Scottish Church College

Admission at a glance for the session: 2022-23

Admission Manual for Under Graduate Courses

Academic Session: 2022-23

Online applications are invited from the candidates for **online admission** to Semester 1 in B.A., B.Sc., B.Com and BBA courses for the Academic Session 2022-23

1. The process of admission for the academic session of 2022-23 of Scottish Church College will be **entirely online**.

2. It is to be noted that the applicants seeking admission to this college are strongly discouraged **to come to the college physically for any enquiry or for any other purpose from the beginning to the end of the admission process. They will not be allowed to enter the college premises under any circumstances.**
   The entire process will take place online and the only source for information, assistance, application forms and admission would be through the official college website.

3. **The College will not be responsible for any other source of information or help.**

4. **No application would be received after the last date of application as announced in the college website.**

5. **Criteria for Admission :**
   a) Students who have passed the Higher Secondary (10+2) or equivalent examination between **2017 to 2022** are eligible to apply online for admission according to University Notifications No.CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt.07.05.2018.
   b) A candidate must pass in a**100 marks paper in English** in the previous examination.
   c) Reservation Policy for admission in three year (six semesters) degree courses of studies shall be guided by the West Bengal State Higher Educational Institutions (Reservation

in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014.

d) According to the above mentioned Act, SC/ST applicants will find their names listed in the General Lists according to merit as well as the lists for SC/ST. It is the choice of the candidate to get admitted EITHER as a General candidate OR as a SC/ST candidate against reservation.

e) Scottish Church College being a Christian Minority Institution will also publish a separate list of Christian candidates (CNI and Churches Other than CNI) for admission.

f) According to **University Notifications No. CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt.07.05.2018with respect to Admission and Examination Regulations for Semester-Wise Three Year B.A./ B.Sc. / B.Mus. (Honours/ General) Courses of Studies Under Choice Based Credit System (CBCS)**, a candidate shall be allowed to take up the subject(s) under heading "A" if he/she had passed the subject (s) under heading "B" at the previous qualifying examination (Higher Secondary [10+2] or equivalent examinations)---

Sl. No.	A	Sl. No.	B
1.	Mathematics	1.	Mathematics/Business Mathematics
2.	Physics	2.	Physics and Mathematics
3.	Chemistry	3.	Chemistry
4.	Zoology	4.	Zoology/Biology/ Biotechnology
5.	Botany	5.	Botany/Biology/Biotechnology
6.	Microbiology	6.	Biology/ Biotechnology and Chemistry/ Physics
7.	Computer Science	7.	Mathematics & any one of Physics/ Statistics/ Computer Science
8.	Statistics	8.	Statistics/Business Mathematics / Mathematics

g) **Special conditions for admission to the following Honours Courses according to the above mentioned University Notification---**

i) **Economics** : A Candidate shall be allowed to take up Honours in Economics if he/she has **passed** in **Mathematics** at the H.S. Examination (10+2) conducted by the West Bengal Council of H.S. Education or its equivalent examination in **Mathematics/ Business Mathematics**. Students who have passed **Business**

Economics including Business Mathematics in H.S. (10+2) level from West Bengal Council of H.S. Education are also eligible for admission in the Honours Course in Economics.

ii) **Mathematics**: A candidate shall be allowed to take up Honours in Mathematics 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 the Mathematics Honours Course.**

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

iv) **Microbiology:** A candidate shall be allowed to take up Honours in Microbiology if he/she has **passed** in **Chemistry** in the previous qualifying Examination.

v) **Philosophy**: If the candidate has not studied Philosophy as a subject in the previous qualifying examination then **Psychology/ Mathematics/ Education/ Sociology/ Political Science** be treated as related subjects.

h) **For eligibility and selection criterion to the different courses and subjects <u>IN THE COLLEGE</u> please see below---**

Please note the following	
1	All matters concerning Admission will be done **ONLINE**.
2	No distinction between West Bengal Board and Other Boards.
3	Aggregate means Total Marks of the **Best FOUR Subjects** (at least 100 marks paper) excluding Environmental Studies & Environmental Education in the qualifying exam.
4	Number in brackets ( ) indicates the total number of seats available in the subject.
5	Admission through Merit List based on Index Marks.
6	Merit list is prepared based on Index Marks for all categories of candidates.
7	Must have passed in English (with at least 100 Marks paper).
8	Must have passed in the General (Elective) subjects applied for.

Eligibility Criteria for on-line Submission of Forms

	Honours Subject	Stream/Comments	Minimum eligibility to Apply	Index Marks
Category A : General Merit				
1	Bengali		50% Aggregate & 50% in Bengali	**Index : Aggregate + % Marks in Bengali** **Note :In case of same index :** 1. If tie occurs in Index Marks then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
2	English		60% Aggregate & 65% in English	**Index : 20% of aggregate + 80% of Marks in English** **Note : In case of same index :** 1. If tie occurs in Index Marks then the Subject Marks will be considered. 2. If still tie occurs then Aggregate will be considered. 3. If still tie occurs then Bengali / Hindi will be considered.
3	History	Arts stream with History	55 % aggregate, 60% in History& 60% in English/Bengali	**Index :**30% of aggregate + 70% Marks in History
		Arts stream without History	60% Aggregate,&60% in English/Bengali (whichever is higher)	**Index :**30% of aggregate + 70% in English/Bengali (whichever is higher)
		Science stream	60% Aggregate, & 60% in English/Bengali (whichever is higher)	**Index :**30% of aggregate + 70% in English/Bengali (whichever is higher)
		Commerce Stream	60% Aggregate + 60% in English/Bengali (whichever is higher)	**Index :**30% of aggregate + 70% in English/Bengali (whichever is higher)
			Note : Candidates with same index : 1. If tie occurs in Index Marks then the Subject Marks, i.e. History will be considered. 2. If still tie occurs then Marks in English will be considered**.**	

	Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
4	Philosophy		50% Aggregate & 45% in Philosophy / Psychology / Mathematics / Education / Sociology / Political Science	**Index : Aggregate + % Marks in Philosophy** (If candidate has not studied Philosophy % marks in Psychology/Education/Mathematics/ Sociology/Political Science (whichever is higher) **Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
5	Political Science	Arts stream with Pol. Sc.	55% aggregate, 60% in Pol. Sc. & 60% in English/Bengali, whichever is higher	**Index :** Aggregate % + % Marks in Pol. Sc. + % in English/Bengali (whichever is higher)
		Arts stream without Pol. Sc.	55% aggregate & 60% in English/Bengali, whichever is higher	**Index :** Aggregate % + 2 x % Marks in English/Bengali (whichever is higher)
		Science / Commerce streams	55% aggregate, 70% in English/Bengali whichever is higher	**Index:** Aggregate % +2 x % Marks in English or Bengali (whichever is higher).
			Note : Candidates with same index : 1. If tie occurs in Index Marks then the Subject Marks, i.e. Political Science will be considered. If tie occurs in Index Marks then the Subject Marks then the Political Sc. will be considered. 2. If still tie occurs then Marks in English will be considered.	
6	Sanskrit		50% Aggregate & 45% in Sanskrit	**Index : Aggregate + % Marks in Sanskrit** **Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
7	Botany		Pass in Chemistry (Theory& Practical separately) with 50% in Aggregate & 55% in Biology/Bio-technology/ Botany	**Index : Aggregate + % Marks in Biology/ Botany /Biotechnology** **Note : Candidates with same index :** 1. If tie occurs in Index Marks then marks in Biology/ Botany/ Biotechnology will be considered. 2. If still tie occurs then marks in Chemistry will be considered. 3. If still tie occurs then marks in English will be considered.

	Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
8	Chemistry		Should qualify Higher Secondary (or equivalent) as per UGC with Chemistry, Physics, Mathematics and English with 55% marks in aggregate and 55% marks in Chemistry	**Index : 2 x % Marks in Chemistry + % Marks in Physics + % Marks in Math** **Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Subject Marks will be considered. 2. If still tie occurs then Marks in Mathematics will be considered. 3. If still tie occurs then Marks in Physics will be considered. **4.** If still tie occurs then Marks in English will be considered**.**
9	Computer Science		55% Aggregate, 60% in Math + 60% in Comp. Science/Information Sc. / /Physics / Statistics	**Index: With Computer Science / Information Sc.** Aggregate % + % Marks in Math + % Marks in Comp. Sc. / Information Sc. **Index: Without Computer Science / Information Sc.:** Aggregate % + % Marks in Math+% Marks in Physics or Statistics (whichever is higher) **Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Marks in Mathematics will be considered. 2. If till tie occurs then marks in Computer Science / Information Science / Physics / statistics will be considered. 3. If still tie occurs then Marks in English will be considered.
10	Economics	With Economics *	55% Aggregate & 50% in English & 60% in Math & 55% in Economics.	**Index : 40% of aggregate% + 60% of % marks in Mathematics**
		Without Economics *	55% Aggregate & 50% in English & 60% in Math	**Index : 40% of aggregate % + 60% of marks in Mathematics**
		* Those with Business Mathematics of ISC are also eligible to apply as per CU norms		**Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Marks in Mathematics will be considered. 2. If still tie occurs then Marks in English will be considered**.**
11	Mathematics		50% Aggregate + 45% in Mathematics	**Index : 2 x % marks in Math + % of marks in aggregate** **Note : Candidates with same index :** 1. If tie occurs in Index Marks then the Marks in Mathematics will be considered. **2.** If still tie occurs then Marks in English will be considered.

	Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
12	Microbiology		60% Aggregate, 45% in Math, 60% in Chemistry & 60% in Biology/Biotechnology	**Index:** Aggregate % + % marks in Biology/Bio-technology + % marks in Chemistry. **Note : Candidates with same index :** 1. If tie occurs in Index Marks, then the Marks in Biology will be considered. **2.** If still tie occurs then Marks in Chemistry will be considered.
13	Physics		50% marks in the aggregate and 45% marks in Physics OR 55% marks in the Physics in the final board examination after class 12	**Index:** % in Physics + % in Mathematics in the final board examination after class 12 **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then Marks in Physics will be considered. 2. If still tie occurs then Marks in Mathematics will be considered.
14	Zoology		Pass in Chemistry (Theory& Practical separately) with 55 % in aggregate & 60% in Biology/Bio-technology/Zoology	**Index:** Aggregate + % Marks in Biology/Zoology / Biotechnology **Note : Candidates with same index :** 1. If tie occurs in Index Marks then Marks in Zoology/ Biology/ Biotechnology will be considered. 2. If still tie occurs, then Marks in Chemistry will be considered. 3. If still tie occurs then Marks in English will be considered.
15	B.Com	Commerce Stream (Mathematics/BSTD/CSTX/CLPA/Econ)	50% in aggregate (Best of FOUR), 55% in Accountancy & 40% in Math / BSTD / CSTX / CLPA / Economics	**Index: 60% of aggregate + 20% of Accountancy + 20% of Math/BSTD/CSTX/CLPA/Economics**
		Science Stream	55 % in Aggregate (Best of FOUR) and 60% in Math	**Index : 60% of aggregate + 40% of Mathematics**
		Arts Stream (With Economics & Mathematics)	50% in Aggregate (Best of FOUR), 60% in Mathematics & 40% in Economics	**Index : 60% of aggregate + 20% of Mathematics + 20% of Economics**
			Candidates with same index : 1. If tie occurs in Index Marks then in case of Commerce stream candidates, Marks in Accountancy will be considered. In case of Science/ Arts candidates, marks in Mathematics will be considered. **2.** If still tie occurs then the Aggregate Marks in the best of four subjects of candidates from all streams will be considered.	
16		BBA	60% Aggregate (excluding Environmental Studies & Environmental Education) in any stream in WBCHSE/ISC/CBSE/equivalent recognized by University of Calcutta, (55%	**Index : 80% of Aggregate + 20% of Accountancy / Economics / Business Economics / English / Mathematics /**

| | | | for SC/ST category) and must have passed in English having full marks not less than 100. | Business Mathematics / Statistics / Business Statistics Note : Candidates with same index :
 1. If tie occurs in Index Marks then the Marks in English will be considered.
 2. If still tie occurs then Marks in Bengali/Hindi will be considered. |

Category B – Reservation (excluding BBA) (SC/ST/PH/Christian)

	Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
1	SC/ST		Minimum 40% marks in aggregate or 40% marks in the subject or related subject at the qualifying examination	Index Marks calculated as in the General Merit Category
2	PWD (Person with Disabilities)		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category
3	Christian		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category

Note: If still tie occur Application Number (i.e. Application date and time) will be considered.

6. Honours Courses Offered & Seat Distribution:

Stream/Course	Subjects (Honours)	General	Christian		SC	ST	PWD	Total
			CNI	Churches Other than CNI				
B. A. (Honours)	Bengali	21	8	5	7	2	1	**44**
	English	26	10	6	9	2	2	**55**
	History	26	10	6	9	2	2	**55**
	Philosophy	26	10	6	9	2	2	**55**
	Political Science	31	12	7	9	4	2	**65**
	Sanskrit	24	9	6	7	3	1	**50**
B. Sc. (Honours)	Botany	17	7	4	5	2	1	**36**
	Chemistry	24	9	6	7	3	1	**50**
	Comp. Sc.	16	6	3	5	2	1	**33**
	Economics	28	11	7	9	3	2	**60**
	Mathematics	33	13	8	11	3	2	**70**
	Micro Biology	16	6	3	5	2	1	**33**
	Physics	24	9	6	7	3	1	**50**
	Zoology	17	7	4	5	2	1	**36**
B.Com	B.Com	28	11	7	9	3	2	**60**
B.B.A	B.B.A	24	9	6	7	3	1	**50**

Note: Scottish Church College being a **Religious Minority** college has seat reservation for Christian candidates (CNI/ Churches Other than CNI). However, in the application form there is no separate category for Christians. Once the applicant **says YES to her religion being Christianity in the form**, he/she would be considered as so, **subject to uploading of relevant and correct documents**. There is a provision of 5% reservation for management discretion and sports quota.

7. **If an applicant is ST and Christian, College will not provide you this double benefit for admission. If a Christian applicant of Scheduled Tribe wishes to secure benefits in ST**

category, he/she should write NO in the space where he/she needs to specify whether he/she is a Christian. Otherwise the system will by default give preference to the Christian identity and consider the applicant as so. The applicant will lose his/her benefit as ST applicant in this case.

8. The B.Com Honours Course is conducted in **the MORNING SHIFT, 6:30 am onwards. All other Degree Courses** in Arts, Science and Business Administration run in the **DAY SHIFT--- 10 a.m. onwards.**

9. Generic Elective (GE) Course :

According to **University Notifications No.CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt.07.05.2018 [Subjects mentioned are according to what is offered in the College for convenience]**

   a) An elective course chosen generally from an unrelated discipline/subject, with an intention to seek wide exposure, is called Generic Elective.
   Modalities of selecting GE by a student of Honours programme in case of B.A./B.Sc. Honours programme will be where a student shall have to choose 4 Generic Elective papers (for Semesters 1,2,3,4) strictly from 2 subjects of choice taking exactly two courses from each subject as specified for first 4 semesters.
   b) **Special combinations for the following Honours Courses as fixed by the University—**
      i) **Economics Honours**: Candidates have to take up **Mathematics** as one of the elective subjects.*
      ii) **Microbiology Honours**: Candidates have to take **Chemistry** as one of the elective subjects.
      iii)**Computer Science Honours**: Candidates have to take **Mathematics** as one of the elective subjects.*

      * Note: If Mathematics seats for General Elective are filled up for any semester the student will definitely get Mathematics as his/her General Elective in subsequent semesters.

c) For combination of subjects in B.A./B.Sc. Honours Degree Courses **OFFERED BY THE COLLEGE** please see below:

B.A. Honours Degree Course		
Sl. No.	Honours Subject	GE Subject
1	Bengali	History
		Sanskrit / Sociology
		Philosophy / Psychology
		Economics
		Political Science
		Physical Education
2	English	History
		Philosophy / Psychology
		Sociology
		Physical Education
		Economics
		Hindi
		Political Science
3	History	Bengali / Hindi
		Philosophy / Psychology
		Sanskrit / Sociology
		English
		Political Science
		Physical Education
4	Philosophy	Bengali / Hindi
		Political Science
		Sanskrit / Sociology
		History
		Physical Education
		English
5	Political Science	Bengali / Hindi
		English
		Philosophy/ Psychology
		Economics
		Sociology
		Physical Education
		History
6	Sanskrit	Political Science
		History
		Bengali / Hindi
		Philosophy / Psychology

Note: Sanskrit/ Sociology means Sanskrit and Sociology as subjects cannot be taken together as per University Notifications No.CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt.07.05.2018. The same rule applies to subjects like Philosophy/ Psychology, Bengali/ Hindi.

B.Sc. Honours Degree Course		
Sl. No.	**Honours Subject**	**GE Subject**
1	**Botany**	Chemistry
		Microbiology
		Zoology
2	**Chemistry**	Mathematics
		Physics
		Zoology
		Computer Science
3	**Computer Science**	Physics
		Statistics
		Mathematics
4	**Economics**	**Mathematics**
		Political Science
		Computer Science
		Statistics
5	**Mathematics**	Computer Science
		Physics
		Statistics
		Chemistry
6	**Microbiology**	**Chemistry**
		Zoology
		Botany
7	**Physics**	Computer Science
		Mathematics
		Statistics
8	**Zoology**	Chemistry
		Microbiology
		Botany

10. Fees for Admission : <u>At the time of admission a student has to pay the total for Honours and the General Elective taken for Semester 1</u>

For B.A.			
Sl. NO.	**HONOURS SUBJECT with NUMBER OF SEATS**	**GENERAL ELECTIVE**	**FEES PAYABLE FOR ADMISSION TO B.A. SEMESTER 1 HONOURS DEGREE COURSE IN RS.**
1	**Bengali**	History	12326
		Sanskrit	12326
		Sociology	12326
		Philosophy	12326
		Psychology	15429
		Physical Education	15429
		Economics	12326
		Political Science	12326
2	**English**	History	13169
		Philosophy	13169
		Sociology	13169
		Physical Education	16272
		Economics	13169
		Psychology	16272
		Hindi	13169
		Political Science	13169

Sl. NO.	HONOURS SUBJECT	GENERAL ELECTIVE	FEES
3	History	Bengali	13169
		Hindi	13169
		Philosophy	13169
		Sanskrit	13169
		Psychology	16272
		Sociology	13169
		English	13169
		Physical Education	16272
		Political Science	13169
4	Philosophy	Bengali	12326
		Hindi	12326
		Political Science	12326
		Sanskrit	12326
		Sociology	12326
		History	12326
		Physical Education	15429
		English	12326
5	Political Science	Bengali	13169
		English	13169
		Hindi	13169
		Philosophy	13169
		Psychology	16272
		Economics	13169
		Sociology	13169
		Physical Education	16272
		History	13169
6	Sanskrit	Political Science	12326
		History	12326
		Bengali	12326
		Hindi	12326
		Psychology	15429
		Philosophy	12326

For B.Sc.			
Sl. NO.	HONOURS SUBJECT with NUMBER OF SEATS	GENERAL ELECTIVE	FEES PAYABLE FOR ADMISSION TO B.Sc. SEMESTER 1 HONOURS DEGREE COURSE IN RS.
1	Botany	Chemistry	19100
		Microbiology	19625
		Zoology	19100
2	Chemistry	Computer Science	19677
		Mathematics	19152
		Physics	19677
		Zoology	19677
3	Computer Science	**Mathematics**	37137
		Physics	37662
		Statistics	37137
4	Economics	Computer Science	16502
		Mathematics (Compulsory)	14034
		Political Science	14034
		Statistics	14034
5	Mathematics	Computer Science	18502
		Physics	16559
		Statistics	16034

6	Microbiology		
		Chemistry(Compulsory)	**40495**
7	**Physics**	Computer Science	**21044**
		Mathematics	**18575**
		Statistics	**18575**
8	**Zoology**	Botany	**19100**
		Chemistry	**19100**
		Microbiology	**19625**

- **Library caution deposit (Rs.1000/- included in the amount given in the above lists) is refundable without interest, security deposit is refundable without interest only after completion of the course.**

- **B.A. Honours student with Physical Education/Psychology as Generic elective subject has to pay Rs. 4000/- as security deposit and without Physical Education/Psychology has to pay Rs.2000/- as security deposit. All included in the amount given in the above lists.**

Accountancy & Finance (Hons)	One-time adm fee	Annual Charge	Half Yearly Annual Est. Chgs	Half Yearly Books & Journal charges	Half Yearly Cyber Chgs	Half Yearly Aca. Maint.	Half Yearly Tuition Fee	Lib Caution Deposit	Security Deposit	Total Payment for Year 1	Total payment for Sem- 1	Total payment for Sem- 2
Year I	500	8664	4235	1513	1513	10164	660	1000	10000	56333	**38248**	18085

Bachelor of Business Administration (BBA) Honours

Fee Structure 2021- 2022(Sem-1&Sem-2)

One-time adm fee	Annual Charge	Half Yearly Annual Est. Chgs	Half Yearly Other Chgs	Half Yearly Books & Journal charges	Half Yearly Cyber Chgs	Half Yearly Aca. Maint.	Half Yearly Tuition Fee	Lib Caution Deposit	Security Deposit	Total payment for Sem- 1	Total payment for Sem- 2	Total Payment for Year 1
500	8664	3630	1210	1815	1815	15125	660	1000	4000	38,419	24,255	**62,674**

11. Application Procedure: Please read the following instructions carefully before starting the application process.

a) Go to College website and click on the **UG Admission 2022** button. Then click on the **Online Admission Portal**. Click **'Admission to UG Courses 2022-2023'**.

b) To start the registration/admission process applicants must have an **active mobile number** and **an active email ID** for online registration / application. These should be preferably **their own** as allfuture communication from the College will be on this number/ email id.

c) **Registration and Application Procedure:**

Five (5) simple steps to be followed. Applicant must complete each step to proceed to the next.

Step - 1: Online Registration: The applicant needs to register by entering some basic information such as name, date of birth (DOB), gender, category, (own) mobile no, (own) email id etc. Then the applicant has to give a password of his/her own choice. Please note/save the password for later use.

Once this process is complete the applicant can review the information given by him/her and edit it if necessary. Once satisfied the applicant has to submit to complete the registration process.

On successful registration a **unique Student Id** will be generated. The applicant needs to note/save this unique Student ID as it will be used for subsequent log in purposes. Once submitted, data in the registration form cannot be edited.

Step - 2: Online Application: Once your registration is complete, please use the **Student ID, DOB and password** to log in to the application process as a registered applicant. Here you need to submit various kinds of information such as:

- Other Personal Details

- Guardian Details

- Qualifying Examination Details

- Courses Applied Details

- Contact And Hostel Details

Once all inputs are saved, please enter the **security code** that would be visible and submit the application form. Once submitted, data in the application form cannot be changed.

Step - 3: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her**Photo, Signature and self-attested (with date) photocopies** of following documents **in .jpeg format only**---
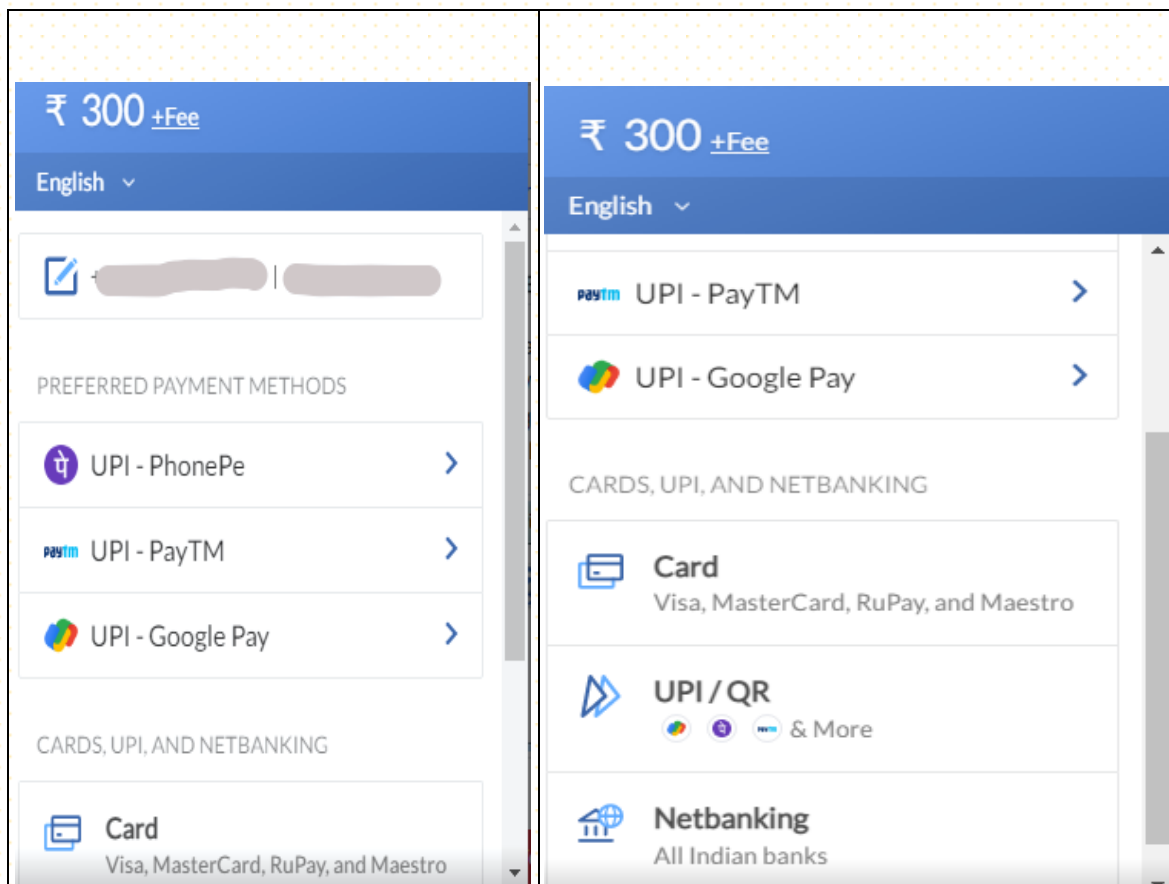
1) Mark Sheet of the Qualifying Examination (Higher Secondary [10+2] or other equivalent examination)

2) Age Proof Document (Birth Certificate or Admit Card showing DOB)

3) Caste Certificate (if applicable)
[Relevant certificates should be authorised by either of the following: 1.District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. 2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. 3. Revenue Officer not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides. 5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. According to Section 5 of the West Bengal Scheduled Caste and Scheduled Tribe (Identification) Rules, 1995, certificate issuing authority includes the Sub-Divisional Officer of the Sub-Division in a District, and the District Welfare Officer, Kolkata and the Ex-officio Joint Director, BCW (within KMC jurisdiction).]

4) PWD Certificate (if applicable)

5) BPL Certificate (if applicable)

6) CU Registration Certificate (if applicable). **NOTE**: Applicants must note that if applicable, they **must provide this information as under no circumstances can a student be registered twice in the same University even from two different colleges or in two different sessions.**

7) Maximum size for uploading the following documents:

- Photograph & Signature within **20kb to 50kb each**.
- Self-attested photo9copies of Class 12 Mark Sheet & Age Proof Certificate within **100kb to150kb each**.
- All other self-attested documents within **50kb to100kb each**.

8) Christian applicants will also be required to upload scanned copies **self-attested (with date)** photocopies of Baptism / Dedication Certificate and Letter from Parish Priest / Proof of Church Membership Certificate. All within **50kb to 100kb each**.

Step - 5: Print / Download: The applicants advised to print / download the following for future reference after successful payment, of application fee.

- Application Form
- Online Application Fee Payment Confirmation Receipt

12. All the payments related to admission for the session have to be made in online mode i.e., **through Credit card/ Debit card/ Net banking and UPI.**

Screenshot of the payment gateway interface:

13. After payment of application fees, the application process is final and complete. Please note that after this no modification of data is possible. **Please ensure that no mistakes are made during the process of filling up of the application form.**

14. **But, if an applicant wishes to apply for more than one Honours subject, he/she SHOULD fill in his/her choices in a SINGLE OR THE SAME APPLICATION FORM**

under the same Student ID before FINAL SUBMISSION of the form. Multiple subjects may be selected by adding to the APPLIED SUBJECT button in the form.
In case the applicant already has made a final submission of one form for one subject, and then he/she wishes to apply for one more subject, he/she has to REGISTER once more and will receive a new Student ID for that.

15. It is to be noted that in case marks of any applicant changes after review results (of 10+2 examinations) are published and would have a substantive impact on his/her position in the merit list, we request the applicants to get in touch with the college through the email id **enquiry2022@scottishchurch.ac.in** and we would try our best to do the needful. However this process will remain valid till the last date of submission of application.

16. After the last date of submission of online application, a **Provisional List (According to Merit)** will be published on the college website.

    Please note that this list is published for the applicant to check the lists of respective categories (Gen/Christian/SC/ST/PWD) for respective streams and subjects and ensure that his/her application has been accepted and no inadvertent error has occurred in this respect.

17. If any unintentional error like non-inclusion of name or any other discrepancy is noted by the applicant or if the applicant has any academic enquiry regarding the above list, he/she may send a mail to that effect to **enquiry2022@scottishchurch.ac.in**. **Request for any correction will be entertained up to 24 hrs. from the time of publication of the Provisional List. Any query/complaint received after this time will not be entertained.**

18. The college will require **at least one day** to solve the possible issues raised by applicants.

19. Following this a **Final Merit List** will be published on the college website. The college will not entertain any further complaint/query after the publication of this list.

20. The **Admission process** will then start with publication of **Merit List for Admission.** The **Merit Lists** will be published on the college website in regular phases, according to

availability of seats in each stream and subject, and Calcutta University notifications. Regular notification in this matter would be put up on the college website. **All concerned applicants are requested to check the college website REGULARLY (on a DAILY basis) for such information.**

21. The applicants selected in the **Merit List for Admission** in all the phases of admission published on the college website will be informed through **SMS and EMAIL**

    However, for their own convenience all applicants **must check the college website on the given date to see the Merit Lists for Admission** in order to negate any room for error. We urge the applicants to kindly cooperate with us in this matter.

22. A specific time span will be given for each phase of admission during which an applicant listed in the particular merit list **MUST** take admission and pay the Admission Fees online through the link given in the admission portal to complete the process.

23. **Failure to complete the admission through payment of admission fees by any selected applicant within the stipulated time will mean that the applicant will permanently lose his/her opportunity of getting admitted to the college.**

24. **Please note that all admissions done through the online system are provisional subject to physical verification of original documents by the College and approval of the University of Calcutta.**

25. The admitted students are to report to the college physically on the date of commencement of classes, to be announced later on the college website following State Government and Calcutta University notifications. They should bring with the all the uploaded testimonials and documents in original and a photo copy of each document for verification on that day.

26. **Admission will stand cancelled if the documents are found not in conformity with the declaration in the forms submitted online (as per GO No. 434-Edn(CS)/10M-95/14 dt.**

16.07.2020). **The admission fee submitted in such cases would be considered forfeited by the student.** Therefore all applicants are requested to be very careful while submitting relevant information and uploading of testimonials during the online process of application/admission.

27. In case the applicant is already admitted to any other college/institute during the time of admission to this college, it would be his/her responsibility to cancel that admission at the earliest otherwise he/she will face serious problems at the time of University registration. The applicant is to give a declaration during the time of admission to this college.

28. In case the applicant wishes to cancel his/her admission in this college, he/she is required to fill up the cancellation form and submit it online. Once the cancellation is approved by the college authority the applicant can take a print out of the cancellation receipt.

29. **For refund** of the admission fee, the applicant is to provide his/her bank account details in the cancellation form itself (in the specified space) where he/she wishes to have the money refunded. During the process of cancellation to be complete an OTP will be generated and sent to the registered mobile number of the applicant ONLY.

PLEASE CHECK THE COLLEGE WEBSITE REGULARLY FOR UPDATES.