Amount
1.	Application Form for Rly. Concession Journey (12 copies)	10.00
2.	Photo Copy Charge	3.00
3.	Diploma Fees	30.00
4.	H.S. Certificate	20.00
5.	Application Form for Re-assessment / Scrutiny	10.00
6.	Searching Documentation Fees, each document for each year	5.00
7.	Fees for Career Oriented Programme (C.O.P.) (Per Month)	
	i) Communicative English	75.00
	ii) Eco-Tourism Management	75.00
	iii) Womens Studies	75.00
	iv) Computer Application	150..00

At the time of online Admission student has to pay the following amount plus the amount mentioned under N.B. below:-

B.A. Honours Course:

Any Honours except Geography Honours:	2700.00
Only Geography Honours:	4275.00
Any Honours with Geography as general subject:	2955.00
Any Honours with Physical Education as general subjects:	3420.00

B.A. Program Course:

Only B.A. Program Course:	2465.00
B.A. Program Course with Geography as a general subject:	3620.00
B.A. Program Course with Physical Education as a general subject:	3185.00

B.Sc. HonoursCourse: ### B.Sc. Program Course:

Any B.Sc Honours: 5615.00   B.Sc Program Course: 5080.00

B.Com Honours Course:

B.Com Honours: 2770.00

B.Com Program Course :

B.Com Program Course: 2535.00

B.B.A Course :   10790.00

B.B.M. Course: 25300.00

N.B.:- In addition to the above mentioned fees, a candidate has to pay the following amount:

a) Online Admission Registration Fees Rs.100.00 per application.
b) In case of online payment, candidate has to pay as per bank regulations under each mode of payment**.**

In Addition, Class Tests and Departmental Seminars will be Conducted by the Respective Departments.

Merit Point (Credit) will be calculated as per the following formula :-

Admission to all Honours Course will be based strictly on merit. Merit shall be calculated as per the following formula :

$$Merit = \frac{(2S + T)}{6}$$

T= marks obtained in English + marks obtained in the subject opted for Honours + best marks of other two subjects excluding EVS and the subject opted for Honours.
S=marks obtained in the subject opted for Honours.

If the candidate does not have the specific subject opted for Honours in his\ her previous Course, the procedure for Merit Calculation will be as follows :

$$Merit = T_1/4$$

T_1 = marks obtained in English + best of other three subjects excluding EVS.
This procedure is also applicable in case of General Course.

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

List of Holidays for the year 2019 for the Non-Governmental Affiliated Colleges**

Particulars	No. Of Day(s)	Day(s) of the week	Date(s)
New Year's Day	1	Tuesday	1st January
Birthday of Swami Vivekananda	1	Saturday	12th January
Birthday of Netaji	1	Wednesday	23rd January
Republic Day	1	Saturday	26th January
Saraswati Puja (Shree Panchami)	1	Sunday to Monday	10th to 11th February
Birthday of Thakur Panchanan Barma	1	Thursday	14 th February
Dol Jatra	1	Thursday	21st March
Holi	1	Friday	22nd March
Birthday of Dr. B.R.Ambedkar	1	Sunday	14th April
Bengali New Year's Day	1	Monday	15th April
Good Friday	1	Friday	19th April
May Day	1	Wednesday	1st May
Birthday of Rabindranath Tagore	1	Thursday	9th May
Buddha Purnima	1	Saturday	18th may
Id-Ul-Fitre	2	Wednesday to Thursday	5th - 6th June
Id-Ul-Zoha (Bakrid)	1	Monday	12th August
Independence Day	1	Thursday	15th August
Janmastami	1	Sunday	23rd August
Muharram	1	Tuesday	10th September
Mahalaya	1	Saturday	28th September
Birthday of Gandhiji	1	Wednesday	2nd October
Puja Holidays	10	Thursday - Saturday	3rd to 12th October
Additional days in connection with Laxmi Puja	2	Monday - Tuesday	14th - 15th October
Kali Puja	1	Sunday	27th October
Immersion of Goddess Kali	2	Monday- Tuesday	28th to 29th October
Bhatridwitiya	1	Wednesday	30th October
Chhat Puja	1	Saturday	2nd November
Fateha Duaz Daham	1	Sunday	10th November
Birthday of Gurunanak	1	Tuesday	12th November
Chirstmas Day	1	Wednesday	25th December
Fateha- Dwaz-Daham	1		To be notified

TERRITORIAL RESTRICTED HOLIDAY

Rash Purnima	1	Monday	11th November

SECTIONALHOLIDAYS

Mahabir Jayanti (for Jains only)	1	Wednesday	17th April
Easter Saturday (for Christians only)	1	Saturday	20th April
Baisakhi (for Sikhs only)	1	Sunday	14th April
Sab-e-Barat (for Muslims only)	1	Sunday	21st April
Karam Puja	1	To be notified later on	

FOR VACATION STAFF (COLLEGES)

Summer Recess	45 Days	Wednesday-Friday	17th April to 31st May
Puja Vacation	29 Days	Thursday-Thursday	3rd - 31st October
Winter Recess	6 Days	Thursday-Tuesday	26th December- 31st December

** The List is Provisional and subject to modification as per Govt. Orders, if issued subsequently.

STUDENTS' UNION :

Like all colleges, according to the Statute of the University, Cooch Behar College has a democratically elected students' union. There is constructive relation between the union and the administration. Critical inputs are welcome from the students' union. The union and the administration cooperate to ensure discipline. The students' union organises cultural programme and competitions, apart from the annual sports. It also publishes the annual college magazine.

LIBRARY :

The college has a well equipped and fully automated library with more than 26000 text and reference books, 6 research journals and a well equipped Career Counselling Corner with books of Remedial and Entry Level Coaching Programmes. The library remains open from 10.30 a.m. to 5 p.m. during week days and from 10.30 a.m. to 1.30 p.m. on saturday. There is also a Book Bank facility for the students. The college authority has opened a reading room from the academic session (2006-07). Presently, the library is in the process of complete computerisation.

IMPORTANT LIBRARY RULES & REGULATIONS:

1. Books borrowed from the Lending Section of the library must be returned within Thirty days from the date of issue.
2. A reader will have to pay 10 paise per day as delaying charge after the expiry of 30 days.
3. No reader shall write or make any remark upon any book or damage it any way.
4. If case of any multinomial being detected, the last borrower will be responsible for the book and he will have to bear the current cost or to replace the book.
5. Library books & articles on loan must be returned before completion of the test exam.
6. Rs. 2/- will be charged as fine for duplicate copy of the card.

7. Cards are not transferable.
8. Student has to deposit slip for Library Books upto 1.00 p.m. and has to collect books from 2.00 p.m. to 3.00 p.m. (for 1st year - Monday & Wednesday, for 2nd year - Tuesday & Thursday, for 3rd year - Monday & Friday).
9. Books can be refunded and Library Card can be removed every day upto 1.00 p.m.

NATIONAL SERVICE SCHEME (NSS):

Two NSS Units of our college has achieved commendable success by its continuous performance. Its regular activities are tree plantation, organisation of free eye examination camp, blood donation camp, organisation of health awareness programme, science awareness programme, AIDS awareness programme etc. In special camp NSS volunteers distribute free medicines, arrange free medical checkup and also organise cultural competition and many other social activities. The NSS activities help to integrate college education with the needs of its social environment.

EXTENSION ACTIVITY :
The Institution organise different programmes under extension activity in the nearby locality for the benefit of the society.

STUDENTS' HEALTH HOME :
Facilities of students' Health Home are available to the students.

GRIEVANCE REDRESSAL CELL :
The college has a grievance redressal cell. Any grievance arising out of misunderstanding or non-coperation from any quarter or from any other cause are redressed through this cell.

EXTENDED FACILITIES :

Besides the regular academic activities, the Institution provides certain extra facilities to its students and the society as a whole.

1) **Netaji Subhash Open University Study Centre to cater to the needs of the drop out students and facilitate them in getting BA/B.Com./B.Sc. degree in Bengali medium and M.A. courses in English, Bengali, History, Political Science, Public Asministration, MSW, M.Com. and M.Sc. in Mathematics & different certificate & Diploma courses.**
2) Bachelor of Business Administration (BBA) & BBM is managed by college and affiliated by CBPBU is also running successfully at the college.
3) The college also provides valuable career guidance and information to its students through Career Counselling Cell.
4) From the academic session (2006-2007), the college has Introduced Career Oriented Programme (COP) in Communicative English, Women Studies and Eco Tourism Management & Computer Application (from 2008-09) which have good job market. The courses (Certificate for one year, Diploma for two years & Advance Diploma for three years) are open for students of Degree Courses of all the Colleges, From 1st week of July, admission will be started in these courses.
5) Remedial Coaching and Entry Level Coaching for entry to the different services running successfully in the college.
6) The College observe its Foundation Day as the Annual Day. The toppers of every Hons. subjects and General stream, the best student in any field of games & sports and co-curricular activities will be facilitated. The teaching faculty for successful completion of M.Phil / Ph-D on the particular year will also be facilitated.

7) P.G in Geography (M.Sc) is managed by college and affiliated by CBPBU is also running successfully at the college.

FUTURE PLAN :

Without compromising on its reputation as one of the foremost district colleges for imparting under graduate education in commerce, humanities & science, the college is fast gearing itself to meet the changing demands of education.

We are planning to introduce Honours Courses in Education, General Course in Zoology & Botany in addition to opening of MBA Programme.

We are planning to introduce Post Graduate Programme in English from the coming academic session.

Opening of NCC is our top most priority.

Implementation of Semester System with CBCS in UG level at Cooch Behar Panchanan Barma University

Why CBCS?

- CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers and more flexibility for students.
- CBCS offers flexibility for students to study at different time and at different Institutions to complete one course. Credits earned at one Institution can be transferred to another Institution.
- CBCS makes education broad-based. One can take credits as per his/her choice. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- CBCS shifts the focus of education from the teacher-centric to student centric.
- CBCS bridges the gap between professional and liberal education.
- CBCS promotes students mobility horizontal as well as vertical.
- CBCS adopts Credit and grading system of evaluation which facilitates the Universal Recognition of Degree for expanding Employment and Educational opportunities.

New Key Words

1. Credit: A unit by which the course work is measured. It is normally equivalent to one hour of teaching (Lecture of Tutorial) or two hours of practical work/ Field work per week.
2. Letter Grade: It is an index of the performance of students in a said course. Grades are allotted by letters O, A+, A, B+, B, C, P and F.
3. Grade Point: It is a numerical weight allotted to each letter grade on a 10 point scale.
4. Credit Point: It is the product of grade point and number of credits for a course.
5. Semester: It is 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester is scheduled from July to December and even one from January to June.
6. Semester Grade Point Average (SGPA): It is a measure of performance of a student in a semester. It is ration of total credit point secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
7. Grade Card or Transcript or Certificate: It is a Certificate issued to all registered students after every semester displaying the course details (code, title, number of credits, grade secured) along with SGPA of that semester.
8. C.G.P.A: It is a measure of cumulative performance of students over all semesters. It is the ratio of total credit points secured by a student in various courses in all semester and the sum of total credits of all courses in all semesters. It is also expressed up to two decimal places.

OVERVIEW	
WHAT IS IN THE NEW SYSTEM	**WHAT WAS IN EARLIER SYSTEM**
Two Types of Degree Courses: Honours and Program Course	Two Types of Degree Courses: Honours and Pass / General Course
3 years UG course consists of 6 semesters	3 years UG course had PART-I, PART-II, PART-III
Semester End Examinations	Yearly Examinations
Grade Card will be issued at the end of each semester which will contain Grades instead of marks.	Mark sheet at the end of each PART examination
Weight age on regular performance in the classes	---------------
Scope for studying non-departmental courses	---------------
Ability Enhancement Courses (SEC & AECC) to enhance skills required for Job after graduation.	Compulsory Environment Studies and Languages
Courses to enhance language skill (LCC) for the students of Program Courses	---------------
Students of Program Course will be eligible for Master Degree Courses.	Pass Course students were not eligible for Master Degree Courses in most of the Universities.

Route Map and Challenges
- Type of Degrees Offered
- Type of Courses
- Course Structures
- CBPBU : Credit, Contact hours, Marks
- CBCS: Choices in UG at CBPBU
- Examination
- Grades
- Contents of Grade Card (SGPA, CGPA, Percentage)

Type of Programmes
- B.A Program
- B.A Honours
- B.Sc Program
- B.Sc Honours
- B.Com Program
- B.Com Honours
- B.B.A
- B.B.M

UGC PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.Sc./B.A./B.Com.Honours

	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C1	Environmental Science			GE-1
	C2				
II	C3	(English/ Hindi/MIL Communication)			GE-2
	C4				
III	C5		SEC-1		GE-3
	C6				
	C7				
IV	C8		SEC-2		GE-4
	C9				
	C10				
V	C11			DSE -1	
	C12			DSE - 2	
VI	C13			DSE – 3	
	C14			DSE - 4	

UGC PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B. Sc. PROGRAM

Semester	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (6)
I	DSC – 1 A DSC – 2 A DSC – 3 A	(English/Hindi/MIL Communication)		
II	DSC – 1 B DSC – 2 B DSC – 3 B	(Environmental Science)		
III	DSC – 1 C DSC – 2 C DSC – 3 C		SEC-1	
IV	DSC – 1 D DSC – 2 D DSC – 3 D		SEC-2	
V			SEC-3	DSE-1 A DSE – 2 A DSE – 3 A
VI			SEC-4	DSE – 1 B DSE – 2 B DSE – 3 B

PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A./ B.Com. PROGRAM

	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (2)
I	LCC - MIL-1 DSC-1 A DSC-2 A	(English/Hindi/MIL Communication)			
II	LCC - English-1 DSC-1 B DSC-2 B	(Environmental Science)			
III	LCC - MIL-2 DSC-1 C DSC-2 C		SEC-1		
IV	LCC - English-2 DSC-1 D DSC-2 D		SEC-2		
V			SEC -3	DSE-1 A DSE-2 A	GE-1
VI			SEC -4	DSE-1 B DSE-2 B	GE-2

Type of Courses

Type	Code	Total Credit	Theory course Credit(T + Tu)	Practical Course Credit(T+P)
Core Course	CC	6	5+1	4+2
Department Specific Core (For Program)	DSC	6	5+1	4+2
Language Core(For Program)	LCC	6	5+1	-
Elective Course				
Discipline Specific Elective	DSE	6	5+1	4+2
Dissertation/ Project				
Generic Elective	GE	6	5+1	4+2
Ability Enhancement Courses (AEC)				
Ability Enhancement Compulsory Courses	AECC (Lng.)	2		
	Envs	4		
Skill Enhancement Courses	SEC	2		

Distribution of courses in BA/B.Sc. /B.Com (Hons./Program)

Course Components	B.Sc.		B.A		B.Com	
	Honours Course	Program Course	Honours Course	Program Course	Honours Course	Program Course
Core Course	14	12	14	8	14	8
Language Core Courses (LCC)	–	–	–	4	–	4
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	—	4	2	4	2
Ability Enhancement Compulsory Courses (AECC) [Elective]	2	2	2	2	2	2
Skill Enhancement Courses (SEC)	2	4	2	4	2	4

Course Structures
B.A/ B.Sc/ B.com Honours and BBA, BBM

Number of Courses and Distribution of Credit – Semester wise

Type (Credit)	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No- Courses (A)	Each Credit (B)	Total Credit (A X B)
Core Course (6)	2	2	3	3	2	2	14	6	84
Elective Course									
DSE (6)					2	2	4	6	24
GE (6)	1	1	1	1			4	6	24
Ability Enhancement Courses (AEC)									
AECC (2)	1	1					2	(4+2)	6
SEC (2)			1	1			2	2	4
Courses	4	4	5	5	4	4	26		
Credit	20/22	20/22	26	26	24	24			142

Course Structures BA/ B Com General

Number of Courses and Distribution of Credit – Semester wise

Type (Subject) [Credit]	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No	Credit
DSC (1, 2) [6]	2(1A,2A)	2(1B,2B)	2(1C,2C)	2(1D,2D)			8	48
English(E)/MIL(M) [6]	1(M1)	1(E1)	2(M2)	2(E2)			4	24
Elective Course								
DSE(1, 2) [6]					2(1A,2A)	2(1B,2B)	4	24
GE [6]					1	1	2	12
Ability Enhancement Courses (AEC)								
AECC [2+4]	1	1					2	6
SEC [2]			1	1	1	1	4	8
Total Courses	4	4	4	4	4	4	24	
Total Credit	20	22	20	20	20	20		122

Course Structures BSc General
Number of Courses and Distribution of Credit – Semester wise

Type(Subjects) [Credit]	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No	Credit
Core Course (1,2,3) [6]	3(1A,2A,3A)	3(1B,2B,3B)	3(1C,2C,3C)	3(1C,2C,3C)			12	72
Elective Course								
DSE(1,2,3) [6]					3(1A,2A,3A)	3(1B,2B,3B)	6	36
GE [6]								24
Ability Enhancement Courses (AEC)								
AECC [2]	1	1					2	6
SEC [4]			1	1	1	1	4	8
Total Courses	4	4	4	4	4	4	24	
Total Credit	20/22	20/22	20	20	20	20		122

CBPBU : Credit, Contact hours, Marks

Type		Total Credit	Full Marks	Theory			Practical/Tutorial		
				Credit	Mark	Hours/week	Credit	Mark	Hours/week
CC/ DSC/LCC, DSE, GE		6	50						
	Practical Course	6(4+2)	50	4	35 (25+10)	4	2	15	2
	Non-Practical Course	6	50	5	50 (40+10)	5	1		1
Ability Enhancement Courses (AEC)									
	AECC(Lng) AECC(Evs)	2 4	5 50	2 2	50 (40+10) 40 (30+10)	2 2	2	10	4
	SEC	2	50	2	50 (40+10)	2			

CBCS: Choices in UG at CBPBU

Course	Restriction	Remark
DSE	Departmental	
GE	Non-departmental	Choice from Pool
SEC	Departmental	
AECC	Choice for Language only	For HONS. 1st Sem: Envs 2nd Sem: English/ Bengali/ Hindi and Reverse for Program Course.
CC	No Choice	As per Structure
DSC LCC(for B.A/B.Com.)	No Choice Choice for MIL	As per Structure

COMBINATION OF SUBJECTS
For regular programme in Arts:
Students have to select any two courses from 3 groups.
Discipline 1 will be the programme course.

Group-1	Group-2	Group-3
Bengali Sanskrit English	History Philosophy Education Economics	Political Science Geography Physical Education

For Science: Students have to select any 3 discipline courses (DSC) from 3 following groups taking 1 from each group:

Discipline I will be the Program Course.

Group – 1	Group – 2	Group – 3
Chemistry	Mathematics	Physics
Computer Science		

GENERIC ELECTIVE GROUPS

Generic Elective Groups (Hons. Courses):

A student will have to select 2 Generic subjects from following 2 groups. Each subject will comprise of 2 papers.

For Semester: I & II	For Semester: III & IV
Bengali	History
English	Economics
Sanskrit	Political Science
Philosophy	Education
	Geography

OFFERING OF COMPULSORY COURSES
1ST SEM
FOR HONOURS COURSES –ENV STUDIES
FOR PROGRAMME COURSES - MIL
2ND SEM
FOR HONOURS COURSES -MIL
FOR PROGRAMME COURSES – ENV STUDIES

Generic Elective Groups (Program Courses):

A student will have to select 2 Generic subjects taking 1 from each group. Each subject will comprise of 1 paper.

For Semester: V	For Semester: VI
Bengali	History
English	Economics
Sanskrit	Political Science
Philosophy	Education
	Geography

For regular program in Commerce, combination of subjects is fixed both in Hons. and Program.

Examination

- Examination Pattern
- Question Pattern (CC,DSC,LCC, DSE, GE, SEC)
- Duration of Examinations
- Evaluation
    - Term End (Written)
    - Practical
    - MIL, AECC, SEC

Examination: Pattern

Term end examination:
Written
Non-practical courses: 50 marks (40 for Theory+10 Internal)
Practical Courses (4+2): 35 marks(25 Theory+10 Internal) 15 marks for Practical Exam =Total 50 marks

Internal Assessment of 10 marks be assessed through class test or in other usual modes, out of which 4 shall be on attendance.

Question Pattern and Marks Distribution for the CBCS will be as followed:

For Arts Subjects (Hons. & Program):

15 Marks – 1 Question = 15
10 Marks – 1 Question = 10
 5 Marks – 1 Question = 5
1 Mark – 10 Questions = 10
_____

   Total   40
 Internal = 10 (Attendance 4 + Continuing Evaluation 6)

Examination: Pattern

For Science Subjects (Hons. & Program):
10 Marks – 1 Question = 10
5 Marks – 1 Question = 5
1 Mark – 10 Question = 10
_____

             25
Practical = 15
Internal = 10 (Attendance 4 + Continuing Evaluation 6)

Distribution of Examination Hours:

2 Hours for 40 Marks
1.30 Hours for 25 Marks
2 Hours for 15 Marks (For Practical Examinations)

Grades

Letter Grade	Description	Grade Point	Percentage of Marks
O	Out Standing	10	90-100
A+	Excellent	9	80-89
A	Very Good	8	70-79
B+	Good	7	60-69
B	Above Average	6	55-59
C	Average	5	50-54
P	Pass	4	40-49
F	Fail	0	<40
Ab	Absent	Ab	

AFFIDAVIT BY THE STUDENT

1 I, _____ (full name of student with admission/registration/ enrollment number)S/O. or D/O. Mr./Mrs/Ms. having been admitted to_____ (name of Institution) have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions. 2009, carefully read and fully understood the provisions contained in the said   Regulations

2.   I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3.   I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4.   I hereby solemnly aver and undertake that

   a)   I will not indulge in any behavior or act that may be constituted as ragging under cause 3 of the Regulations.

   b)   I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations.

5.   I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal Law or any Law for the time being in force.

6.   I hereby declare that I have not been expelled or debarred from admission in any institution in Country on account of being found guilty of abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this_____ day of_____ month of _____year

_____

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit is true to the best of my knowledge and no part of the affidavit

is false and nothing has been concealed or misstated therein.

Verified at_____ (Place)on this the_____ (Day)of_____ (Month)_____ (Year)

_____

Signature of deponent

Solemnly affirmed and signed in my presence on this_____(Day)of_____(Month_____ (Year)   after reading the contents of this affidavit.

_____

Oath Commissioner / Notary / Executive Magistrate

AFFIDAVIT BY THE PARENTS / GUARDIAN

1 I Mr. ,'Mrs,/Ms..._____ (full name of parent/guardian) Father *i* Mother/ Guardian of   (full name of student with admission/registration

/enrollment number) having been admitted to _____ _____(name of Institution) have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions. 2009, carefully read and fully understood the provisions contained in the said Regulations

2.   I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3.   I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against my ward in case her/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4.   I hereby solemnly aver and undertake that

   c)   My ward will not indulge in any behavior or act that may be constituted as ragging under cause 3 of the Regulations

   d)   My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations.

5.   I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal Law or any Law for the time being in force.

6.   I hereby declare that my ward has not been expelled or debarred from admission in any institution in Country on account of being found guilty of abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be canceled.

7.

Declared this_____ day of_____ month of _____year

_____

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit is true to the best of my knowledge and no part of the affidavit

is false and nothing has been concealed or misstated therein.

Verified at_____ (Place)on this the_____ (Day)of_____ (Month)_____ (Year)

_____

Signature of deponent

Solemnly affirmed and signed in my presence on this_____(Day)of_____(Month_____ (Year)   after reading the contents of this affidavit.

_____

Oath Commissioner *i* Notary *i* Executive Magistrate

NAAC ACHIEVEMENT

PRINCIPAL

PEER TEAM VISIT

GEOGRAPHY DEPT.

CHEMISTRY DEPT.

PHYSICAL EDUCATION DEPT.

COMPUTER SCIENCE DEPT.

PHYSICS DEPT.

NON-TEACHING STAFF

ADMINISTRATIVE STAFF

TEACHING STAFF

ANNUAL SPORTS

LIBRARY STAFF

CULTURALPROGRAM

SEMINAR ROOM