

SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA



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A centre for **academic excellence** instrumental in bringing
positive changes in **womens' education**
in pursuit of **quality education** through **innnovation**

2019-2020

1. Genesis of the Seth Soorajmull Jalan Trust

15th August 1938 opened a new chapter with the formation of the Seth Soorajmull Jalan Trust, a charitable and religious institution which has handed down a legacy of humanitarian services especially in the field of women's education and development. The Trust was formed under the leadership of Seth Mohanlal Jalan and other prominent members of the society.

The Trust was instrumental in establishing a large number of schools, libraries and reading rooms and Colleges in West Bengal and other parts of India.

History of the College

Seth Soorajmull Jalan Girls' College owes its existence to the great industrialist of Bengal, late Shri Mohanlal Jalan, the founder president of the College. He was a noted industrialist, benevolent social worker and an enthusiastic promoter of Women's Education in Kolkata and in other parts of India. He made his revered father's dream a reality and the College owes its existence to his benevolent vision. Seth Soorajmull Jalan Girls' College had a very modest beginning with a hand full of students at Seth Soorajmull Jalan School at 186, Chittaranjan Avenue, Kolkata - 700 007 on 2nd August, 1954. Today, under the able guidance of the present President of the College, Shri Bharat Kumar Jalan, the College has extended education to girls of all communities. The College has earned a notable cosmopolitan character today and has been totally successful in being one of the notable girls' college in North Kolkata where the medium of instruction is English.

The College has completed its sixty-fifth year. In our pursuit of excellence, the College is assessed and accredited by the National Assessment and Accreditation Council (NAAC). The first accreditation cycle was held in 2006 and the Second Cycle in 2016. NAAC is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National Policy on Education (1986) that laid special emphasis on upholding the quality of higher education in India. We are indeed proud to declare that this esteemed body has evaluated the all-round development of the College and has awarded the College B+ grade and our college has received the RUSA Grant.

The College has seriously taken note of the various recommendations of the UGC Guidelines for the further development of the College. As an organized effort for self-improvement, the College has established the **Internal Quality Assurance Cell (IQAC)** on 26th July, 2006, which is a body that helps in defining and guiding sustenance activity.

Mission & Goals

Seth Soorajmull Jalan Girls' College is committed to be an instrument of positive change in women's education for the benefit of society. In the pursuit of this mission the College endeavours:

To fulfill the mission of the Institution by offering complete education, which meets not only the academic aspirations of the students but also prepares them for a happy and healthy life.

To impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community. To develop curricula reflecting modern outlook

combined together with Indian cultural values, keeping pace with the changing scenario of the world.

To raise academic standards and to bring cultural integration, equal salience is accorded to all the three languages.

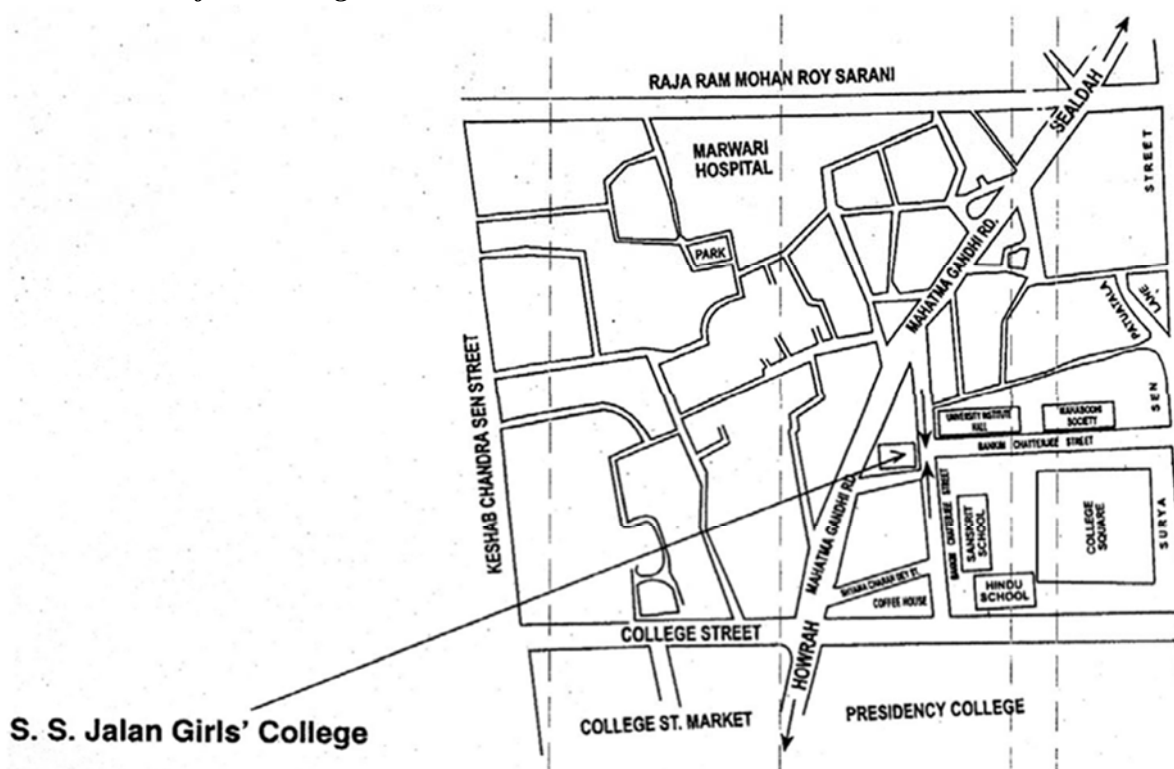
To develop learning-teaching materials and ICT materials.

The co-curricular activities of the College are also geared to fulfill the mission and goals of the institution.

To create an atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the able guidance of the College Staff.

To develop a system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions. The IQAC maintains equal access to all the stakeholders of the Institution.

2. Location of the College



3. *Profile of the College*

i) **Affiliation and courses of study**

It is a College affiliated to the University of Calcutta and follows the rules & regulations, curriculum designing and system of examination and evaluation set by the University. The College offers three year Bachelor Degree (Hons. & General) courses in various Disciplines of Humanities & Commerce under Semester wise CBCS.

College Hours: 7:30 am – 2:00 pm. Medium of instruction - English

4. *Academic Profile*

i) **Admission to the College**

Any student who has passed the Higher Secondary or any other examination recognized as equivalent by the University of Calcutta, is eligible for admission to B.A./B.Com 1st year, subject to the criteria of marks notified by the College authorities.

Subject combinations offered by the College Bachelor of Arts

(Honours)

Honours Subject	Generic Elective
English	Political Science History Education Economics Philosophy Hindi Bengali
Hindi	Political Science History Education Economics Philosophy English Bengali
History	Political Science Education Economics Philosophy Hindi Bengali
Political Science	Hindi Bengali English Philosophy Education Economics History

Bachelor of Arts (General) CC/GE

Hindi / Bengali /English
 Political Science / History
 Education / Economics
 Philosophy /Geography

Semester-wise Courses for B.A. /B.Sc. (Honours)

TH= Theory P= Practical TU=Tutorial

	Sem-1		Sem-2	Sem-3	Sem-4	Sem-5	Sem-6
Core Course (CC)	2TH+2P/TU CC-1 & 2		2TH+2P/TU CC-3&4	3TH+3P/T U CC-5,6 &7	3TH+3P/T U CC-8, 9 & 10	2TH+2P/T U CC-11 & 12	2TH+2P/T U CC- 13&14
Generic Elective (GE)	1TH+1P/TU GE-1		1TH+1P/T U GE-2	1TH+1P/T U GE-3	1TH+1P/TU GE-4		
Discipline Specific Elective (DSE)						2TH+2P/T U DSE-A(1) B(1)	2TH+2P/T U DSE- A(2) B(2)
Ability Enhancement Compulsory Course (AECC)	1TH+0P/T U AECC-1		1TH+0P/T U AECC-2				
Skill Enhancement Course(SEC)				1TH+0P/T U SEC-A(1)	1TH+0P/T U SEC-B(2)		
Total No. of Courses and Marks	4 ×100 =400		4 ×100 =400	5 ×100 =500	5 ×100 =500	4 ×100 =400	4 ×100 =400
Total Credits	20		20	26	26	24	24

For Honours subject in Semester III, IV, V, VI in the case of SEC

- ❖ CC/GE/DSE : Each Theory and Practical Course have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively
- ❖ GE: Covering two subjects with two courses each; any subject in any semester; CC of a different subject in General course is to be treated as GE for Honours Course
- ❖ DSE/SEC: Group (A & B) for specified semesters
- ❖ AECC/SEC: Each Course has 2 Credits
- ❖ AECC-1: Communicative English / MIL; AECC-2: Environmental Studies

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

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

TH= Theory P=Practical TU= Tutorial

For General subject in Semester III, IV, V, VI in the case of SEC

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

Bachelor of Commerce (Honours & General)

Honours in Accounting & Finance

3 year B.COM.CSR -2017 Dated: 20.07.2017

1.Types of Courses

A) B.Com. Honours

		Marks	Credit Hours	
Ability Enhancement Compulsory Course (AECC)	Two Papers	200	2 x 2 = 4	
Skill Enhancement Elective Course (SEC)	Two Papers	200	2x4 = 8	
Generic Elective (GE)	Four Papers	400	4 x 6 = 24	
CORE COURSE (CC)	Fourteen Papers	1400	14x 6 = 84	
Discipline Specific Elective (DSE)	Four Papers	400	4 x 6 = 24	
		2600	Total 144	

B) B.Com. General

		Mark s	Credit Hours	
Ability Enhancement Compulsory	Two Papers	200	2 x 2 = 04	

Course (AECC)				
Skill Enhancement Elective Course (SEC)	Two Papers	200	2x4 = 08	
Generic Elective (GE)	Four Papers	400	4 x 6 = 24	
Core Course (CC)	Eleven Papers	1100	11 x 6 =66	
Discipline Specific Elective (DSE)	Four Papers	400	4 x 6 = 24	
		2300	Total 126	

Course	Name
CHG	Common Paper for Honours and General Courses
CH	Common Paper for Honours Course irrespective of Discipline Specific Elective Papers opted for
CG	Common Paper for General Course irrespective of Discipline Specific Elective Papers opted for
DSE	Discipline Specific Elective Papers

2.A) Course Structure for B.Com. Honours under CBCS

Year I: Semester I

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

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Year 1: Semester II

		Mark s	Credit Hours	
GE 2.1Chg	E-Commerce & Business Communication (50+50)	100	6	
CC2.1Chg	Company Law	100	6	
CC2.2Chg	Marketing Management and Human Resource Management (50+50)	100	6	
CC 2.1Ch	Cost and Management Accounting - I	100	6	

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Year 2: Semester III

		Mark s	Credit Hours	
SEC3.1 Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GE 3.1Chg	Business Mathematics & Statistics (50+50)	100	6	
CC3.1 Ch	Financial Accounting II	100	6	
CC3.2Ch	Indian Financial System	100	6	

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Year 2: Semester IV

		Mark s	Credit Hours	
GE 4.1 Chg	Microeconomics II & Indian Economy (50+50)	100	6	
CC4.1Chg	Entrepreneurship Development and Business Ethics (50+50)	100	6	
CC 4.1Ch	Taxation I	100	6	
CC 4.2 Ch	Cost and Management Accounting -II	100	6	

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Year 3: Semester V

		Mark s	Credit Hours	
CC 5.1Ch	Auditing & Assurance	100	6	
CC 5.2 Ch	Taxation II	100	6	
DSE 5.1 A*	Macroeconomics and Advanced Business Mathematics (50+50)	100	6	
DSE 5.2 A*	Corporate Accounting	100	6	

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Year 3: Semester VI

		Mark s	Credit Hours	
AECC 6.1Chg	Environmental Studies	100	2	
SEC6.1Chg	Computerised Accounting and e-Filing of Tax Returns	100	4	
CC 6.1Ch	Project Work	100	6	
DSE 6.1 A**	Financial Reporting and Financial Statement Analysis	100	6	
DSE 6.2 A**	Financial Management	100	6	

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Chg: Common for Honours and General; **Ch:** Core Course for Honours

6.B) B.Com. General Course Structure under CBCS**Year I: Semester I**

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

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Year 1: Semester II

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

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Year 2: Semester III

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

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Year 2: Semester IV

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

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Year 3: Semester V

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

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Year 3: Semester VI

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

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

Computer Course

The College provides Computer Courses to the students of:

B. A. 1st Year: Fundamental Windows 98 & MS - EXCEL, MS-WORD & PAGEMAKER. A Certificate of Merit is given to the students who pass the theory & practical examination conducted by the College.

Information Technology is the compulsory subject for B.Com Second Year students (Third Semester) as per the syllabus of University of Calcutta

iii) Procedure for Admission

Admission to the College is provisional till the registration is confirmed by the University of Calcutta.

Admission procedure commences immediately after the publication of +2 Board results & closes on such date as notified by the College authorities.

Students seeking admission to B.A. / B.Com. Honours will be admitted on the basis of -Merit List after submission of application forms Online as per the "Schedule given by the College Website: www.ssjalangirlscollege.ac.in. The Students seeking admission in the General Stream BA/B.Com will also have to apply online.

Students seeking admission to the College must note the following:

- Applications for admission to First Year B.A. / B.Com course 2019-2020 will be online from the day of declaration of the Class XII / Uchcha Madhyamik / Higher Secondary (West Bengal Board) results.
- Admission to BA & B.Com Honours will be on the basis of merit list. Admission dates of the applicants will be notified in the Website.
- Students coming from other State Boards are required to pay a Migration Fee of Rs. 100 for admission to B.A./B.COM. 1st Year& furnish the office with the information regarding particulars specified in the prescribed form to be had from the College office.
- The Students from other States have to submit original Migration certificate.

iv) Rules for Payment of Fees

- Fee is to be paid in advance, (half-yearly / semester- wise) to Bank of India, College St. Branch.
- Library and other deposits cannot be refunded except at the end of the session.
- Before the start of academic session in July every year or semester-wise, the students have to take admission to the 2nd year & 3rd year classes or according to semester respectively. The students should check the notice given in the College Notice Board.

SCHEDULE OF FEES -2019-20

FOR COLLEGE	1st Year B.A. and B.Com.		2 nd Year B.A. and B.Com.		3 rd Year B.A. and B.Com	
	1st Semester	2 nd Semester	3 rd Semester	4 th Semester		
	(July to Dec)	(Jan to June)	(July to Dec)	(Jan to June)	(July to Dec)	(Jan to June)
Application Form	200					
	Per annum		Per annum		Per annum	
Admission Fee	₹2000					
Session Fee	₹600		₹600		₹600	
Magazine Fee	₹50		₹50		₹50	
Students' Association Fee	₹50		₹50		₹50	
Identity Card	₹ 35		₹ 35		₹35	
Students' Health HomeCard	₹10		₹10		₹10	
Library Fees	₹100		₹100		₹100	
Caution Money □ Library	₹300					
Games and Sports Fees	₹ 30		₹30		₹30	
College Examination Fees	₹ 10		₹100		₹100	
Academic Calendar Fees	₹ 25		₹25		₹25	
Computer Study Material □ BA	₹50					
Tuition Fees	Half Yearly		Half Yearly		Half Yearly	
B.A/B.Com. Honours	₹1500	₹1500	₹1500	₹1500	₹1500	₹1500
B.A/B.Com. General	₹1100	₹1100	₹1100	₹1100	₹1100	₹1100
Development Fees	₹1200	₹1200	₹1200	₹1200	₹1200	₹ 1200
Computer Practical Fees						
B.A	₹ 200					
B.Com			₹500			

Transfer Certificate Fees	₹ 50
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FOR UNIVERSITY OF CALCUTTA	1 ST YEAR B.A/B.Com		2 ND YEAR			3 RD YEAR BA/B.Com 1 st week of February
			B.Com		B.A.	
	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	1 st week of March	
Registration Fee	110		□			□
Migration Fee	100		□			□
Games and Sports	40		□			□
Processing Fee	20	20	20	20		20
Examination Fee * Hons. Genl	305	305	305	305		305
Short percentage condonation fee	100	100	100	100		100
Centre Fee	30	30	30	30		30
Geography practical Fee	□	□	□	□		70
I.T Practical Fee B.Com (Honours and General)	□	□	100	□		□
Project and Viva B.Com Illrd Year (Honours)	□	□₹	□	□		170

Physically challenged (handicapped students) are exempted from University Examination fees @ 40% of the University Examination fees.

Stipend and Freeship : 10% of students are awarded full freeship and half-free studentship. Financially weak students are eligible for this benefit provided they have satisfactory attendance and marks in the 1st Mid Semester examination . Students who wish to avail this facility should apply within 1st to 15th December(2nd Semester) with necessary documents.

V) Lesson Plan

The College encourages every teacher to make a detailed lesson plan to ensure effective class teaching and proper management of time. Every year/Semester before the commencement of classes each department earmarks portions of the syllabus for every teacher. A detailed lesson plan is prepared and academic calendar for each department is published.

The syllabus is normally followed as stated in the teaching plan. If there is any modification, the change is communicated to the students. Every department tries to co-ordinate the recommended lectures per topic and the number of teaching days available in an academic year. Extra classes are arranged according to necessity.

Vi) Attendance:

Regular and punctual attendance is compulsory for every student of the College

as per University of Calcutta regulation:

The class attendance (6 marks for attending 60% or above but less than 75% of the number of lectures delivered; 8 marks for attending 75% or above but less than 90% of the number of lectures delivered; and 10 marks for attending 90% or above of lectures delivered and such attendance will be calculated from the date of commencement of classes or date of admission whichever is later). Students attending lectures below 60% will be marked 0 (zero).

Rules for Eligibility for University Examination:

- (a) Eligibility shall be decided by the College authority strictly in accordance with the regulations laid down by the University of Calcutta for the purpose.
 - (b) Absence from Mid Semester Examination and Test will not be condoned.
 - (c) Selection of students for being sent up for University Examinations will be made strictly in accordance with the rules laid down by the College (under directions of the University) as adopted by its Teachers' Council.
 - (d) The decision made on the basis of and in accordance with the relevant rules in force shall be final and binding.
 - (e) There shall not be any revision or re-consideration except in case where an error of any kind has been detected.
 - (f) Exceptional cases will be decided in the meeting of the Teachers' Council.
 - (g) Any attempt on the part of the students and / or their parents or guardians to bring any kind of influence or pressure for promotion or for sending up their wards; who have failed to qualify themselves for the same under the rules; will not only affect but will tend to prejudice their cases. However, when a genuine error is detected, the case should be brought to the notice of Teacher-in-Charge / Secretary for enquiry and rectification
 - (h) **Strict measures shall be taken against students found using "Unfair Means".**
- viii) Computerized progress reports showing the marks obtained in the Mid Semester / Mid Term Examination and Test Examination are issued to the students of all the streams**

5. Parent-Teacher Meet for the students is scheduled as follows:

B.A. 3rdYear (Hons/Gen).	1st week of July, 2019
B.Com3rd year,5th Semester(Hons/Gen)	1st week of August, 2019
B.A. 2ndyear,3rd Semester(Hons/Gen).	3rd week of July, 2019
B.Com2ndyear,3rd Semester(Hons/Gen).	3rd week of July, 2019
B.Com/B.A1st semester (Hons)	7th August,2019
B.A/B. Com 1stSemester (Gen.)	7th August,2019

6. Infrastructure & facilities provided by the College

1. **Library:** The College has a well-equipped computerized library consisting of approximately 30,000 books covering all subjects, journals, periodicals, magazines, newspapers adequately to meet the requirement of both students and teachers. The Infilib-net facility is also available. Students can search books through user-terminal and Open Access to library stacks with OPAC (Online Public Access Catalogue).
2. **Book Bank:** Book Bank facilities are available to the students.
3. **Reading Room:** A large well equipped reading room for students and separate reading room for teachers are there.
4. **Class Room:** ICT facilitated smart classrooms are used for teaching.
5. **Departmental Seminar Library:** Each Honours Department possesses a seminar library to provide students with text and reference books in addition to the facility provided by the main library.
6. **UGC Network Resource Centre:** Funded by UGC, it aims to provide students with internet facilities.
7. **Students' Counseling Desk:** Student friendly teachers are always available to sort out specific academic problems as well as for personal & social problems.
8. **Personality Test:** Personality Test of the students are arranged by the College through Indian Institute of Psychometry.
9. **Career Guidance:** The College adopts several measures to secure bright future for the students. Teachers involved in the counselling cell provide students with information through different papers like Employment News and brochures sent by different organizations. From time to time, entrepreneurship development programmes and different other training programmes are organized for the benefit of the students.

10. **Grievance Redressal Cell** : A grievance redressal cell with complaint box has been set up to look into all types of grievances of students and accept suggestions from teachers, students, guardians & staff for better functioning of the College.
11. **Legal Literacy Club**: To create awareness amongst the students regarding their legal rights.
12. **Aquaguard** : Purified drinking water is supplied from aqua guard in each floor and Water Cooler with proper sanitation.
13. **Medical Facility**: A separate Medical Room with provision of first aid is made available to the students. The medical practitioner is attached with the College for any kind of medical problem of the student. The College is associated with The Students' Health Home where a student can do health check –up by paying Rupees 10 per year.
14. **Fire Extinguisher**: A few fire extinguishers have been installed on each floor of the college premise as a precautionary measure to deal with any probable calamity caused by fire.
15. **College Magazine & Wall Magazine**: To encourage original thought & Expression among students and to make them aware of the recent events of the outside world, the College publishes a printed magazine of its own every year. Also there is provision for wall magazine published by the students.
16. **Co and Extra. Curricular Activities**: It covers Inter & Intra-College competitions in Debate, Drama, Elocution, Music, Drawing, Short story, College social, Freshers' Welcome and Farewell Programme are held regularly. Extension programmes like environmental awareness, medical camp, blood donation camp, thalassemia screening camp, AIDS awareness are taken care of every year.
17. **Games & Sports**: It opens scope to express the students' ability in sports. Students take part in various Inter-College competitions. Annual sports are held every year.
18. **Students' Association**: Every year several students are selected as class representatives. All class representatives together form the students' association. Students' views are expressed through this platform and it works in unison with the teaching and non-teaching staff.
 19. **Students' enclave**: It consists of: a) Common room with Table-Tennis Board and other indoor games like badminton, carom boards, etc where the students can spend their leisure time, b) Canteen, the students' food corner.
20. **Academic Tour**: Academic Tours are arranged by several departments as part of their education.
21. **Facilities for Physically Challenged**: Self-operative wheel chair for physically challenged is provided and lift/elevator is available.
22. **Orientation Programme**: Orientation Programme for the Freshers on their first day of the College is held.
23. **Incinerator machine**: Facility of Incinerator and vending machine for sanitary purpose is available.
24. **The Annual Function** is held every year. Our enthusiastic students participate in a medley of cultural events under the guidance of the teachers. Students securing 90%

and above in attendance are awarded prizes. Students of B.A./B.Com final year who secure 1st class are awarded Gold Medals.

6. Some unique features of the College

1. Remedial classes for academic redressal of backward students and slow learners.
2. Additional care and attention for deserving students.
3. Regular tutorial classes for intensive studies.
4. Parent - Teacher Meet is held every year/ semester for better understanding of students' progress. In addition, parents are called for intimating them about the performance of the students in Mid- Semester examinations and Test examinations.
5. Overall evaluation of the College through feedback by parents and students is done.
6. Special lectures by persons of eminence are arranged for students.
7. UGC sponsored seminars, departmental seminars, as well as special seminars which are conducted by the NSS.
8. Active participation of students in civic awareness programme.
9. Picnic and Saraswati Puja is organized every year.
10. Industry Visit for Commerce Students and audio-visual screenings are held for better teaching- learning process.
11. There is scope for scholarships like Kanyashree, National Scholarship Scheme for Minority Students, Swami Vivekananda Merit-Cum-Means Scholarship, Chief Minister Relief Fund (Nabanna) Scholarship, Talent Support Programme (For Minority Girls') West Bengal Minorities Development and Finance Corporation Scholarship for successful and meritorious students.
12. **Institutional Membership of Students Health Home, Kolkata :** The College has an institutional membership of the Students Health Home located at 142/2, A.J.C. Bose Road, Kolkata. Medical facilities to students such as free consultation at their polyclinic, medicines, vaccination, pathological tests, X-ray; E.C.G. E.E.G., Endoscopy and other tests, surgery etc. and the treatment at their hospital are provided at a very nominal rate.
13. The College is a center for the immunization programme organized by the Kolkata Municipal Corporation.
14. NSS: The College runs NSS Wing under University of Calcutta. The College is the Headquarter of District

7. Discipline and Conduct of the College

The College insists on strict discipline and students are expected to follow the rules rigidly. Admission in every case implies an undertaking on the part of the students to conform to the rules and discipline of the College. As per UGC guidelines, the college has an Anti – Ragging and Sexual Harassment Cell. Ragging is prohibited and anyone found guilty is liable to be punished.

1. Mobile Phone: Use of Mobile phone is banned in the class room and

Passages adjoining classrooms. Any violation of this is liable for a fine of Rs: 500 and forfeiture of the phone till the fine is paid.

2. **Late Attendance:** Late attendance is not acceptable. All the teachers have been authorized to disallow a student from attending a class if the student comes late.
3. **Identity Card:** Identity Card must be carried by students while attending the College and
4. Gross misconduct or breach of College discipline, copying or communicating with other students during examination and impersonation at Roll call will be severely dealt with. A student will not be promoted or sent up if she is found using unfair means in the Examination Hall.
5. Disfiguring of walls, furniture or any of the properties of the College with writing or in any other manner will be viewed seriously and may result in imposition of fine, suspension from classes or dismissal or expulsion from the College.
6. Students should not leave the class without the permission of the teacher.
7. **Attendance at the College Examination is compulsory for all students.** Promotion or sending up of students for Calcutta University Examinations is determined on the basis of the total marks secured in the different examinations. **Medical Certificate is no substitute for attendance.**
8. No student shall leave the College at any time during the working hours without the permission of the Teacher-in-Charge. Permission will be granted to the student according to the discretion of the Authority.
9. Students who remain absent from the College for a month without taking prior permission, will have their names struck off from the Register.
10. Attendance at all functions of the College whether on working days or on holidays is compulsory and absence from the same without valid reasons will be strictly dealt with.
- 11. Change of address and telephone numbers must always be notified in writing to the Teacher-in-Charge.**
12. It is compulsory for the students to attend Assembly and Independence Day, Sports Day, Annual Functions and any other event organized by the College.
13. Student must not gather in front of class room before classes are over, nor should they loiter in the corridor when classes are being held.
14. Concessions in tuition fees, free studentships or stipend granted are tenable only on condition of good conduct, regular attendance and satisfactory progress in studies.
15. Students requiring certificates should submit applications with relevant particulars at least one week before the certificates are required. Papers for attestation and railway concession forms for signature should similarly be submitted at least one working day before they are required.
16. Students must not enter College office except during the stipulated time. (10 A.M. to 12.30 P.M.)
- 17. Parents / Guardians are requested to co-operate with the College Authorities by urging**

their wards to be regular and punctual in attendance.

18. For library, students will have to pay a fine of Re. 1 per day if they keep books beyond the time limit. They will have to pay Re. 1 per issue of duplicate library card.
19. A Caution Money of Rs. 300 shall be payable for the College Library which shall be refundable as the student leaves the College. Application for refund should be submitted to office within six months after it is due.
20. A Caution Money of Rs.500 shall be payable by the student according to the rules of the Book Bank Library which shall be refundable within six months as the student leaves the College.
21. Caution money will be forfeited if not claimed within two years from the publication of result.
22. Guardians will get prior intimation by circular for all excursions / study tour/ picnics arranged by the College.

8. *Duties of the Students*

1. Students are expected to conduct themselves in a worthy & dignified manner to maintain high academic & moral standards.
2. It is the duty of a student to obey the rules & regulations of the College as well as the University, regarding Attendance and Examination.
3. Students are directed to enroll themselves in the Alumni Association of the College after passing the 3rd Year University Examination.
4. Students should be soberly and modestly dressed while attending the College.
5. Every student must carry the Identity Card issued by the College and is required to produce it as and when needed.

9. *Visiting Hours*

The Teacher-in-Charge is available from Monday to Friday between 10 A.M. and 12 Noon for visitors.

Further particulars may be obtained from the College Office at:

8/9, Bankim Chatterjee Street, Kolkata - 700073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalncollege@yahoo.co.in

Website: www.ssjalangirlscollege.ac.in

LIST OF HOLIDAYS (2019 -2020) There will be no further notification of Holidays given below by the Teacher-in-Charge			
Date	Day	Occasion	No. of days
4 th July 2019	Thursday	Rathayatra	1
2 nd August	Friday	College Foundation Day	1
12 th August	Monday	Id-uj-Zoha	1
15 th August	Thursday	Raksha Bandhan / Independence Day	1
23 rd August	Friday	Janmashtami	1
10 th September	Tuesday	Muharram	1
28 th September	Saturday	Mahalaya	1
2 nd October	Wednesday	Gandhi Jayanti	1
3 rd October To 30 th October	Thursday Wednesday	Durga Puja, Lakshmi Puja, Kali Puja, Deepabali, Bhratridwitiya.	28
2 nd November	Saturday	Chhat Puja	1
5 th November	Tuesday	Jagaddhatri Puja	1
12 th November	Tuesday	Guru Nanak Jayanti	
9 th December	Monday	Fateh – Daus - Doham	1
25 th December	Wednesday	Christmas Day	1
1 st January 2020	Wednesday	New Year's Day	1
12 th January	Sunday	Swamiji Jayanti	1
23 rd January	Thursday	Netaji Jayanti	1
24 th January	Friday	Calcutta University Foundation Day	1
26 th January	Sunday	Republic Day	1
30 th January & 31 st January	Thursday & Friday	Saraswati Puja	2
21 st February	Friday	Shivaratri	1
9 th March & 10 th March	Monday & Tuesday	Dolyatra & Holi	2
10 th April	Friday	Good Friday	1
11 th April	Saturday	Easter Saturday	1
13 th April	Monday	Chaitra Sankranti	1
14 th April	Tuesday	Bengali New Year's Day	1
1 st May	Friday	May Day	1
7 th May	Thursday	Buddha Purnima	1
8 th May	Saturday	Rabindra Jayanti	1
Recess : Winter Recess shall be for a period of 8 days commencing on the 25 th day of December and ending on the 1 st day of January. The Summer Recess shall commence on May 16 and shall end on the 30 th day of June. During the period of recess, only classes shall remain suspended. Muslim Festivals are subject to change.			

ACADEMIC STAFF

Teacher-in-Charge: Prof. Mousumi Pathak, M. Com.

Vice - Principal: Prof. Debjani Sanyal, M.A, M. Phil.

English

Prof. Chandana Dutta M.A. B. Ed
Prof. Debjani Sanyal, M.A., M. Phil.
Prof. Ramita Paul, M.A. M. Phil.
Prof. Shyamali Dasgupta, M.A.

Hindi

Prof .Madhulata Gupta, M.A
Prof. Dr. Indira Chakraborty, M.A, M Phil., Ph.D.
Prof. Suchita Kujur, M.A., B.Ed.
Prof. Dr. Vivek Singh,M.A., Ph.D.

Philosophy

Prof. Dr. Uday Sarkar, M.A.(Gold Medalist), Ph.D.
Prof. Dr. Gargi Dey, M.A., Ph. D.

Bengali

Prof. Dr. Sanjukta Guha, M.A, Ph.D.
Prof. Soma Chattopadhyay, M.A., M. Phil.

Economics

Prof. Mira Halder, M.A., M. Phil.
Prof. Avijit Pal, M.A. B. Ed.

Political Science

Prof. Dr. Debarati Sen, M.A., Ph.D.
Prof. Dr. Maitrayee Guha, M.A., M.Phil. Ph.D.
Prof. Arunava Mondal, M.A., M. Phil
Prof. Dr. Yang Lhamu Bhutia, M.A .Ph.D.
Prof. Simanti Banerjee, M.A.
Prof. Soumi Niyogi, M.A., M.Phil
Prof. Debanjali Dey, M.A., M.Phil

History

Prof. Dr. Uma Chakraborti, M.A.(Gold Medalist), Ph. D.
Prof. Dr. Basupurna Mukherjee, M.A., M. Phil., Ph.D.
Prof. Kamalesh Sarkar, M.A.
Prof. Sobnom Baidya. M.A., M. Phil

Geography

Prof. Dr. Chandana Das, M.A., B.Ed., Ph.D.
Prof. Paramita Ranjit, M.Sc., B.Ed.

Education

Prof. Dr.Bipasha Sinha, M.A., M.Sc, B.Ed. ,M.Phil., Ph.D
Prof. Dr. Anupriya Basu, M.A(Gold Medalist). M.Phil.,
B.Ed., Ph.D.

Commerce

Prof. Mousumi Pathak M.Com.
Prof. Soma Sarkar M.A.(Economics)
Prof. Dr. Lutfun Neshia, M.Com.Ph.D.FCMA
Prof. Mousumi Chowdhuri. M.Com. B.Ed.
Prof. Srimanta Pal, M.Com.

Prof. Sanjib Poddar, M.Sc.,Mathematics
Prof. Arundhati Mullick, MCA
Prof. Iffatjahan Qaiser, M.Com, M.Phil
Prof. Tripshita Saha, M.Com.
Prof. Puja Yadav, M.Com, B. Ed

Computer Department

Smt. Nandini Mukherjee, B.A, Diploma In
E-Com & Office Management, Office Clerk
Smt. Shikha Pyne, B.A., DCA, Lab. Attendant
Smt. Putul Das, M.A., CCSA, Lab Attendant
Smt. Soma Ghosh, M.A., Certificate in Computer
Fundamentals, Lab .Attendant (Casual)

Library Staff

Smt. Rekha Saha, B. Sc. M. Lib. Sc., Librarian
Dr.Md. Ajimuddin Sk, M. A., M. LIS, Librarian, Ph.D.
Smt. Tanima Bhattacharjee, M. A., Lib. Asstt. Sri
Ganga Sagar Mahto, M. Com., Lib. Peon
Smt. Manju Mondal, B. A. Certificate in Computer Fundamentals,
Lib. Peon

OfficeStaff

Sri Shyam Babu Bharti, M. A., Head Clerk
Cashier
Sri Indrajit Das, B. Com.(Hons.),Accountant
Sri Prantik Banerjee, B. A., I.T.I. Electrician cum Caretaker
Smt. Srabani Dutta, B. Com., PGDCA, Clerk
Smt. Sarika Hela, M.Com., DCA, Clerk
Sri Partha Banerjee.,B. Com (Hons.) Casual Clerical Staff.

Class IV Staff

Smt. Anima Sardar– Sweepress
Sri Ram Prasad Hela–Sweeper
Sri Satya Prakash Shaw–Guard
Sri Sajjan Mahato- Lab. Attendant
Sri Somenath Das- Peon
Sri Soumik Kuila– Casual staff
Smt Nisha Khatick, Attendant
Smt. Manju Gupta, Attendant
Sri Prasanta Samai,. Lift man
Smt. Sandhya Shaw, Guard
Sri Dilip Kumar Singh, Guard

Sri. Dilip Dutta, Night Guard

GOVERNING BODY

Shri Bharat Kumar Jalan, *President*

Shri Nandlal Singhanian, *Hony. Secretary*

Prof. Mousumi Pathak, *Teacher-in-Charge*

Shri R. N. Jhunjhunwala

Shri Girish Kumar Khaitan

Shri Rajeevalochan Kanoria

Smt. Anusree Jalan

Shri Hemant Kumar Jalan

Prof. Chandana Dutta, *Teachers' Representative*

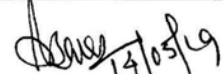
Prof. Madhulata Gupta, *Teachers' Representative*



UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A./B.Sc./B.Com./B.Mus.(Honours/General/Major) Course of Studies (under CBCS with Semester-wise Examinations)
for the Academic Session 2019-2020

SEMESTER	COMMENCEMENT OF CLASSES	FILLING UP OF FORM FOR UNIVERSITY EXAMINATION	INTERNAL ASSESSMENT (EXAMINATION) [BY THE COLLEGE]	COMMENCEMENT OF EXAMINATIONS (TENTATIVE)		PUBLICATION OF RESULT (TENTATIVE)
				PRACTICAL/TUTORIAL	THEORETICAL	
Semester-I	1 st week of July, 2019	November 2019	3 rd week of November 2019	4 th week of November, 2019	2 nd week of December, 2019	Within 45 days from the last date of Exam.
Semester-II	Within 7 days from the completion of 1 st semester exam.	May 2020	3 rd week of May 2020	4 th week of May, 2020	2 nd week of June, 2020	-Do-
Semester-III	Within 7 days from the completion of 2 nd semester exam.	November 2019	3 rd week of November 2019	4 th week of November, 2019	2 nd week of December, 2019	-Do-
Semester-IV	Within 7 days from the completion of 3 rd semester exam.	May 2020	3 rd week of May 2020	4 th week of May, 2020	2 nd week of June, 2020	-Do-
Semester-V (For B.Com. H/G only)	Within 7 days from the completion of 4 th semester exam.	November 2019	3 rd week of November 2019	4 th week of November, 2019	2 nd week of December, 2019	-Do-
Semester-VI (For B.Com. H/G only)	Within 7 days from the completion of 5 th semester exam.	May 2020	3 rd week of May 2020	4 th week of May, 2020	2 nd week of June, 2020	-Do-


14/05/19
Secretary
U. G. Councils



UNIVERSITY OF CALCUTTA

Academic calendar for the B.A/B.Sc./B.Com. Courses of studies (under 1+1+1 system of Examinations) for the Academic Session 2019-2020

Course of Studies	Commencement of classes	Mid-term Exam	College Test	Result of College Test	Filling up of Form for University Exam.	Commencement of Examinations (Tentative)		Publication of Result (Tentative)
						Theoretical	Practical	
Part-I (only for 1+1+1 system)	NA	NA	NA	NA	1st week of April. 2020	B.Com (H+G): 3rd week of June, 2020 B.A/B.Sc. (H+G): 4th week of July, 2020 B.A./B.Sc./B.Com(Major): 4th week of July, 2020	B.A/B.Sc. (H+Major): 2nd week of August, 2020 B.Com (Major): 2nd week of August, 2020	Within 90 days from the last date of Exam.
Part-II (only for 1+1+1 system)	NA	NA	NA	NA	1st week of March, 2020	B.Com (H): 4th week of April, 2020 B.Com.(G): 2nd week of May, 2020 B.A./B.Sc.(H): 3rd week of May, 2020 B.A./B.Sc.(G): 4th week of May, 2020 B.A/B.Sc./B.Com.(Major): 3rd week of May, 2020	B.Com (H+G): 4th week of March. 2020 B.A./B.Sc.(H+Major)& B.Com(Major): 4th week of April, 2020 B.A/B.Sc.(G): 4th week of June, 2020	Do
Part-III (only for 1+1+1 system)	within 7 days from the completion of Part-II Exam.	october, 2019	1st week of January, 2020	3rd week of January, 2020	1st week of February, 2020	B.A./B.Sc./B.Com (H & Major) 1st week of April, 2020 B.A./B.Sc./B.Com (G) 3rd week of April, 2020	B.A./B.Sc./B.Com (H & Major): 1st week of March, 2020 B.A./B.Sc./B.Com(G): 4th week of March, 2020	Within June 2020
Part-I & II Supplementary Examination, 2019					January, 2020	February, 2020	March, 2020	May, 2020

Secretary

SETH SOORAJMULL JALAN GIRLS' COLLEGE
8/9, BANKIM CHATTERJEE STREET, KOLKATA - 700073

Fees Structure (Course wise) Schedule of Fees - 2019-2020								
Sl. No.	Class	1st Semester (July to Dec)	2nd Semester (Jan to June)	3rd Semester (July to Dec)	4th Semester (Jan to June)	Half - Yearly (July to Dec)	Half - Yearly (Jan to June)	Total
1	B.Com. 1st Year (Hons.)	6150		-	-	-	-	6150
2	B.Com. 1st Year (Gen.)	5750		-	-	-	-	5750
3	B.Com. 2nd Year (Hons.)	□	-	4075		-	-	
4	B.Com. 2nd Year (Gen.)	□	-	3675		-	-	
5	B.Com. 3rd Year (Hons.)	□	-	-	-	3700	2700	6400
6	B.Com. 3rd Year (Gen.)	□	-	-	-	3300	2300	5600
7	B.A. 1 st Year (Hons.)*	6400		-	-	-	-	6400
8	B.A. 1 st Year (Gen.)*	6000		-	-	-	-	6000
9	B.A. 2nd Year (Hons.)*	-	-	-	-	3700	2700	6400
10	B.A. 2nd Year (Gen.)*	-	-	-	-	3300	2700	6000
11	B.A. 3rd Year (Hons.)	-	-	-	-	3700	2700	6400
12	B.A. 3rd Year ((Gen.)*	-	-	-	-	3300	2300	5600

* Students studying Geography have to pay ` 100 extra half yearly as Geography Practical

Calcutta University Examination Fee will be notified later on.