

KANCHRAPARA COLLEGE

(NAAC Accredited B⁺)

BRIEF HISTORY

Kanchrapara College, a NAAC Accredited reputed institution of higher learning at the heart of a cosmopolitan township with a dedicated band of highly qualified teachers and an equally energetic group of non-teaching employees, was founded on 13th November, 1972 with its affiliation to the University of Kalyani. Having traversed a fairly long path in the course of more than 40 years since its inception in an ambience very much friendly and congenial to the dissemination of education and knowledge, the College has registered an enviable standard in terms of academic excellence.

Housed in its own three-storeyed building, Kanchrapara College runs academic teaching in different traditional subjects in B. A., B. Sc., and B. Com. (General & Hons.) degree courses with modernised Computer Laboratory and Internet facilities. In addition, the ground floor and the first floor of the New Science Building comprising an area of around 60,000 sq. ft. have been completed and classes, both theoretical & practical, are being held regularly. The rest portion of the new building is going to be completed shortly for holding of classes soon.

Apart from Honours Courses in conventional subjects, the college is also offering undergraduate Honours courses in Microbiology, Molecular Biology & Biotechnology, Environmental Science, Geography, Food and Nutrition and Post-Graduate course in Hindi. Post-Graduate courses in Bengali and Commerce will also be introduced very shortly in day and evening shifts respectively. The College owes much to the teachers, non-teaching employees, students and the present Governing Body for extending mutual cooperation in regard to its development.

The construction of a compound wall to cover an area located around the existing College building measuring more or less 3 bigha of land has been completed and building of a new cycle stand is going on.

With the assistance of UGC, the College is running a Remedial coaching and Coaching for entry into services for SC/ST/Minority candidates apart from Distance & Open learning in Post-Graduation. Students of this College have been performing extraordinarily in terms of results in the University Examinations and out of them, a lot many have made a mark in their lives and professions.

The college runs in two separate Sections : Day (10.00 am to 5-10 pm) &

Evening (4.30 pm to 9.00 pm).

Goals & Objectives of the Institution

The goals & objectives of Kanchrapara College are to impart education at the undergraduate level and the Post-Graduate level among students irrespective of caste, gender and communities and help them grow as responsible citizens of the country. However, the new millennium, in the perspective of a changing world, demands the need to detail the objectives & goals as put down below with special thrust on upgradation of the college education to cater to job opportunities and creation of a healthy academic ambience :

- a) Dissemination of quality education and knowledge.
- b) Providing opportunities of access to basic education at the undergraduate & post graduate levels to a wide range of students belonging to different castes & communities.
- c) Helping students grow as responsible and disciplined citizens with leadership prowess.
- d) Elevation of socio-economic conditions as a prerequisite to social development.
- e) Strengthening social extension & outreach programmes.
- f) Undertaking Community Development Programmes, Environment Awareness campaigns & Health Awareness Programmes with a look to immediate social need.

- g) Imparting knowledge on areas with tremendous potential interlinkage effect on different sectors of the economy, viz., industry, agriculture, business etc.
- h) Exploring better teacher-taught relations and innovating easier teaching-learning programmes.
- i) Promotion of inter-disciplinary areas of study and extension of research facilities.
- j) Exploring ways to encourage students to participate in extra-curricular activities and cultural programmes.
- k) Making students conscious of the concept of Parliamentary Democratic System and constitutional rights and obligations
- l) Available facilities : i) Common Room-boys & girls separately,
ii) Canteen iii) Gymanasium

DAY SECTION

Class Hours : 10-30 a.m. to 5-10 p.m.

POST-GRADUATE COURSE : HINDI

UNDER GRADUATE COURSES :

Course of study offered and combination permitted

B.A. ARTS (HONOURS COURSES) :

Honours Subjects	Subsidiary Subjects (any one to be opted from each group)
a) Bengali	(History, Sanskrit), (Economics, Philosophy, English)
b) Hindi	(History, Sanskrit), (Economics, Philosophy, English)
c) Political Science	(History, Sanskrit), (Economics, Philosophy, English)
d) History	(Bengali, Hindi, Pol. Sc.), (Economics, Philosophy, English)
e) Geography	(Bengali, Hindi, Pol. Sc.), (Economics, Philosophy, English)
f) Sanskrit	(Bengali, Hindi, Pol. Sc.), (Economics, Philosophy, English)
g) Economics	(Bengali, Hindi, Pol. Sc.), (History, Sanskrit)
h) English	(Bengali, Hindi, Pol. Sc.), (History, Sanskrit)

Compulsory for all Honours Courses : a) Bengali / Hindi ; b) English ; c) Environmental Science.

B. Sc. (HONOURS COURSES) :

Honours Subjects	Subsidiary Subjects (any two to be opted where groups exist.)
a) Mathematics	Chemistry and physics
b) Chemistry	Physics and Mathematics
c) Physics	Chemistry and Mathematics
d) Zoology	Chemistry and Botany
e) Botany	Chemistry and Zoology
f) Computer Science	Physics and Mathematics
g) Microbiology	Chemistry, Botany / Physics
h) Molecular Biology & Biotechnology	Chemistry, Mathematics / Zoology
i) Geography	Bengali / Hindi / Political Science, Economics
j) Economics	(Bengali, Hindi, Pol. Sc.), Mathematics
k) Environmental Science	Chemistry, Botany / Physics
l) Food and Nutrition	Chemistry and Zoology
m) Compulsory for all Honours Courses :	a) Bengali / Hindi ; b) English ; c) Environmental Science.

B.A. (GENERAL COURSES) :

Compulsory Subjects : a) Bengali / Hindi ; b) English ; c) Environmental Science.

Any one subject from each group below :

(Bengali, Hindi, Political Science), (History, **Mathematics**, Sanskrit), (Economics, Philosophy, English.)

B.Sc. (GENERAL COURSES) :

Compulsory Subjects : a) Bengali / Hindi ; b) English ; c) Environmental Science

Any one of the following two subject combinations :

(Physics, **Chemistry**, **Mathematics**) / (Chemistry, Botany, Zoology)

EVENING SECTION

Class Hours : 4-30 pm to 9-00 pm

B.Com. (HONOURS COURSES) :

Honours Subjects : Accounting & Finance

i) **Subsidiary Subjects**

ii) **Compulsory Subjects :** a) Bengali / Hindi ; b) English ; c) Environmental Science

B. Com. (GENERAL)

i) **Subsidiary Subjects** ii) **Elective Papers.**

iii) **Compulsory Subjects :** a) Bengali / Hindi ; b) English ; c) Environmental Science.

B. A. (GENERAL)

Compulsory Subjects : a) Bengali / Hindi ; b) English ; c) Environmental Science.

Subsidiary Subject : History & Pol. Science

Admission Rules :

Candidates who have passed H.S. examination (10+2) or an equivalent Examination can apply.

Admission form along with prospectus will be issued from the College office after publication of H.S. results on payment of Rs.-60/- (Rs. 50/- for S.C./S.T. students only), Filled-in forms should be submitted to the College Office during the hours **mentioned on the College Notice Board. Forms can also be downloaded from College Website. In that case cost of Forms will have to be submitted within stipulated time.**

*** No forms should be sent by post. Incomplete applications will not be considered.**

*** List of candidates in order of merit, prepared as per University directive, will be walled up for admission with dates & time earmarked on the list. No candidate will be considered if he/she fails to turn up within the reporting date & time.**

Admission Qualifications (Amended upto 26/07/2007)

*Eligibility &
Recognised
Boards*

1. A candidate may be admitted to the first year of three-year B.A./ B.Sc./ B.Com. (Honours General / Courses of Studies on passing Higher Secondary (10+2) Examination in General or Vocational Stream conducted by the West Bengal Council of Higher Secondary Education or an equivalent examination conducted by other State Board / Council, or, Rabindra Mukta Vidyalaya, or, National Open School recognized by the Distant Learning Council subject to fulfillment of the conditions mentioned below :

*Candidates from
'other' Boards*

In case of other Boards / Councils, a candidate shall have to pass in five recognized subjects, of which one shall be English, of full marks not being less than 100 each. A candidate passing in four subjects shall not be eligible for admission.

*Permissible chances
of admission after
Passing qualifying
examination.*

2. Candidates shall be allowed for admission within 3 (three) consecutive academic sessions including the year of passing the previous qualifying examination. (For example : candidates passing H.S. Examination in the year 2008 will get last chance of admission in the academic session 2010-2011).
3. **A candidate taking up Honours Course in a subject must have obtained :**

*Eligibility for
pursuing
Honours
Course of
studies*

- (I) A minimum of 45% marks in aggregate and 55% marks in the subject or related subject at the previous qualifying examination.

Or

- (II) 50% marks in aggregate and 45% marks in the subject or related subject at the previous qualifying examination.

Or

- (III) 55% marks in aggregate when the candidate has not studied the subject or any related subject in his / her previous qualifying examination provided all other clauses are satisfied (especially Rule 5).

Relaxation

- 3.(a) However, candidates belonging to the Scheduled Caste or Scheduled Tribe Community taking up Honours Course of Study shall enjoy 5% relaxation in marks in (I), (II) & (III) above, as the case may be.

Explanation : (i) Aggregate means the sum of marks of best scored five (5) subjects excluding Environmental Education / Environmental science. Also for old candidates (i.e., candidates passing H.S. examination before 2010), aggregate will be calculated in similar manner (i.e., on the basis of best scored five subjects) without deducting any marks for the 'Optional Elective Subject' (if any).

(ii) While calculating such aggregate, full marks of each such subject will be scaled down to 100 where needed.

- 4.(a). Admission will be strictly on the basis of merit. Merit list will be prepared uniformly on the basis of the following criteria :

- (i) In case of Honours courses : Aggregate (as per previous explanation) plus the marks obtained in the subject or related subject in which he / she intends to take up honours. However, students who avail themselves of the Rule 3 (III) will not get the benefit of 'related subject'.

*Merit List
(Honours Courses)*

(ii) In case of General courses : Merit list will be prepared on the basis of aggregate.

4.(b). For admission to Honours courses, complete list of all applicants according to merit will be published in each subject separately and admission be done in accordance with the respective intake capacity.

**Publication
of Merit List**

(General Courses)

4.(c). For admission to General courses, list of applicants in order of merit to be published in accordance with the intake capacity.

5. a) Requirement of studying subject(s) at H.S. (plus two) Level.

A	B
1. Botany	1. Biological Science
2. Chemistry	2. Chemistry
3. Computer Science	3. Computer Application/Computer Science/Physics and Mathematics.
4. Environmental Science	4. Any three of the following subjects : Biological Science, Chemistry, Computer Science, Economics, Elective Environmental Science/Environmental Science/Environmental Studies, Geography, Geology, Mathematics, Modern Computer Application, Physics and Statistics.
5. Food and Nutrition	5. Chemistry and Food and Nutrition or Home Science.
6. Mathematics	6. Mathematics.
7. Microbiology.	7. Biological Science, Chemistry and Mathematics/Statistics/Computer Science/Computer Application.
8. Molecular Biology and Biotechnology.	8. Mathematics/Statistics, Chemistry and Biological Science.
9. Physics	9. Physics and Mathematics.
10. Zoology	10. Biological Science.
11. Commerce	11. Accountancy/Accounts/Book Keeping/Business Economics including Business Mathematics/Business studies/ Commerce/Elements of Cost Accountancy and Auditing/Economics/Financial Accounting/Mathematics/Office Practice and Secretarial/Statistics.

5. b) Some special conditions for admission to Honours Courses in Accounting and Finance, Chemistry, Economics, Mathematics, Microbiology, Molecular Biology & Biotechnology, Food and Nutrition and Geography :

(i) **Accounting and Finance** : For admission to the B.Com. Honours course in Accounting and Finance, the word "Subject" or "related subject" shall mean the following :

Accountancy, Book Keeping, Business Economics including Business Mathematics, Business Mathematics, Business Organization, Business Studies, Commerce, Economics, Economic Geography, Elements of Cost Accountancy and Auditing, Financial Accounting, Mathematics, Office and Secretarial Practice, Statistics.

(ii) **Chemistry** : A candidate shall be allowed to take up Honours in Chemistry only if he / she has passed in Chemistry, Physics and Mathematics at the previous qualifying examination.

(iii) **Economics** : For a candidate to take up honours in Economics, subjects such as Mathematics / Statistics / Business Math be treated as related subjects.

'Mathematics' as a subject is not mandatory at the H.S. Exam.

(iv) **Mathematics** : A candidate shall be allowed to take up Honours in Mathematics only if he / she has passed in Mathematics at the previous qualifying examination. **A candidate who has passed in Business Mathematics is not eligible for admission to Mathematics Honours Course.**

(v) **Microbiology** : A candidate taking up Honours in Microbiology must take Chemistry and any one of the following subjects :
a) Botany, b) Physics as general subjects.

(vi) **Molecular Biology & Biotechnology** : A candidate taking up Honours in Molecular Biology & Biotechnology must take Chemistry and any one of the following subjects : a) Mathematics, b) Zoology as general subjects.

Special conditions for admission to some Honours Courses

6. Candidates may be allowed to change subject / stream / course in their first year of study, subject to approved intake capacities and various clauses of these rules, by the Principals of respective colleges before submission of Registration Form to the University. No change will be entertained after submission of Registration Form.

Subject /stream / course change

7. **Re-admission to the 1st / 2nd / 3rd Year Classes**

If a student completes regular course of study for B.A. / B.Sc. / B.Com. Part-I / II / III Honours / General / in due time but fails in the college test or for any other reason fails to enroll himself / herself for the Part-I / II / III examination, he / she shall be required to take re-admission in the 1st / 2nd / 3rd year class, respectively, in the following session within 15 days from the last date of admission for regular students of that class. However, not more than one chance of such re-admission shall be allowed to a candidate. The college authorities must get the re-admitted students enrolled for examination within two months of their re-admission.

Re-admission

8. **Provisional Admission to the 2nd / 3rd Year Classes**

Candidates appearing at Part-I / II examinations shall be admitted provisionally to the 2nd / 3rd year classes, respectively, within 15 days from the date of completion of the said examinations, failing which such candidates shall not be admitted on any subsequent dates and they shall be deemed to have discontinued study.

Provisional Admission

RESERVATION OF SEATS

*Reservation
of seats for
SC / ST
candidates*

22% seats shall be reserved for candidates belonging to the **Scheduled Castes** and 6% seats shall be reserved for candidates belonging to the **Scheduled Tribes** and a **relaxation of qualifying marks to the extent of 25% from the marks secured by the last candidate admitted in general category would be permitted.** In case Scheduled Tribe candidates are not available, those seats will be offered to Scheduled Caste candidates and vice-versa. When both SC and ST candidates are not available, seats may be converted to general category with the permission of the competent authority. SC and ST candidates admitted with the general candidates in order of merit, however, will not get the benefit of reservation. The candidates should furnish caste certificate issued by the competent authority (Sub-Divisional Officer of the Sub-Division and others as declared by the competent authority) along with application without which such application will not be entertained for consideration.

*Reservation
of seats for
PD
candidates*

3% of the total number of seats in each subject shall be reserved for **physically disabled** candidates. Such candidates should furnish copy of valid disability certificate, issued by the competent authority (The Handicap Board constituted by the Office of the Superintendent, District Hospital) of the district of residence of the candidate, along with application without which such application will not be entertained for consideration. The percentage of disability of the candidates will only be considered while preparing the merit list of such physically disabled candidates.

IN CASE OF CANDIDATES OTHER THAN THOSE PASSING H.S. EXAMINATION OF THE W.B. COUNCIL OF HIGHER SECONDARY EDUCATION

*Reservation
of seats for
candidates
from 'other'
Boards*

10% of the seats in each of the subjects / courses shall be reserved for the students passing examinations equivalent to H.S. Examination of the W.B.C.H.S.E. and admission of such candidates will be restricted to those reserved seats only.

In each subject, **one foreign student** may be admitted provided he / she comes in merit with the students passing Examinations equivalent to H.S. Examination of the W.B.C.H.S.E.

DEDUCTION OF MARKS IN ADMISSION

*Deduction
of marks
for 'old'
candidates*

2% marks from the aggregate as secured by a candidate passing the qualifying examination in a year prior to the current year shall be deducted and the aggregate marks thus arrived will be taken up for consideration.

SPORTS QUOTA

A separate form for consideration under SPORTS QUOTA may be made available free of cost. **Applications for consideration under sports quota will have to be submitted in this particular form along with the Admission Form, without which no claim for Sports Quota will be entertained.**

Number of seats to be reserved under Sports quota :

Sports Quota

1. For B.A. / B.Sc. / B.Com. Honours Degree Courses : One seat in each Honours subject.
2. For B.A. / B.Sc. / B.Com. General Degree Courses : 5% of the seats subject to a maximum of two seats in each course.

ELIGIBLE GAMES

For Men : Athletics, Badminton, Cricket, Football, Gymnastics, Hockey, Kabadi, Table Tennis, Volleyball, Basketball, Kho-kho, Handball.

For Women : Athletics, Badminton, Gymnastics, Hockey, Table Tennis, Kho-kho, Volleyball, Basketball, Handball.

ELIGIBILITY FOR ADMISSION IN SPORTS QUOTA

1. Candidates must be eligible to participate in any Inter-university Sports and Games at least for two years (as per rules laid down by the Inter-University Sports Board)
2. Candidates must have participated in Inter District School, or, State Inter-School, or, State-Junior, or, Open Inter District Tournaments, or, State Open Championship, Calcutta First Division Championships.

CERTIFICATE FROM THE STATE ASSOCIATIONS / BODIES, OR, THE DISTRICT OFFICER FOR PHYSICAL EDUCATION SHALL ONLY BE ACCEPTED.

FOR FOREIGN CANDIDATES

Visa

In the case of Foreign Candidates, Student-Visa will be required. The said visa will have to be submitted within one month from the date of admission.

ADMISSION PROCEDURE

Filled-in application form along with relevant documents with a passportsize photograph affixed to the form should be attested by the Head of the institution from where the candidate passed. Certificate of SC/ST/Handicapped/Sports from competent authority must be attested by a gazetted officer.

Filled-in application form along with relevant documents shall be submitted by the candidate personally or through a messenger. The receipt of the application form should be kept carefully for future reference.

- * Admission will be made strictly on the basis of merit. A merit list will be prepared as per rules of the University of Kalyani both for Honours and General Courses.
- * In case of the non-availability of the required number of students in any Department, the admission rules framed by the College is final. In such cases, the merit list of the admitted candidates will be reported through notification.
- * Following guidelines be followed during admission :
 - a) Admission forms and prospectus be sold from the College Office and can be downloaded from College Website.
 - b) Forms should be scrutinized strictly as per University rules.
 - c) Merit list of all candidates with scores obtained, as per University direction, be published and walled up in the College notice board. The date and time of admission be included in each phase. such as.

First Phase : Number of candidates as per intake capacity with date & time of reporting.

Second Phase : Number of candidates as per seats available with date & time of reporting and so on.

- d) **If any selected applicant fails to report and take his/her admission within the stipulated time of the specified date, his/her claim will be forfeited.**
- e) The vacant seats in the respective subjects during the process of admission be reported daily through notification.
- f) The admission in a subject be continued in the successive days till all the seats are filled up in the subject.
- g) Separate application forms are to be used for each Hons. Course in B.A./B.Sc./B.Com. and also for General Courses.
- h) **The admission procedure laid down by the Kalyani University is incorporated. However, if any change made by the University is communicated later on, it will be displayed on the notice-board in due course.**

Admission Notices :

Students are urged to go through notices displayed on the Notice Boards from time to time. This is very important for getting relevant information of admission.

Fee Slip :

A fee slip would be issued to every student at the time of admission. A fee slip is an important document for a regular student and the college office has got the right to ask a student to produce the same any time. Submission of the fee slip at the time of withdrawal of deposits is obligatory on the part of the students. If a student loses or damages his/her fee slip, he/she must intimate the office immediately so that a duplicate fee slip may be issued on payment of Rs. 50.00 only. Requisite fees of each month payable by any student has to be cleared latest by 15th day of the month for which fees become payable.

Identity Card :

Every student of the college must possess an Identity card which would be issued by the college on production of an application along with a stampsized photograph. If identity card is damaged or lost, a duplicate card may be issued on payment of Rs. 250.00 only. The identity card must be hanging from the neck during College hour.

Library Card :

Every student of the college must possess a library card which would be issued by the college on production of an application along with a stampsized photograph. If library card is damaged or lost, a duplicate card may be issued on payment of Rs. 10.00 only.

Character Certificates and College-Leaving Certificates :

Students, past and present, are required to produce an application supported by relevant particulars, viz, Roll No., Regn. No. to get Character / College-Leaving Certificates.

Certificates of any kind may be issued only if a student has cleared up all up-to-date dues.

Change of Address :

If a student changes his / her address, he / she should forthwith intimate the same to the college office in writing, countersigned by the guardian.

Attestation of Certificate :

Students, past and present, must submit documents to the college office for necessary scrutiny to get certificates or marksheets or anything of the kind attested by the Principal of the college.

Railway Concession :

Bonafide students travelling by train to attend the college may get monthly concession orders issued by the college for processing by the Railway Authority.

Students may also avail Certificates from the college for obtaining railway students' concession.

Fees and Clearance :

- a) Application for transfer would not be entertained unless a student produces up-to-date clearance certificate from relevant departments and the college office in regard to payment of all relevant fees upto the current month.
- b) Unless dues are cleared up to the current month, a student cannot be promoted to the next higher class.
- c) Fees once paid cannot be refunded.
- d) Tuition fees must be paid by the 15th of every month. Defaulters are liable to pay fines as determined by the College from time to time.

Transfer :

A student seeking Transfer Certificate must apply in writing to the Principal stating clearly the reasons for withdrawal from the college. The application is to be duly countersigned by the guardian and the student seeking transfer must clear up all outstanding dues and obtain a clearance certificate from the college Librarian which is to be enclosed with the said application.

All applications for admission on transfer from other colleges must be supported by relevant Transfer Certificate in original.

Refund of Deposits :

Laboratory caution money, Library caution money etc. are refunded once in a year as per notification served by the college authority and walled up in the Notice Board.

All deposits are liable to be forfeited if not claimed within 3 years from the date they fall due.

National Service Scheme (N.S.S.) : (Govt. of India project under the Ministry of Youth Welfare.)

The college runs on N.S.S. Unit under the supervision of a teacher of the college. Participation of students in N.S.S. would be encouraged as it involves social works of different kinds.

Students participating in NSS Programmes throughout the Year are awarded with a Certificate.

N.C.C. : The college also runs an N.C.C. Unit under the supervision of a teacher of the college.

Extra-Curricular Activities :

Participation of students in extra-curricular activities such as debates, symposia, seminars is encouraged by the college authority. Cultural activities of various kinds are also organised by the Students' Union from time to time.

Students' Union :

Kanchrapara College Students' Union is a representative organization of students which aims at developing a sense of corporate life among students and encouraging them to be responsible and dutiful citizens of the Country.

All students of the College are members of the Students' Union.

The Activities of the Students' Union

- * The Students' union provide fund to the poor and meritorious students from Students' Welfare Fund.
- * The Students' Union publish College Magazine annually providing the students the opportunity to unfold their talents.
- * The Students' Union organize games and sports at inter-class and College level every year. A good number of students take part in sports and games at University, State and National level.
- * The Students' Union organize annual functions like Freshers' Welcome, Debating Competition, Annual Social etc. Students of the College also participate in Youth Parliament Competition.

Common Room :

There are separate common rooms for male and female students in the college and these rooms are intended to be the places for rest and recreation for students. The common rooms must not be used for any purpose that may harm normal life and spoil the academic atmosphere of the college.

Curricular Activities :

Students of Undergraduate and Post-Graduate Courses are encouraged to deliver lectures in the class seminars regularly under the guidance of their respective subject teachers.

Excursion :

Academic excursions for various subjects are held regularly.

Canteen :

The College provides a canteen for light and nutritious refreshment both to the students and the staffs.

Computer Centre :

The students of Computer-Science Honours. and the students of computer-related subjects may enjoy the existing facilities of the College Computer Centre.

Gymnasium :

It is a proud privilege for the College to mention the introduction of a multi-gymnasium in the college building with the aim of combining mental and intellectual development of the students through dissemination of education with physical improvement through regular exercise with instruments.

Network Resource Centre :

The College has a Network Resource Centre and the students will have access to the Centre against payment of a fee.

Students' Health Home :

All students can avail the facilities for treatment & health check-up from Students' Health Home, Kolkata after production of **bonafide student certificate** from College. **Even the students having membership cards of Health Home can get the opportunity of treatment of critical diseases by specialist doctors at a very minimum cost.**

Attendance :

A student must attend at least 60% of the total number of lectures in each subject as per the University regulations. A student who fails to attend 60% of the lectures but attends more than 50% in one or more subjects may be allowed to appear at examination as a non-collegiate (N.C.) at the discretion of the University Authorities.

The students attending less than 50% of the delivered lectures will be debarred from appearing at the University Examination.

The names of the non-attending students will be struck off from the Attendance Register after 21 working days of classes from the date of beginning of classes in each academic session.

Examinations :

University Examination : The students take recourse to three University Examinations in Three Year Degree Courses including Honours comprising Part-I, Part-II & Part-III. In addition to these, the College also conducts M.A. Examination in Hindi in two consecutive academic years i.e., Part-I and Part-II.

College Examination : Test Examination for Part III, Part II & Part I are generally conducted on the second week of January, February and March respectively for Hons. Undergraduate Courses. Students not appearing in Test Examination will not be sent up for Final Examination.

Library :

The College has a well-equipped library with a reading room attached to it. Students may borrow books from the library both for home study and for use in the reading room in their leisure hours. The college library provides several journals on different subjects and magazines related with courses & jobs, daily newspapers, in **BENGALI, HINDI & ENGLISH** versions, for reading in the reading room. Books received on submission of reference card must not be taken out of the library. Books taken out for home study must be returned within 7 days, failing which a fine of Re. 1 per 10 days' delay will be realised from him/her and no books will be issued to him / her without the Principal's permission. Students having appeared in Part-I & Part-II examinations, K.U. pending results, shall have the opportunity of using lending section, provided they get provisionally admitted in 2nd year & 3rd year. Submitting full admission and session charge.

*** SILENCE MUST BE KEPT IN THE LIBRARY ROOM AND THE STUDY ROOM.**

Commerce Laboratory Fee :

Students of Commerce discipline shall be required to pay a fee for their practical paper in Group-I, Paper-III.

Discipline :

Students are bound by the laws and regulations of the College. They must not loiter and indulge in noisy and disorderly conduct in the college yard or corridors. Breach of discipline would entail expulsion from the college. In all matters, the decision of the Principal is final. No general meeting of the students may be called within the college premises without prior permission of the Principal.

No outsider shall be allowed to address the students in the college premises unless it is organised by in college.

Grievance-cum-redressal Cell :

A special committee called 'Grievance-cum-Redressal Cell' has been established to entertain students' and teachers' grievances and to get them redressed. Regular counselling of students are also conducted.

Guidelines for Disciplinary and Security measures :

i) Surrendering the student identity Card to College office is mandatory on the part of existing and pass-out student concerned during collection of final year Mark Sheet and or Certificate.

ii) **Students' Identity Card shall be issued from 2.00 pm to 4.00 pm.**

iii) **Missing of the student Identity Card shall entail a fine of Rs. 250/- on the part of the possessor of the card.**

iv) **Students must find the reverse of the Identity Card and Pay-slip duly stamped at the time of receipt of Identity Card.**

v) Visitor's slip be issued to visitors / outsiders and name of the person desiring to visit, whom to meet and the purpose of visit etc. have to be mentioned and permission has to be granted before entry into college. Further, the visitor's slip has to be submitted to the Gate Keeper properly signed by the person to whom the visitor met.

vi) **Use of Phone in corridor and in Class Room is strictly prohibited.**

vii) **Sitting, gossiping, shouting, moving aimlessly along corridor or any such unusual behaviour unbecoming of a student inside empty class rooms entail guardian's call followed by strict disciplinary action.**

AN ANTI-RAGGING INFORMATION BY UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002 :

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

In exercise of the power conferred by Clause (g) of Sub-Section (l) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely—

1. Title, commencement and applicability :-

- 1.1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

Ragging means the following :-

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior students.

Punishable ingredients of Ragging :-

- ★ Abetment to ragging;
- ★ Criminal conspiracy to rag;
- ★ Unlawful assembly and rioting while ragging;
- ★ Public nuisance created during ragging;
- ★ Violation of decency and morals through ragging;
- ★ Injury to body, causing hurt or grievous hurt;
- ★ Wrongful restraint;
- ★ Wrongful confinement;
- ★ Use of criminal force;
- ★ Assault as well as sexual offences or even unnatural offences;
- ★ Extortion;
- ★ Criminal trespass;

- ★ Offences against property;
- ★ Criminal intimidation;
- ★ Attempts to commit any or all of the above mentioned offences against the victim(s);
- ★ All other offences following from the definition of "Ragging".

Punishments :-

At the institution level :

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- ★ Cancellation of admission
- ★ Suspension from attending classes
- ★ Withholding/withdrawing scholarship/fellowship and other benefits
- ★ Debarring from appearing in any test/examination or other evaluation process
- ★ Withholding results
- ★ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ★ Suspension/expulsion from the hostel
- ★ Rustication from the institution for period ranging from 1 to 4 semesters
- ★ Expulsion from the institution and consequent debarring from admission to any other institution
- ★ Fine of Rupees 25,000/-
- ★ Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Fees Structure of B.A. & B.Com (Hons.) Courses of 3 Years Duration

	Fees (Rs.)	B.A. (Hons.) (Beng/Eng Hindu/Eco. Pol.Sc.) Rs.	B.A.(Hons) (History Sanskrit) Rs.	B.Com (Hons.) Rs.	Remarks
1	Admission (Rs. 120/- during admission)	120	120	120	Total admission Fees 360/- payable in 3 equal Installment.
2	Tuition during admission for B.A.(H)-300/- for B.Com(H)-340/-	300	300	340	Tuition Fee @ for B.A. Rs. 75/- per month for B.Com Rs. 85/- Per month
3	Session Charge				Payable in each academic session
	a) Electricity	50	50	50	
	b) Generator & Fule	50	50	50	
	c) Telephone	10	10	10	
	d) Repair & Maintenance	100	100	100	
	e) Development Fee	100	100	100	
4	Building	225	225	225	Do
5	College Exam	40	40	40	Do
6	Library Fee	20	1000	20	Do
7	Library Caution Money	130	130	130	Once during admission (refundable)
8	Identity Card	15	15	15	Payable in each academic session
9	Gymnasium	10	10	10	Do
10	Students Health Home	5	5	5	Do
11	Students Aid Fund	10	10	10	Do
12	Students Union	100	100	100	Do
13	University Sports	50	50	50	Once during admission
14	University Registration	115	115	115	Do
15	Laboratory Development	NA	0	0	Payable in each academic session
16	Lab. Caution Money	NA	0	0	Once during admission
	Total amounts to be paid during 1st year admission	1450	2430	1490	

Fees Structure of B.A. & B.Sc. B.Com (Gen.) Courses of 3 Years Duration

	Fees (Rs.)	B.A.	B. Com	B.Sc	Remarks
1	Admission (Rs. 120/- during admission)	120	120	120	Total admission Fees 360/- payable in 3 equal Installment
2	Tuition during admission for B.A.(Gen) Rs 200/- for B.Com(Gen) Rs 240/- for B.Sc(Gen) Rs 340/-	200	240	340	Tuition fee @ for B.A. (G) Rs. 50/- for B.Com(G) Rs. 60/- for B.Sc.(G) Rs. 85/- Per Month
3	Session Charge				Payable in each academic session
	a) Electricity	50	50	50	
	b) Generator & Fule	50	50	50	
	c) Telephone	10	10	10	
	d) Repair & Maintenance	100	100	100	
	e) Development Fee	100	100	100	
4	Building	225	225	225	Do
5	College Exam	40	40	40	Do
6	Library Fee	20	20	20	Do
7	Library Caution Money	130	130	130	Once during admission (refundable)
8	Identity Card	15	15	15	Payable in each academic session
9	Gymnasium	10	10	10	Do
10	Students Health Home	5	5	5	Do
11	Students Aid Fund	10	10	10	Do
12	Students Union	100	100	100	Do
13	University Sports	50	50	50	Once during admission
14	University Registration	115	115	115	Do
15	Laboratory Development	N.A.	N.A.	200	Payable in each academic session
16	Lab. Caution Money	N.A.	N.A.	80	Once during admission
	Total amounts to be paid during 1st year admission	1350	1390	1770	

Fees Structure of B.Sc. (Hons.) Courses of 3 Years Duration

	Fees (Rs.)	Bot/Chem Phy / Zoo.	Math.	Remarks
1	Admission Rs 120/- During Admission	120	120	Total Admission Fees Rs. 360/- Payble in 3 equal instilment
2	Tuition Rs 440/- During Admission	440	440	Tuition Fee for B.Sc (Hons.) @ Rs. 110/- Per month
3	Session Charge			Payable in each academic session
	a) Electricity	50	50	
	b) Generator & Fule	50	50	
	c) Telephone	10	10	
	d) Repair & Maintenance	100	100	
	e) Development Fee	100	100	
4	Building	225	225	Do
5	College Exam	40	40	Do
6	Library Fee	20	20	Do
7	Library Caution Money	130	130	Once during admission (refundable)
8	Laboratory Fee	100	100	Payable in each academic session
9	Identity Card	15	15	Do
10	Gymnasium	10	10	Do
11	Students Health Home	5	5	Do
12	Students Aid Fund	10	10	Do
13	Students Union	100	100	Do
14	University Sports	50	50	Once during admission
15	University Registration	115	115	Do
16	Laboratory Development	800	500	Payable in each academic session
17	Lab. Caution Money	80	80	Once during admission (refundable)
	Total amounts to be paid	2570	2270	

Fees Structure of B.Sc. (Hons.) Courses of 3 Years Duration

	Fees (Rs.)	Env. Sc. Geography	Computer Sc.	Food & Nutrition	Micro / Mol.Bio & Biotech	Remarks
1	Admission Rs. 120/- During Admission	1500	1500	1500	1500.00	Total Admission Fee Rs. 4500/- payable in 3 equal Installment.
2	Tuition Rs. 440/- During Admission	440	240	440	440	Tuition Fee @ for B.Sc(H) Rs. 110/- Per month
3	Session Charge :					Payable in each academic
	a) Electricity	200	200	200	200	
	b) Generator & Fule	50	50	50	50	
	c) Telephone	10	10	10	10	
	d) Repair & Maintenance	100	100	100	100	
	e) Development Fee	100	100	100	100	
4	Building	800	800	800	800	Do
5	College Exam	40	40	40	40	Do
6	Library Fee	400	400	400	400	Do
7	Library Caution Money	400	400	400	400	Once during admission (refundable)
8	Laboratory	4000	4000	4000	4000	Laboratory Fee @ Rs. 1000/- (P.M.)
9	Identity Card	15	15	15	15	Payable in each academic session
10	Gymnasium	10	10	10	10	Do
11	Students Health Home	5	5	5	5	Do
12	Students Aid Fund	10	10	10	10	Do
13	Students Union	100	100	100	100	Do
14	University Sports	50	50	50	50	Once during admission
15	University Registration	115	115	115	115	Do
16	Laboratory Development	1660	1660	1660	1660	Payable in each academic session
17	Lab. Caution Money	1000	1000	1000	1000	Once during admission
	Total amounts to be paid	11005	11005	11005	11005	

Fees Structure of M.A. (Hindi)-Part-I & II Courses of 3 Years Duration

	Fees (Rs.)	1st	2nd	Remarks
		Installment	Installment	
1	Admission	100		
2	Tution	1600	3200	
3	Session Charge			
	a) Electricity	300	300	
	b) Generator & Fule	200	200	
	c) Telephone	10		
	d) Repair &Maintenance	150		
	e) Development Fee	300	300	
4	Building	200	200	
5	College Exam	40		
6	Library	500		
7	Library Caution Money	450	450	
8	Laboratory	N.A.		
9	Identity Card	15		
10	Gymnasium	10		
11	Students Health Home	5		
12	Students Aid Fund	10		
13	Students Union	100		
14	University Sports	50		
15	University Registration	115		University Reg. Charge for other University
16	Laboratory Development	N.A.		
17	Lab. Caution Money	N.A.		
	Total amounts to be paid	4155	4650	

KANCHRAPARA COLLEGE

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1. *Sri Jagadish Chandra Das* Founder of the College and President
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4. *Dr. Mitali Sarkar* (University Nominee)
Prof. Dept. of Chemistry, University of Kalyani
5. *Dr. Ujjal Roy* (University Nominee)
Dept. of Zoology, Anandamohan College,
102/1, Raja Rammohan Sarani, Kol - 9
6. *Sri Sukumar De,* (Teachers' Representative)
7. *Dr. Bibek Sinha,* (Teachers' Representative)
8. *Mrs. Debjani Roy Chowdhury,* (Teachers' Representative)
9. *Sri Madhop Mandal,* (Teachers' Representative)
10. *Sri Debasis Das Sharma,* (Non-Teaching Representative)
11. *Sri Prasad Kr. Roy,* (Non-Teaching Representative)
12. *Sri Swagatam Das* (Students' Representative)

SUBJECT CODE

FOR 1st YEAR (NEW PATTERN) HONS.

01 Bengali (Hons.)

- 0101 Hist, Econ.
0104 Hist, Eng.
0108 Econ, Sans.
0111 Phil, Sans.
0114 Hist., Phil.
0115 Sans, Eng.

02 Hindi (Hons.)

- 0201 Hist, Econ.
0202 Hist, Phil.
0204 Hist, Eng.
0208 Econ, Sans.
0211 Phil, Sans.
0212 Sans, Eng.

03 History (Hons.)

- 0301 Beng, Econ.
0303 Beng, Phil.
0304 Hindi, Econ.
0306 Hindi, Phil.
0307 Econ, Pol. Sc.
0310 Phil, Pol. Sc.
0313 Pol. Sc., Eng.
0315 Beng, Eng.
0316 Hindi, Eng.

04 English (Hons.)

- 0404 Beng, Hist.
0408 Hindi, Hist.
0413 Pol. Sc., Hist.
0414 Sans, Beng.
0415 Sans, Hindi.
0416 Sans, Pol.Sc.

05 Pol. Science (Hons.)

- 0509 Eng, Hist.
0510 Sans, Econ.
0511 Sans, Phil.
0513 Econ, Hist.
0514 Hist., Phil.
0515 Sans, Eng.

06 Economics (Hons.) Sc.

- 0601 Math, Pol. Sc.
0603 Math, Beng.
0604 Math, Hindi.

07 Computer Science (Hons.)

- 0701 Physics, Mathematics

08 Physics (Hons.)

- 0801 Chemistry, Mathematics

09 Chemistry (Hons.)

- 0901 Physics, Mathematics

10 Mathematics (Hons.)

- 1001 Physics, Chemistry

11 Zoology (Hons.)

- 1101 Chemistry, Botany

15 B. Com.

- 1501 B. Com. (Hons.)
1502 B. Com. (General)

16 Sanskrit (Hons.)

- 1603 Pol. Sc., Phil.
1606 Phil, Beng.
1608 Beng, Eco.
1609 Beng, Eng.
1610 Hindi, Eco.
1611 Hindi, Phil.
1612 Hindi, Eng.
1613 Pol.Sc., Eco.
1614 Pol.Sc., Eng.

17 Hindi (PG)

- 1701 PG-I
1702 PG-II

18 Eco. (Hons.) Arts.

- 1805 Hindi, Hist
1806 Beng, Hist
1808 Beng, Sans.
1809 Hindi, Sans.
1810 Pol.Sc., Hist.
1811 Sans, Pol.Sc.

38 Micro-biology (Hons.)

(MCBH)

- 3801 Chemistry, Bot.
3803 Chemistry, Phy.

39 Molecular Biology & (MBTH)

Bio-technology (Hons.) B.Sc.

- 3902 Chemistry, Zoo.
3904 Chemistry, Math.

40 Geography (Hons.) B.Sc

- 4019 Beng, Eco.
4020 Hindi, Eco.
4021 Pol.Sc., Eco.

Geography (Hons.) B.A.

- 4014 Phil, Beng.
4015 Beng, Eng.
4016 Hindi, Phil.
4017 Hindi, Eng.
4018 Pol.Sc., Phil.
4022 Pol.Sc., Eng.

41 Environment Science (Hons.)

- 4101 Chem. Bot.
4102 Chem., Phy.

42 Botany

- 4201 Chemistry, Zoology.

43 Food & Nutrition

- 4301 Chemistry, Zoology.

SUBJECT CODE

FOR 1ST YEAR (NEW PATTERN) GEN.

12 B. Sc. (General) Pure

1201 Phy., Chem., Math.

13 B. Sc. (Gen.) Bio.

1301 Chem., Bot., zoo.

14. B.A. (Gen.) Evening Shift

1403 Beng, Hist, Pol.Sc.

1408 Hindi, Hist, Pol.Sc.

14 B.A. (General) Day Shift

1402 Beng., Econ., Hist
1419 Sans., Econ., Pol. Sc.
1420 Sans., Phil., Pol. Sc.
1422 Econ., Hist., Pol.sc.
1423 Beng., Hist., Phil.
1425 Beng., Hist., Eng.
1426 Beng., Sans., Econ.
1427 Beng., Sans., Phil.
1429 Hindi, Hist., Econ.
1430 Hindi, Hist., Phil.
1431 Hindi, Hist., Eng.
1432 Pol.Sc., Hist., Phil.
1433 Pol.Sc., Hist., Eng.
1434 Hindi, Sans., Econ.
1436 Hindi, Sans., Phil.
1437 Pol.Sc., Sans., Eng.
1438 Pol.Sc., Math., Econ.

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