



SURYA SEN MAHAVIDYALAYA

A Multi Stream Govt. Aided NAAC Accredited College

ISO : 9001:2015 & 21000:2018 Certified

Recognized by UGC u/s 2 (f) & 12 (b)

[Affiliated to the University of North Bengal]

Estd: 1998

Admission Prospectus

2022 – 2023

(Under CBCS)

B.A./B.Sc./B.Com.

Semester – I

HONOURS &

PROGRAM COURSES

Address:

Surya Sen Colony, Block B,

P.O. Siliguri Town,

Pin: 734004,

Dist: Jalpaiguri

<https://suryasencollege.org.in>





"Death is knocking at my door. My mind is flying away towards eternity ...At such a pleasant, at such a grave, at such a solemn moment, what shall I leave behind you? Only one thing, that is my dream, a golden dream - the dream of Free India... Never forget the 18th of April, 1930, the day of the eastern Rebellion in Chittagong..."

—Masterda Surya Sen

About the Prospectus

This prospectus is for people interested in applying for graduate studies in Surya Sen Mahavidyalaya. It provides a general introduction to the college and the courses we offer, life at Surya Sen Mahavidyalaya, the student and academic support services, fees and financial support information.

You must note that while care has been taken to ensure that the information contained in this prospectus was accurate at the time of it being produced; circumstances might have been arisen since then that have caused certain pieces of information to be no longer be relevant. In some circumstances, the college may consider it necessary to subsequently change, suspend or withdraw any piece of information. The college will neither be liable for information that after publication becomes inaccurate or irrelevant, nor for changing, suspending or withdrawing any piece of it.

You must also note that intake capacity of various courses and subjects are limited. So, merely applying for any course or subject does not guarantee admission into that course or subject. Admission into any course or subject will be purely on merit basis.

Important Information:

Submission of Online Application Starts:	18 July 2022 (11:00 AM)
Last Date for Submission of Online Application:	5 August 2022 (11:59 PM)
Publication of provisional merit-list for honours and program courses (Subject and category wise)	16 August 2022 (11:00 AM)
Application Fees (in Rs.): (Applicant will bear bank charges as applicable)	NIL
Website:	http://suryasencollege.org.in/
Email id for admission help-desk:	admissionhelpdesk@suryasencollege.org.in
Email id for cancellation of admission:	admissioncancel@suryasencollege.org.in
Help Line Number:	9476387939

A MESSAGE FROM THE PRINCIPAL



As we are going to plan for this new academic session, we had to face a situation never witnessed in our lifetime. We are in the midst of Pandemic affected by the dreaded Corona Virus. Everything had to be stopped at one go. The petrifying and severe impact of COVID-19 has shaken the world to its core. Further, most of the Governments around the world have temporarily closed educational institutions in an attempt to contain the spread of the COVID-19 pandemic. In India too, the government as a part of the nationwide lockdown has closed all educational institutions, as a consequence of which, learners ranging from school going children to postgraduate students, are affected.

These nationwide closures are impacting over 91% of the worlds' student population. Several other countries have implemented localized closures impacting millions of additional learners. UNESCO is supporting countries in their efforts to mitigate the immediate impact of school closures, particularly for more vulnerable and disadvantaged communities, and to facilitate the continuity of education for all through remote learning. The UNESCO report estimates that the corona virus pandemic will adversely impact over 290 million students across 22 countries. The UNESCO estimates that about 32 crores students are affected in India, including those in schools and colleges. Therefore, the government has come up with e-learning program so that our institution. Nevertheless, Covid-19 has prompted experts to rethink the conventional mode of education. Digital education appears to be a viable solution to fill in the void for classroom education for a period of three to four months while minimizing the chances of any infection to students until classes resume. E-learning also has come as an interesting and interactive alternative as compared to classroom teaching.

For this academic session, the governing body of the college has initiated some plans for the staff and students. Though, our college admission process and payment system were paperless since 2018, from last year On line Learning Management System would be started, as it is not possible to start conventional class room teaching, following Covid-19 protocols of the State and Union Government. The admission Cancellation process will also be on line, where students who are interested to change their college after getting selection at other college of their choice.

The college has highly qualified faculties, supportive office associates, well equipped laboratories with modern Computer and Language Laboratories; library with rich collection of books, journals and periodicals with specious reading room separately for faculties and students; canteen facilities and all other facilities. The college is the only college in Siliguri with valid NAAC Accreditation and ISO certification. Besides formal education, the college has two units of NSS and from last year One unit of NCC under 16 Bengal Bn NCC is also raised.

The institution is named after a great freedom fighter & revolutionist "Surya Sen", nicknamed as "Master Da". As a Principal, for me, education is not learning by rote and then repeating it in the examination. Our approach is student centred and goes beyond text books, class rooms and boundaries. Students develop practical skills, enabling them to apply their learning to unfamiliar situations and think & act critically about different issues confronted in their life. This will prepare them a lifelong success. This edifice and temple of learning will always be a source of never-ending inspiration to our young students.

Last, not the least, I welcome to you all with our best wishes to this Mahavidyalaya.

(Dr. P.K. Mishra)
Principal

SURYA SEN MAHAVIDYALAYA – A BRIEF INTRODUCTION

Surya Sen Mahavidyalaya, affiliated to the University of North Bengal, made its humble beginning on September 15, 1998, for conducting degree courses in Arts, Science and Commerce streams. Initially, classes were held in Siliguri College campus. The present campus of the college at Surya Sen Colony, Siliguri, became operational since July 2000. With the establishment of Surya Sen Mahavidyalaya, a long-standing demand for a third college in Siliguri finally became realised. Since its inception, the Mahavidyalaya has carved out a niche in the academic frame of Siliguri. The college, within this short period, assumed the status of one of the premier colleges in North Bengal – thanks to the able stewardship of college authorities, teaching and non-teaching staff and students.

Location:

The college is situated in Surya Sen Colony on the road connecting New Jalpaiguri Railway Station and the City of Siliguri. Thus, in addition to its vicinity to central Siliguri, the institution can claim its proximity to Siliguri suburbs and adjoining parts of Jalpaiguri district which falls under Siliguri Municipal Corporation's jurisdiction.

Infrastructure:

1. Campus & Buildings:

The college campus with its three-storied buildings, spacious classrooms, verdant field, manicured garden, tiles laden pathways offer a magnificent ambience which is ideal and conducive for a quality learning experience. **The Academic and Administrative Block** has a modern integrated fire extinguishing system installed as a safety precaution, which can be operated by anyone from any point, in times of emergency. **The N Block** uses solar energy for electric supply. **The Amit Agarwala Learning cum Resource Centre** which houses Central Library, Boys' and Girls' Common Room, Conference Hall and Computer cum Language Laboratory, is a sprawling three-storied building, an example of modern educational architecture having provisions for elevator especially for physically challenged students and visitors. A new block, named as **Krishna Chandra Paul Memorial Humanities Block (KCPMHB)** has already been constructed by North Bengal Development Department of Govt of West Bengal with a budgetary allocation of approximately rupees 4 crores. This building has accommodated 7 departments of Humanities like; Bengali, English (1st Floor) , Economics, Education & Political Science (2nd Floor) and History & Sociology (3rd Floor).

The theme-based terracotta frescoes on the walls of the main building, crafted by award-winning artisans of Krishnanagar, West Bengal, has been the latest attraction of the institution for its aesthetic appeal.



2. Central Library:

Our Central library housed in the first floor of “Amit Agarwala Learning cum Resource Centre” building, contains a collection of more than 14500 books, comprised of both Text Books & Reference Books. Apart from that the central library also subscribes 10 Peer-reviewed Print Academic Journals, 14 popular magazines, 5 Daily Newspapers, 2 Employment oriented Newspapers, more than 5 Lakh e-books and approximately 6000 peer-reviewed journals. Library Membership is compulsory and open access facilities are available for both the teachers and students. The library is fully automated by using the Koha ILMS (Integrated Library Management System). The library is an institutional member of UGC INFLIBNET NLIST (National Library and Information Services Infrastructure for Scholarly Content) and NDL (NATIONAL DIGITAL LIBRARY). It has also introduced a book bank facility namely “PC Chandra Book Bank Collection” for economically backward students. The library has a dedicated Collection for Career Oriented Program and different facilities such as separate reading rooms for both the faculties and students; reprographic service; separate baggage counter; purified drinking water; wi-fi connectivity; 24*7 CCTV surveillance; dedicated android application for the central library, online library catalogue search (WEB OPAC) etc.

3. Smart Class Rooms:

The college has 6 smart classrooms at present which are well equipped with projectors and all other modern ICT tools to enable teachers for maximum use of technology to ensure effective teaching-learning process.

4. Laboratories:

All the Science departments and the Department of Geography have modern laboratories amounting to a total number 7. These state-of-the-art laboratories are spacious, furnished with all necessary equipment, solutions and instruments as the natures of the subject's demand.

5. Departmental Libraries:

All the departments have their own departmental library. Students and teachers can access departmental libraries as per the departmental rules and regulations.

6. Counseling Room:

The Counseling Room, adjacent to Principal's chamber, is used for personal counseling of student by a faculty. If a teacher feels that a student needs special support, or a guardian places the same request for his/her ward, or if a student requests for special attention from a teacher to resolve emotional, psychological, or any other stress-related issue, teacher-mentor in such cases arrange for a special session with the student in the counseling room.

7. Boys' Common Room:

The Boys' Common Room, located in the ground floor of the building of Amit Agarwala Learning cum Resource Centre, is a huge room with vitrified tiles flooring and full of other amenities where boys can spend quality time among their peers during off-periods and play table tennis and carom.



8. Girls' Common Room:

The Girls' common Room is also the same in size and amenities like the Boys' Common Room. It also has one Lady Attendant for security purpose and other exigencies and has also having Sanitary Napkin Vending and Napkin Disposal Machine, installed under Gyandhara Prakalpo' – A CSR initiative of P.C. Chandra Group.



9. Students' Council:

The Students' Council Office is located in the first floor of the building which houses canteen in the ground floor. The Council room is spacious and has table tennis board and carom board for the students. It has a meeting room to transact day to day student related activities.

10. College Canteen:

The College Canteen is a place where all food items are provided in heavily subsidized rates. The college authority maintains strict vigil to ensure the quality of food served in the canteen, the nature of ingredients used and hygiene. It also has provision for vegetarian and non-vegetarian lunch *thalis*.

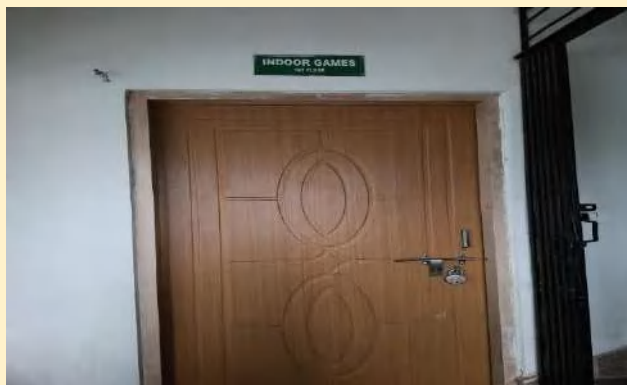


11. Computer Laboratory: There are two spacious Computer Laboratories in the college in the second floor of Amit Agarwala Learning cum Resource Centre. There are 42 branded computers with necessary configurations and is used to run the computer course as part of the syllabus. Among these 15 computers were donated by the erstwhile Hon'ble MIC Tourism, Shri Goutam Deb under his BEUF.



12. Indoor Games Room:

The Indoor Games Room, situated on the first floor of the canteen building has provisions for TT Board and Carom Board for the students to play during leisure time.



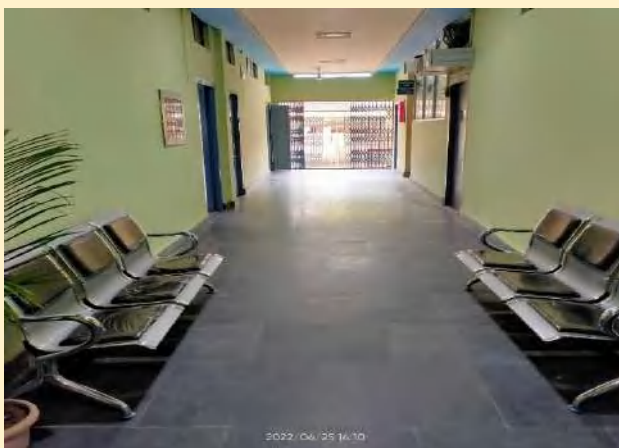
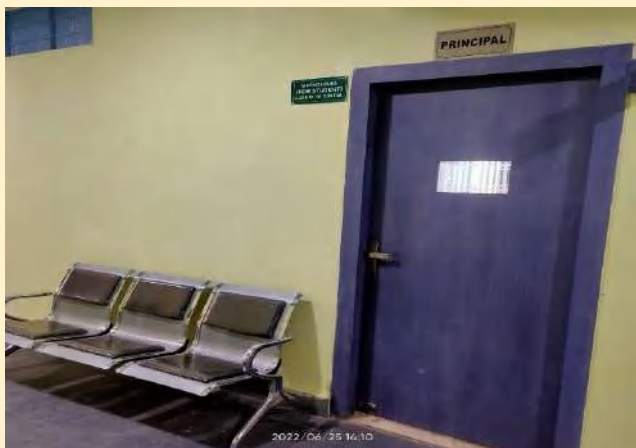
13. IGNOU Learner Support Center - 45030



14. Office Area



15. Principal's Office



16. Student Credit Card System:

The college has provision for “Student Credit Card” scheme introduced by the Govt. of West Bengal under which a student can get loan upto Rs. 10 lakh @ 4% simple interest rate annually, subject to approval by the competent authority. For further details, visit website <https://wbcc.wb.gov.in/>

For further details at the Institution Level, contact:

Nodal Officer: Dr. Suphal Biswas, Asst. Professor in Bengali, Contact No.: +918918759972

Helpdesk Officer: Sri Sujay Chakrabarti, Asst. Professor in Commerce, Contact No: +919932857216

16. Facebook Page

The official FB page is the online platform to get connected with student fraternity



17. E-engage Portal:

An e-learning initiative by the college to provide e-materials to the students.



The YouTube channel of the college is used for taking online classes and also for live streaming of webinars, periodically conducted by various



A Pictorial Representation



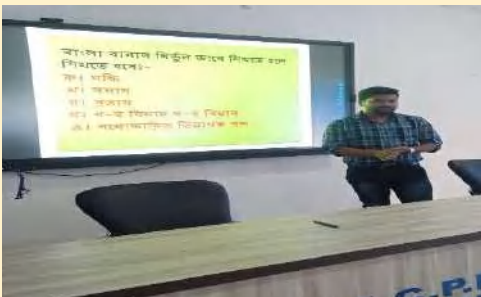
OUR VISION

- The naming of the college after the legendary figure Surya Sen has instilled a tremendous sense of responsibility into the Mahavidyalaya fraternity to concretise the metaphoric resonance of the ideals which this great personality symbolised. One of the ways to achieve it is to show a rare alacrity in augmenting today's youths towards right direction who have fallen victim to historical counter forces.
- Our mission is to help the students in realizing their innate capabilities which will ensure silent revolution in thought, powerful enough to destroy the dull and the dreary declaring a new dawn.
- We are equally committed to produce quality graduates at a competitive level in line with international educational philosophy who will have capacity to bring meaningful changes to the mundane system. This is in line with our nation's aspiration which is to build a generation of professionals capable of addressing challenges of a new world order.
- The triad of students, teachers and society has more responsibility now than ever before. Surya Sen Mahavidyalaya would love to symbolise as an image of being more than a mere manufacturer of degrees. Rather it would like to soldier on as an academic institution sharing positive values with the society and motivate learners to socio-cultural and intellectual activism. The road is long but this college is committed to reaching its goal.

DEPARTMENTS' IN BRIEF:

বাংলা বিভাগ:

সূর্যসেন মহাবিদ্যালয়ের বাংলা বিভাগ CBCS পদ্ধতি অনুযায়ী ছাত্র-ছাত্রীদের সাম্মানিক (Honours) এবং পাসকোর্স (Program course) দুটোই পাঠদান করে থাকে। বিভাগ প্রতিনিয়ত বিভিন্ন সেমিনার, ইনভাইট লেকচার, অ্যাডোনকোর্স-এর মাধ্যমে ছাত্র-ছাত্রীদের জ্ঞানের প্রজ্জ্বলিত শিখাকে ছড়িয়ে দিতে দৃঢ় প্রতিজ্ঞ।



DEPARTMENT OF CHEMISTRY:

The Department of Chemistry started its journey since the inception of the College in 1998 with Chemistry as a General Subject and Honours in Chemistry was introduced in 2012. The students of the Department have shown spectacular results including qualifying in JAM every year. The Department has three well-equipped laboratories and a Departmental Library. Student's Seminar, Poster Presentation, Model Competition etc. are organized by the department.



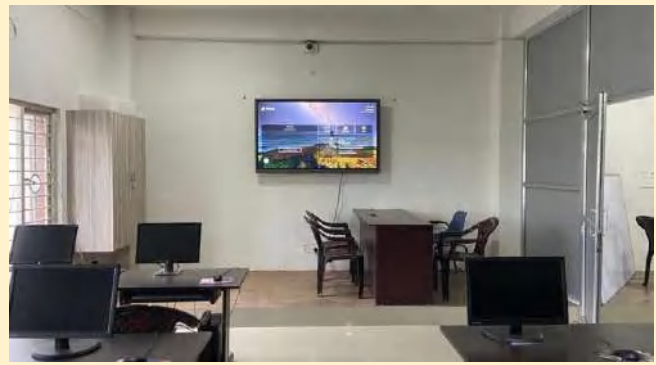
DEPARTMENT OF COMMERCE:

The first and foremost benefit that a learner in Commerce can derive is to know about the current and ongoing business environment and the specific rules, laws and principles that administer and effect control over the whole lot of economic activities at present. It also tries to apprise the students to learn tools and techniques so as to find optimal and most feasible and practicable solutions to the ongoing selection and rejection problems.



DEPARTMENT OF COMPUTER SCIENCE:

The department has started its curriculum since 2019 with the objective of imparting quality education in the field of computer science. The department provides modern facilities for teaching, learning and enhancing the knowledge with well-equipped computer laboratory. The department has one faculty member who guides the students through regular interaction via lectures and practical sessions etc. One laboratory assistant regularly maintains the computer laboratory and helps the students. The department offers B.Sc. (Program) Course in Computer Science and a Certificate Course in Computer Application. The Computer Laboratory is fully functional and has more than 30 branded computers with necessary configurations.



DEPARTMENT OF ECONOMICS:

One of the oldest departments, the Economics department started its journey since inception of this College, from 2004-05 it initiated Honours programme, its a oldest department with well convergent faculties. Although students' strength of this department is very low, because students have misconception about this subject. But at present day for any competitive examination 'Indian Economy', 'Money Banking', 'Public Finance' are the most relevant subjects, especially in UPSC, Indian Economic Service, Banking, Insurance, WBCS like examination and Corporate Sectors also. So, this is an emergent upgrowing department which offers several Add on courses of their students for carrier guide programme and expecting more student's footfall.



DEPARTMENT OF EDUCATION:

Education was introduced as a general subject in the year of 2015. The department now has two teaching faculties. The Department organizes teacher exchange programme as part of their curriculum.



DEPARTMENT OF ENGLISH:

Department of English is one of the oldest departments in existence since the inception of this College. From year 2001 it initiated teaching Hons. At present, alongside teaching Core Course and Program Course, the Dept feels proud to have initiated its own Language Lab where Certificate Course on English Language is conducted in every academic session. To nurture the mental faculties, talents and creative urge of the students the Department caters to various activities beyond the syllabus like seminars, workshops, wall and e- magazines, screening of films, add-on courses on different topics, career counselling programs and also has a Book Club of its own named "Between the Lines" for the departmental students.



DEPARTMENT OF ENVIRONMENTAL STUDIES:

Environmental studies is a compulsory subject in 1st semester as AECC 1. Our main goal is to make students aware of the environment. The department focuses on development of students by organising student centric seminars, invited lecture, Add-on courses etc.



DEPARTMENT OF GEOGRAPHY:

The Department of Geography of Surya Sen Mahavidyalaya has started its journey in the year 2007. The department offers honours, programme and generic elective course in Geography. At Present the department has four faculties with expertise in the field of fluvial geomorphology, cartography, population, urban geography, geo informatics and one laboratory attendant who constantly guided the students. Several alumni of the dept. have become luminaries in the different fields of the society from teaching, research to planning. This department is enriched further with the Nodal-Centre of Indian Institute of Remote Sensing for the various out-reach programme offered by IIRS-ISRO. The students hold good result in the UG

examination of the affiliating university. The well-developed digital classroom, newly equipped instruments, GIS computer lab facilities, spacious floor, all time the teacher's guidance inspire the students to do something new in their life.



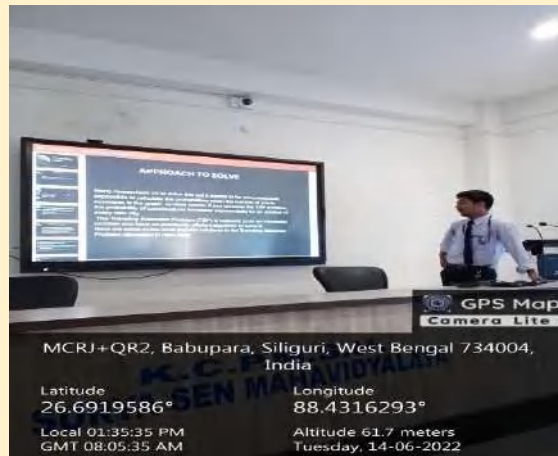
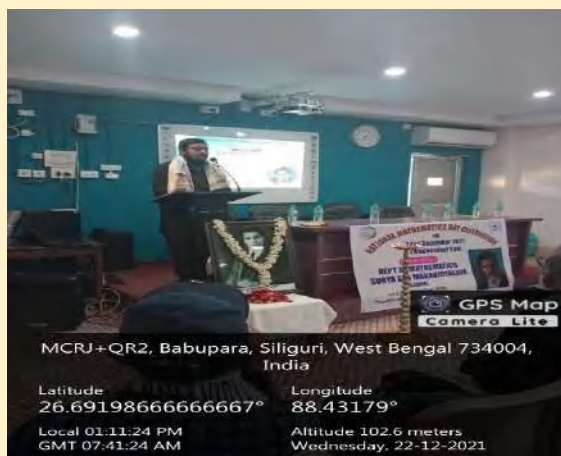
DEPARTMENT OF HISTORY:

The Department of History, Surya Sen Mahavidyalaya offers students Honours and Program Courses for UG in CBCS System. The Department focuses on holistic development of students by organising student centric seminars, invited lectures, Add-on courses, Museum visit, poster exhibition, etc.



DEPARTMENT OF MATHEMATICS:

The Department started its journey along with the college in 1998 offering a General Course at its onset. Honours Course in Mathematics was introduced in the year 2005. The department has at present three teachers who are involved in regular interaction with the students via lectures and practical sessions. Apart from that, teachers use various innovative teaching methods like smart classes using ppt, group discussion, uses of many mathematical software for a more effective teaching process. The department also has one laboratory assistant who maintains the computer laboratory and assists the students during their practical sessions. The department organizes various student-centric events such as invited lectures by eminent professors of universities and other institutions, Add-on courses, and workshops to help the students broaden their horizons and enrich their interest in mathematics.



DEPARTMENT OF PHYSICS:

The Department of Physics at Surya Sen Mahavidyalaya was established in 1998. The department currently supports both Honours course and programme course. Currently there are four faculties and four laboratory staffs in the department. The honours course was recently introduced in 2017. Since then, the department is developing rapidly and we are constantly striving to sustain that growth until the department shines with all its glory. The department also believes in inculcating research sentiments in the students. The faculties here are also engaged in research works.



DEPARTMENT OF POLITICAL SCIENCE:

The department of Political Science was established in 1998 with general degree course and the Honours Courses was introduced in 2003. Presently, the department has four faculties. One with both M.Phil.&Ph.D., two faculties with PhD and another with M.Phil. The honours intake capacity in each semester is 80 seats.

A degree in political science not only enables students to enhance their grasp of the basic structures and processes of governmental systems, public policies and political forces that directly impact their lives, but also help them analyse political problems, arguments, information and theories and to apply methods appropriate for accumulating and interpreting data applicable to this discipline. Above all, it aids students in becoming informed citizens by amplifying knowledge on their entitlement to the rights and duties within a state. The Department strives to inculcate true essence of political studies amongst the minds of the young scholars who are generally getting hopeless on the current political scenario.



DEPARTMENT OF SOCIOLOGY:

Sociology as a subject of General Course was introduced in the year 1998 and Honours Course in Sociology was introduced in the year 2005. At present Department of Sociology offers two courses-BA Program Course in Sociology and BA Honours Course in Sociology. There are five faculties in the Department of Sociology including the principal of our college, Dr. P.K. Mishra. The motto of the Department is to impart effective and good quality of teaching, provide proper guidance, prepare students for higher education and to make socially responsible citizen. Apart from giving good quality of education the Department of Sociology organizes various student centric programsthroughout the academic session. Programs like invited lecture, student centric seminar, group discussion, extempore speech, workshop, publication of wall magazine, poster presentation are frequently arranged that are very necessary to develop knowledge, writing and public speaking skill, critical thinking, confidence and discipline of students. The alumni of the Department are working in different educational institutions and other sector



Student Centric Features of Surya Sen Mahavidyalaya

- Most of the class rooms are equipped with audio systems and white boards.
- Smart Class rooms with all modern teaching learning aids.
- To ensure the campus security, the whole campus along with each and every classroom is brought under CCTV surveillance.
- Reverse osmosis generated purified drinking water dispensing machines are installed within the campus.
- Mandatory Power Point Seminar presentation by 6th Semester students with Field Study & Industrial Visit by the departments, where applicable.
- Audio-Visual class as part of routine for the faculties.
- Mounted LCD projectors in selected rooms.
- Provision for Remedial classes.
- Monthly Unit Tests for students as part of continuous evaluation programme.
- Introduction of intra-departmental teacher exchange scheme, whereby teachers across discipline will exchange classes with an aim to provide a broader perspective to the issues and problems.
- Mandatory 75% class attendance for appearing in the final examination.
- **Multimedia Language Laboratory:** The College has a modern Multimedia Language Laboratory. The purpose of this language lab is to involve students to actively participate in language learning exercises which involve the development of speaking, listening and writing skill. The college will run short term courses on English language development skill at the end of which Certificate of Completion will be provided to the students. Students with Honours in English should mandatorily enroll themselves to the language learning course through the payment of Rs.250/- at the time of admission. Enrolment in the course is optional for students of other disciplines.
- There is a provision for **Merit and Means scholarship** sponsored by different philanthropists of Siliguri. The amount and the number of recipients may vary from time to time.
- Apart from that a student may also get different scholarships like Swami Vivekananda Merit-cum-Means Scholarship, Sikkim Government Scholarship etc.
- G-Suite account is introduced for online classes.

The P. C. Chandra Book Bank

The college has started a Book Bank facility with the objective to help the needy students. Built with the help of P. C. Chandra Gyandhara Grant, which the library received for its proven excellence in using the central library as a true knowledge-dome for students in particular and the people in general, the “P. C. Chandra Book Bank” functions to cater to the academic needs of the economically backward students.

The book bank is equipped with books for all the streams – Arts, Science & Commerce. The Book Bank facility is provided to the Bonafede students of the college. Through this, the students can get a book by paying a minimal percentage of the cost of the book and can keep it until the end of a particular semester.

Before semester-end examination the book has to be returned by a notified date, failing which they have to pay a fine of Re. 5/- per day per book. In case of loss or any damage caused to the book, the student will have to replace it with new copy or pay triple the cost of the book.

College Hours

- Class Hours: From 9 AM to 5 PM
- Principal’s Office Hours for Students: 2.30 PM to 3.30 PM
- Office Hours: Mon-Friday: 10.00 AM to 5 PM / Saturday: 10.00 AM to 4 PM (For Students 10.30 A.M to 2 P.M)

College Uniform

BOYS:

Navy blue trousers, sky blue full sleeved shirts with college monogram, navy blue tie, a black shoe with white socks.

GIRLS:

Same as boys. Alternatively, navy blue salwar, sky blue kameez with dupatta with college monogram, a black shoe with white socks.

For winter it is desirable that students wear a navy-blue blazer.

Cost of the Uniform:

- Cost of pants, shirt or salwar-kameez and dupatta including stitching is Rs. 800/-
- Cost of Blazer: Rs. 900/-
- Shoes and belts should be obtained from outside.
- There is a provision for waiver of uniform fees for meritorious students depending on economic background. **The student has to pay the Uniform fees to the vendor on the date of document verification.**

*****It is mandatory to wear college uniform.*****

Rules of Discipline

The college gives special attention to ensure a high standard of morality and discipline in the college campus and urges the students to maintain the following rules.

- Ragging is strictly prohibited within the campus and violators will be penalized as per law.
- Students will be duty bound to observe college rules regarding teaching-learning process and evaluation, use of library books, conducting experiments in the library.
- Absolute silence must be maintained at all places during the teaching hours, whether it is the library, the laboratories, computer room, or on way to and from the classrooms.
- Any kind of damage done to the College property must be made good.
- The college encourages restricted use of mobile phones within the campus during the college hours and any deviation from the maintenance of mobile etiquette will lead to confiscation of the mobile set.

Punitive Measures:

The Grievance Redressal Cell, Anti-ragging Cell, Gender Equity Cell and other Bodies are operative to ensure the rights of the students irrespective of class, community and gender. Any violation of college discipline of any sort is treated seriously which may, as per the gravity of the case, lead to expulsion from the college. The students may submit their grievances Online.

Anti-Ragging Policy:

As per Hon'ble Supreme Court and UGC/MHRD regulations it is mandatory to fill up online anti-ragging affidavit within One week of the admission. For more information, please visit www.amanmovement.org or www.antiragging.in

After the admission procedure, the students have to mandatorily submit an online anti-ragging declaration form.

Fines:

Loss of Identity Card – Rs. 50

Loss of Acknowledgement Receipt of admission – Rs. 100

Teaching & Non-Teaching Staff:

Surya Sen Mahavidyalaya is privileged to have highly educated and sufficient teaching & non-teaching staff. For any further details please visit our official website given below <http://www.suryasencollege.org.in/>

Achievements of Surya Sen Mahavidyalaya

- Best performing college from the year 2016-17 in implementing *Kanyashree Prokolpo*.
- SSM is the first government aided higher education institution in the region to introduce uniform for students on 29/08/2017. This we consider a great fit for us, a unique instance of Student Union and college management bonhomie which is achieved through open debate and meaningful discussion on the issue. For Group D employees also separate uniform is introduced.
- In implementing strategies to promote research aptitude among our faculties SSM has introduced a unique scheme of MRG (Micro Research Grant) where financial assistance will be provided to selected research proposal having contemporary relevance.
- Introduction of students' accidental welfare scheme
- We have introduced Employees Provident fund for our casual employees.
- Introduction of medical insurance for all employees under management.
- Introduction of biometric attendance system.
- Introduction of performance appraisal diary for faculties for systematic documentation of the academic and other activities.
- We have provision of SSM Android app to ensure effective interaction with student community.
- Promotion of cashless transaction in office and use of payment gateways to ensure transparency in the accounting process.
- Received a number of grants from ICSSR for conducting webinar, conference etc. A minor research project was also sanctioned by ICSSR last year.
- Surya Sen Mahavidyalaya has become the part of prestigious IRINS (Indian Research Information Network System) which is a is web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre, UGC. Link: <https://suryasencollege.irins.org/>

West Bengal State NSS Award 2020-2021

West Bengal State NSS Award 2020-2021 received on **07.01.2022** by **NSS Unit II** for excellent service towards society. This award was given by -

**Govt. of West Bengal,
Department of Higher Education,
West Bengal State NSS Cell,
Bikash Bhawan, Salt Lake,
Kolkata-700091**

This award function was held at Ramakrishna Mission Vidyamandira, Belur Math, Howrah. We received 4 awards:

1. Best NSS Unit Award: Received by our principal **Dr P. K. Mishra**
2. Best Programme Officer award: Received by **Smt. Babita Prasad**, NSS Unit II Programme Officer, Department of Commerce,
3. Best Volunteer awards: Received by:
 - i. **Pallab Biswas**
 - ii. **Anurakti Ghosh**



NCC AWARDEE:

Name - AVAY KUMAR THAPA
 RANK- SUO (SENIOR UNDER OFFICER)
 CAMP- **REPUBLIC DAY CAMP 2022, DELHI**
 EVENT - **PRIME MINISTER RALLY AND CULTURAL PROGRAM**
 STREAM- B.COM HONOURS
 COLLEGE YEAR- 2nd YEAR (4th SEMESTER)



COURSES OF STUDY

B.A. (Honours Program)	BENGALI, HISTORY, ENGLISH, POLITICAL SCIENCE, ECONOMICS, SOCIOLOGY, GEOGRAPHY
B.Sc. (Honours Program)	MATHEMATICS, CHEMISTRY, PHYSICS
B.A. (Program)	POLITICAL SCIENCE, HISTORY, ECONOMICS, ENGLISH, BENGALI, SOCIOLOGY, GEOGRAPHY, EDUCATION
B.Sc. (Program)	PHYSICS, CHEMISTRY, MATHEMATICS, COMPUTER SCIENCE (Self financed)
B. Com (Honours Program)	
B.Com (Program)	

NOTE:

- There shall be two courses of studies leading to B.A./ B.Sc./ B.Com. Degree and each course shall be of Six Semesters duration. One shall be termed as “B.A./B.Sc./B.Com. **Honours Program**” and the other is “B.A./B.Sc./B.Com. **Program**”.
- The admission to Under –Graduate Degree programs will be governed by the guidelines of the University of North Bengal and the Higher Education Department of Govt. of West Bengal as framed from time to time.
- A Candidate shall be allowed to pursue any one of the Under-graduate Degree programs of the University (not more than one) in a particular Academic Session.
- A student will have to study Discipline Specific Core Courses, Foundation Courses, Generic Electives Courses, Discipline Specific Elective Courses, and Skill Enhancement Courses as prescribed by the concerned Board of Studies
- At the time of admission a Honours Program/ Program student shall identify the different courses in which he or she will concentrate to attain the required credits
- Provided that an Honours Program, once chosen, cannot be changed unless the student relinquishes the Course and chooses a different Honours Program/ Program Course.
- **Limited seats are available to opt NCC as an elective. It is restricted to the students who will be selected as NCC Cadet after taking admission at the college and as per the rule.**

COURSE STRUCTURE

The HONOURS PROGRAM course shall be designed as having 140 credits delivered in six (06) semesters with 1950 marks.

The PROGRAM course shall be designed as having 120 credits delivered in six (06) semesters with 1800 marks.

Each Course shall be of 75 marks each except that AECC 1(ENVS) will be of 100 Marks and AECC 2 (MIL Communication*) will be of 50 marks.

* MIL: Modern Indian Languages – English / Bengali / Hindi

At the time of admission, a student will identify an Honours Program (total 140 Credits) / Program Course (total 120 Credits) in which the student shall concentrate. Apart from the Discipline Specific Core Course the student will have to select Generic Elective courses and Discipline Specific Elective courses, Ability Enhancement Core Courses and Skill Enhancement Courses from the provided pool of choices.

OUTLINES OF CHOICE BASED CREDIT SYSTEM:

- 1. Discipline Specific Core Course (DSC)** The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- 2. Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
 - 2.1 Discipline Specific Elective (DSE) Course:** An Elective course offered under the main discipline/subject of study is referred to as Discipline Specific Elective.
 - 2.2 Generic Elective (GE) Course:** An Elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective courses.
- 3. Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
 - 3.1 Ability Enhancement Compulsory Courses (AECC):** These courses are based upon the content that leads knowledge enhancement, (1) Environmental Science and (2) MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and laboratory/hands on training/field work. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

4 Practical/Tutorials (One each with every discipline specific core and discipline/generic specific Elective course): Practical means Laboratory or field exercises in which the student has to do experiments or other practical works of two-hour duration. Tutorial means special instructions based on the Lectures.

5 Detailed Course Structure

Course Components	Number of Courses					
	B.Sc.		B.A.		B.Com.	
	Honours Program	Program	Honours Program	Program	Honours Program	Program
Discipline Specific Core Course (DSC)	14	12	14	12	14	12
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	---	4	2	4	2
Ability Enhancement Compulsory Course (AECC)	2	2	2	2	2	2
Skill Enhancement Course (SEC)	2	4	2	4	2	4
Total Courses	26	24	26	24	26	24

6. Credit

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours. The credits also determine the volume of course contents and delivery of Course such as lectures, tutorials, practical, assignments etc.

a. For the purpose of credit determination, instruction is divided into three components:

Lectures (L) – Classroom lectures of one-hour duration.

Tutorials (T) – Special, elaborate instructions on specific topics (from Lectures) of one-hour duration.

Practical (P) – Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

- b. Each one of these components is considered as equal to **one credit hour**. One lecture (L) as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L + P/T$, where L is the number of onehour Lectures per week, T is the number of one-hour Tutorials per week, and P is the number of two hours Practical per week. This can be written in symbols as: $C = L + P/T$ Where, C is the credit weightage for a particular course.

7. Note for CBCS in B.A. /B.Sc. /B.Com. Honours Program

- Students pursuing DSC in a particular subject will have to opt for SEC and DSE in the same subject
- GE Course subject must be different from DSC Course subject.
- Practical/ Tutorial: Every Discipline Specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

8. Scheme for CBCS in B.A. Program

- DSE 1 and SEC 1 Course subject will be the same as DSC 1 course subject & DSE 2 and SEC 2 Course subject will be the same as DSC 2 course subject.
- GE 1 Course subject must be different from DSC 1 and DSC 2 Course subject.
- Practical/ Tutorial: Every Discipline Specific Core, Discipline Specific and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

9. Scheme for CBCS in B.Sc. Program

- DSE 1 Course subject will be the same as DSC 1 course subject & DSE 2 course subject will be the same as DSC 2 course subject and DSE 3 course subject will be same DSC 3 course subject.
- SEC 1 and SEC 2 Course subject could be chosen from any of the 3 DSC course subject taken above.
- Practical/ Tutorial: Every Discipline specific Core and Discipline Specific Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

10. Scheme for CBCS in B.Com. Program

- All DSC, DSE, GE, SEC courses will be compulsory courses with internal choices in the DSE courses
- Practical/ Tutorial: Every discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

11. Curriculum:

The subjects and papers for the course shall be recommended by the Board of Under-Graduate Studies in each respective subject from time to time in accordance with the rules of the University of North Bengal.

i) Scheme for CBCS in B.A. /B.Sc./B.Com. Honours Program

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Paper - 1	AECC-1 (ENVS)			GE - 1 Paper 1
		Paper - 2				
	2	Paper - 3	AECC-2 (MIL) **			GE - 1 Paper - 2
		Paper - 4				
2	3	Paper - 5		SEC Paper - 1		GE - 2 NCC Paper - 1
		Paper - 6				
		Paper - 7				
	4	Paper - 8		SEC Paper - 2		GE - 2 NCC Paper - 2
		Paper - 9				
		Paper - 10				
3	5	Paper - 11			DSE Paper - 1	
		Paper - 12			DSE Paper - 2	
	6	Paper - 13			DSE Paper - 3	
		Paper - 14			DSE Paper - 4	

**** Note: MIL means Modern Indian Languages. Options under MIL are restricted to English/ Bengali / Hindi only.**

- Students pursuing DSC in a particular subject will have to opt for SEC and DSE in the same subject
- GE Course subject must be different from DSC Course subject.

Practical/Tutorial: Every Discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

ii) Scheme for CBCS in B.A. Program

Year	Semester	Discipline specific Core Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Discipline Specific Core 1 (Paper-1)	Bengali/ English/ Hindi (Paper-1)		AECC-1 (ENVS)			
		Discipline Specific Core 2 (Paper-1)						
	2	Discipline Specific Core 1 (Paper-2)		English (Paper-1)	AECC-2(MIL-Bengali / English/ Hindi)			
		Discipline Specific Core 2 (Paper-2)						
2	3	Discipline Specific Core 1 (Paper-3)	Bengali / English/ Hindi (Paper-2)			SEC 1 Paper-1		
		Discipline Specific Core 2 (Paper-3)						
	4	Discipline Specific Core 1 (Paper-4)		English (Paper-2)		SEC 1 Paper-2		
		Discipline Specific Core 2 (Paper-4)						
3	5					SEC 2 Paper-1	DSE 1 Paper 1	GE-1 NCC (Paper-1)
	6					SEC 2 Paper-2	DSE 1 Paper 2	

- DSE 1 and SEC 1 Course subject will be the same as DSC 1 Course subject & DSE 2 and SEC 2 Course subject will be the same as DSC 2 Course subject.
- GE 1 Course subject must be different from DSC 1 and DSC 2 Course subject.

Practical/ Tutorial: Every Discipline specific Core, Discipline Specific and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

iii) Scheme for CBCS in B.Sc. Program

Year	Semester	Discipline specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	
1	1	Discipline Specific Core 1 (Paper-1)	AECC-1 (ENVS)			
		Discipline Specific Core 2 (Paper-1)				
		Discipline Specific Core 3 (Paper-1)				
	2	Discipline Specific Core 1 (Paper-2)	AECC-2 (MIL)			
		Discipline Specific Core 2 (Paper-2)				
		Discipline Specific Core 3 (Paper-2)				
2	3	Discipline Specific Core 1 (Paper-3)		SEC 1 Paper-1		
		Discipline Specific Core 2 (Paper-3)				
		Discipline Specific Core 3 (Paper-3)				
	4	Discipline Specific Core 1 (Paper-4)				SEC 1 Paper-2
		Discipline Specific Core 2 (Paper-4)				
		Discipline Specific Core 3 (Paper-4)				
3	5			SEC 2 Paper-1	DSE 1 Paper 1	
					DSE 2 Paper 1	
					DSE 3 Paper 1	
	6				SEC 2 Paper-2	DSE 1 Paper 2
						DSE 2 Paper 2
						DSE 3 Paper 2

- DSE 1 Course subject will be the same as DSC 1 Course subject & DSE 2 Course subject will be the same as DSC 2 Course subject and DSE 3 Course subject will be same DSC 3 Course subject.
- SEC 1 and SEC 2 Course subject could be chosen from any of the 3 DSC Course subject taken above.

- Practical/ Tutorial: Every Discipline specific Core and Discipline Specific Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.
- As there is no GE for B.Sc. Program course, hence, NCC subject cannot be incorporated.

iv) Scheme for CBCS in B.Com. Program

Year	Semester	Discipline specific Core Course Program (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	DSC 1	Bengali / English / Hindi (Paper-1)		AECC-1 (ENVS)			
		DSC 2						
	2	DSC 3	English (Paper-1)	AECC-2 (MIL- Bengali / English /Hindi (Paper-1)				
		DSC 4						
2	3	DSC 5	Bengali /English / Hindi (Paper-2)			SEC 1		
		DSC 6						
	4	DSC 7	English (Paper-2)		SEC 2			
		DSC 8						
3	5					SEC 3	DSE 1	GE-1
							DSE 2	NCC (Paper 1)
	6					SEC 4	DSE 3	GE-2
							DSE 4	NCC (Paper 2)

- All DSC, DSE, GE, SEC Courses will be compulsory courses with internal choices in the DSE courses
- Practical/ Tutorial: Every discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

12. ATTENDANCE:

No student shall be allowed to take the end semester written examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.

13. ELIGIBILITY FOR ADMISSIONS:

a) Honours Program Course:

A candidate who has obtained- (a) 55% marks in the aggregate, or (b) 50% in the aggregate with 60% marks in a subject in the last qualifying Examination shall be eligible to apply for Honours Program in that subject. Admission shall however be on the basis of merit and availability of seats. Merit Calculation will be done as per university guidelines.

Provided that for Reserved Candidates- the minimum marks for eligibility shall be as per Rules of the State Government.

Candidates applying in Reserved Category shall have to produce the original documents issued by the competent authority in favour of the Applicant only as per Govt. of West Bengal rules. If such candidate fails to submit the original documents at the time of verification shall be treated as General Category. In that case, if the candidate does not come under the merit-list prepared for General Category, the fees paid by the candidate shall not be refunded.

Provided further that in matter of eligibility 54.5% marks or above shall be equal to 55%, 49.5% and above shall be equal to 50% and 59.5 marks or above shall be equal to 60%.

b) Program Course:

A student who has secured 45% marks in aggregate for General Category & 40 % in aggregate for Reserved Category; shall be allowed to take admission in the Program Course of B.A. /B.Sc. /B.Com. if he/ she / transgender has passed in at least four (04) subjects including Environmental Studies (if it is opted as an Elective) with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto.

A candidate shall be allowed to pursue B.A. / B. Sc. / B. Com Program Course if he/ she/ transgender have passed the qualifying Examination in Vocational Stream subjects.

Provided that;

A candidate shall be allowed to take up Physics Subject if he/ she / transgender have passed in Mathematics and Chemistry along with Physics and other subjects as prescribed at the qualifying examination.

A candidate shall be allowed to take up Chemistry Subject if he/ she / transgender have passed in Mathematics and Physics along with Chemistry and other subjects as prescribed at the qualifying examination.

A candidate shall be allowed to take up Honours Program in Economics as Subject if he/ she / transgender have passed in Mathematics or Business economics including Business Mathematics and other subjects as prescribed at the qualifying examination.

A candidate pursuing Honours in a subject shall not be allowed to take up the same subject as Generic Elective.

A candidate pursuing Honours in a Language subject will be allowed to take another Language subject as Generic Elective.

While taking Discipline specific Core & Generic Elective subjects, availability of the said subjects in the Colleges shall be taken into cognizance.

c) Certificate courses:

Two certificate courses are available on **self-financing basis**.

1. Computer Applications

2. Travel & Tourism Management

Eligibility: The applicant must be enrolled in regular basis in any course and in any college. However, students of this college will be given priority. Students of other colleges will be enrolled if seats remain vacant after allotting seats to the opting students of this college. For further information please contact college office.

Prospects:

The Computer Applications course develops skills necessary to gain entry-level work in many positions that demand computer competencies, including Computer programmer, Applications developer, Programmer analyst, Web programmer, Computer programmer analyst, etc.

Prospects of Travel & Tourism Management includes tremendous job opportunities in government and private sectors and also entrepreneurship in the following spheres – Travel Agencies, Airlines, Cruise Ships, Event Management organizations, Cargo Management organizations, Medical tourism organizations, Eco-tourism development, Accommodation sectors (Hotels, Motels and Resorts etc.), Service Marketing Sectors, Higher Education e.g. MBA (Tourism), Master of Tourism Administration, Freelance tour operators, Escorts or Guides, etc.

13.1 Reservation of Seats: There will be reservation of seats for SC/ST/OBC/differently-abled candidates as per Govt. Rules. For differently-abled candidates' minimum disability of at least 40% will be considered.

14. ADMISSION PROCEDURE: As per guidelines of North Bengal University in compliance with W.B. Govt. Rules.

15. ACADEMIC SESSION:

- a. The academic session shall be of three years duration consisting of six semesters.
- b. The academic session normally shall starts in July in each year.
- c. There shall be at least 90 teaching days in each semester excluding periods of examination and admission etc. for instruction, field work and dissertation.
- d. The academic sessions including the examinations for first, third and fifth semesters are July to December and that for second, fourth and sixth semesters are January to June.

16. ADMISSION CANCELLATION PROCEDURE: If any student wants to cancel his/her admission after payment then he/she has to login to his /her account in the college website with his/ her user-id and password and then to click on the admission cancellation link. Further, the candidate has to submit the original application for cancellation, along with payment confirmation slip and a copy of the admission form at the college for completing the process.

Rules for calculation of Merit List

The following rules apply as per the guide lines of the University of North Bengal.

Admission to all **Honours Program Courses** will be based strictly on merit. Merit shall be calculated as per the following norms:

Merit = {Marks obtained in English + Marks obtained in the subject opted for Honours + best marks of other two subjects [Excluding the subject opted for Honours and English]} /4.

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

Merit = (Marks obtained in English + Marks in three other best of subjects) /4

Admission to all Program Courses **will** also be based strictly on **merit**. Merit shall be calculated as per the following norms:

Merit = {Marks obtained in English + Marks in three other best of subjects} /4.

A single Merit List is to be prepared taking applicants from all recognized Boards together, vide Circular no. 359/UG-10(115) dated 22.06.2010, issued by the Office of the Secretary, Under-Graduate Council, University of North Bengal.

Henceforth **no change** of subjects, and **change from Program to Honours Program** and *vice versa* shall be granted after the filling in the Registration forms, by the candidates of the respective Colleges. Any change undertaken by the Colleges, in this matter shall indicate violation of University Statute, Regulation, Rules, Guidelines and Circulars etc. on the part of the Colleges.

It is also advisory to the Colleges that colleges shall offer subjects for which it has adequate number of teacher(s) as per UGC and University norms. All Colleges shall have to ensure adequate infrastructural facilities for all its examinees appearing from the respective Centers (Colleges).

The Council also resolved that “all students of **Higher Secondary (Vocational) Course [X + 2 levels]** will be treated as equivalent with the course curriculum and syllabus of the **West Bengal Council of Higher Secondary Education (WBCHSE) w.e.f. the session 2009-10**”. Such students shall be admitted only in the **1st year Courses** of B.A. / B.Sc. / B.Com. **Program** Courses.

Applications seeking permission for admissions by any candidate to any college affiliated to the University of North Bengal after the last date of online admission shall not be entertained by the University Authorities under any circumstances.

ANNEXURE - I

COURSE COMBINATIONS/BASKETS

(The following Discipline Specific Course subject and Generic elective Course Subject combinations are to be strictly followed)

B. A. HONOURS PROGRAM COURSE (SELECT ANY ONE COURSE)

Bengali
English
Geography
History
Economics
Political Science
Sociology

Two Generic Elective Courses (GE) to be selected as any ONE from each basket below for BA Honours Program. SEC course will be same as DSC course

Group A	Group B
Bengali	Geography
English	Education
Economics	Political Science
History	Sociology
	NCC

B.A. PROGRAM COURSE

Discipline Specific Courses (DSC) and Generic elective (GE) Course subjects: Select any three Course subject (taking any one course subject each from any two group as DSC and any one course subject from remaining one group as GE of the 3 groups below and SEC course subject will be same as DSC course subject):

Group A	Group B	Group C
Bengali	Economics	Geography
English	Education	Political Science
	History	Sociology
		NCC

B.SC. HONOURS PROGRAM AND PROGRAM COURSES

Honours Program	Program
Mathematics	Mathematics
Chemistry	Chemistry / Computer Science (Self-financed)
Physics	Physics

For B.Sc. Honours Program: Honours Discipline Specific Course, Discipline Specific Elective and Skill Enhancement Course will be the same subject (anyone of the above 3 subjects) and the remaining 2 subjects will be the Generic Elective Course subjects.

For B.Sc. Program: Discipline Specific Course and Discipline Specific Elective will be the above 3 course subjects and any 2 of the above course subjects will be the Skill Enhancement Courses.

B.Com. HONOURS PROGRAM AND B.Com. PROGRAM COURSES

COURSE STRUCTURE FOR B.COM HONOURS PROGRAM 3 YEARS (6 SEMESTERS) UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER - I

Course No.	Course Title	Course Type	Marks	Credits
AECC -1	Environmental Studies	AECC I	100	2
DSC - 1	Financial Accounting	Core Course I	75	5+1 (T)
DSC - 2	Business Law	Core Course II	75	5+1 (T)
GE- 1	Micro Economics	GE I	75	5+1 (T)
Total			325	20 Credits

SEMESTER - II

Course No.	Course Title	Course Type	Marks	Credits
AECC - 2	MIL Communication **	AECC - II	50	2
DSC - 3	Management Principles and Applications	Core Course -III	75	5+1 (T)
DSC - 4	Corporate Laws	Core Course- IV	75	5+1 (T)
GE - 2	Macro Economics	GE -II	75	5+1 (T)
Total			275	20 Credits

**** Note: MIL means Modern Indian Languages.
Options under MIL are restricted to English / Bengali/ Hindi**

SEMESTER – III

Course No.	Course Title	Course Type	Marks	Credits
DSC – 5	Human Resource Management	Core Course- V	75	5+1 (T)
DSC – 6	Income-tax Law and Practice	Core Course- VI	75	5+1 (T)
DSC – 7	Corporate Accounting	Core Course- VII	75	5+1 (T)
GE – 3	Business Statistics	GE -III	75	5+1 (T)
SEC – 1	Entrepreneurship	SEC – I	75	2
Total			375	26 Credits

SEMESTER – IV

Course No.	Course Title	Course Type	Marks	Credits
DSC – 8	Cost Accounting	Core Course – VIII	75	5+1 (T)
DSC – 9	Business Mathematics	Core Course – IX	75	5+1 (T)
DSC – 10	Principles of Marketing	Core Course – X	75	5+1 (T)
GE – 4	Indian Economy	GE – IV	75	5+1 (T)
SEC – 2	E-Commerce	SEC- II	75	2
Total			375	26 Credits

SEMESTER – V

Course No.	Course Title	Course Type	Marks	Credits
DSC – 11	Computer Applications in Business	Core Course-XI	75	4+2 (4PP)
DSC – 12	Fundamentals of Financial Management	Core Course – XII	75	5+1(T)
DSE – 1	DSE – I (Any <u>ONE</u> of the following) (a) Banking and Insurance (b) Advertising	DSE – I	75	5+1 (T) 5+1 (T)
DSE – 2	DSE – II (Any <u>ONE</u> of the following) (a) Management Accounting (b) Industrial Relations and Labour Laws.	DSE – II	75	5+1 (T) 5+1 (T)
Total			300	24 Credits

SEMESTER – VI

Course No.	Course Title	Course Type	Marks	Credits
DSC – 13	Auditing and Corporate Governance	Core Course -XIII	75	5+1 (T)
DSC – 14	Goods and Services Tax and Customs Duty	Core Course - XIV	75	5+1 (T)
DSE – 3	DSE -III (Any <u>ONE</u> of the following) a. Computerized Accounting & Systems b. Fundamentals of Investment	DSE – III	75	4+2(4PP) 5+1 (T)
DSE – 4	DSE – IV (Any <u>ONE</u> of the following) a. Financial Markets, Institutions and Financial Services b. Business Research Methods and Project Work	DSE – IV	75	5+1(T) 5+1 (T)
Total			300	24 Credits
Grand Total			1950	140Credits

Abbreviations:

AECC = Ability Enhancement Compulsory Course,

SEC = Skill Enhancement Elective Course

GE = Generic Elective Course,

DSE = Discipline Specific Elective Course

COURSE STRUCTURE FOR B.COM PROGRAM: 3 YEARS (6SEMESTERS)

UNDER CHOICE BASED CREDIT SYSTEM (CBCS) (w.e.f. 2018-19)

SEMESTER - I

Course No.	Course Title	Course Type	Marks	Credits
AECC - 1	Environmental Studies	AECC - I	100	2
LCC - 1	MIL- 1	Language	75	5+1 (T)
DSC - 1	Financial Accounting	Core Course - I	75	5+1 (T)
DSC - 2	Business - Law	Core Course - II	75	5+1 (T)
Total			325	20 Credits

SEMESTER - II

Course No.	Course Title	Course Type	Marks	Credits
AECC - 2	MIL Communication **	AECC - II	50	2
LCC - 2	English - 1	Language	75	5+1 (T)
DSC - 3	Business Organization & Management	Core Course - III	75	5+1 (T)
DSC - 4	Corporate Law	Core Course - IV	75	5+1 (T)
Total			275	20 Credits

SEMESTER - III

Course No.	Course Title	Course Type	Marks	Credits
LCC - 1	MIL- 2 **	Language	75	5+1 (T)
DSC - 5	Income Tax - Laws & Practice	Core Course - V	75	5+1 (T)
DSC - 6	Corporate Accounting	Core Course - VI	75	5+1 (T)
SEC - 1	Entrepreneurship	SEC - I	75	2
Total			300	20 Credits

SEMESTER - IV

Course No.	Course Title	Course Type	Marks	Credits
LCC - 2	English - 2	Language	75	5+1 (T)
DSC -7	Cost Accounting	Core Course - VII	75	5+1 (T)
DSC - 8	Business Mathematics & Statistics	Core Course - VIII	75	5+1 (T)
SEC - 2	E- Commerce	SEC - II	75	2
Total			300	20 Credits

**** Note: MIL means Modern Indian Languages. Options under MIL restricted to English/ Bengali/ Hindi only.**

SEMESTER – V

Course No.	Course Title	Course Type	Marks	Credits
DSE- 1	Any <u>ONE</u> of the following: (a) Banking and Insurance (b) Principles of Marketing	DSE -I	75	5+1 (T) 5+1 (T)
DSE - 2	Any <u>ONE</u> of the following (a) Management Accounting (b) Human Resource Management	DSE - II	75	5+1 (T) 5+1 (T)
GE - 1	Principles of Microeconomics	GE-I	75	5+1 (T)
SEC - 3	Computer Applications in Business	SEC - III	75	1+1(2PP)
Total			300	20 Credits

SEMESTER – VI

Course No.	Course Title	Course Type	Marks	Credits
DSE- 3	Any <u>ONE</u> of the following: (a) Computerized Accounting & Systems (b) Auditing and Corporate Governance	DSE - III	75	4+2(4PP) 5+1 (T)
DSE- 4	Any <u>ONE</u> of the following: (a) Financial Market, Institutions & Financial Services (b) Goods and Services Tax And Custom Duty	DSE - IV	75	5+1 (T) 5+1 (T)
GE- 2	Indian Economy	GE-II	75	5+1 (T)
SEC - 4	Business Communication	SEC - IV	75	2
Total			300	20Credits
Grand Total			1800	120 Credits

Abbreviations Explained:

AECC = Ability Enhancement Compulsory Course

GE = Generic Elective Course,

SEC = Skill Enhancement Elective Course

DSE = Discipline Specific Elective Course

IMPORTANT INSTRUCTIONS

- No change of subject will be entertained once counselling is complete and manual correction of subjects on admission receipt will not be accepted for future reference.
- Student has to fill up university registration form online within the stipulated date fixed by the university. The college authority will no way be responsible, if any admitted student fails to fill up his/her registration form in time.
- For all students who will take admission in this college 75% class attendance is mandatory, failing which he/she will not be allowed to fill in form of semester-end examination and hence will not be allowed to appear in the semester-end examination.
- Students must wear college uniform and follow the dress code as authorised by the college authority.
- Students must carry the valid identity card issued by the college authority.
- No student will be allowed to enter into the college without uniform and identity card.
- All students have to appear for all internal tests.
- All students have to participate in presentations and other curriculum activities as organised by respective departments.

INTAKE CAPACITY FOR ACADEMIC YEAR 2022- 2023

		CATEGORY						
		GEN	SC	ST	OBC-A	OBC-B	PH	Total
HONOURS Program	BENGALI	42	18	5	8	6	2	81
	ECONOMICS	42	18	5	8	6	2	81
	ENGLISH	42	18	5	8	6	2	81
	GEOGRAPHY	17	7	2	3	2	1	32
	HISTORY	29	12	3	6	4	1	55
	POL.SCIENCE	42	18	5	8	6	2	81
	SOCIOLOGY	42	18	5	8	6	2	81
	CHEMISTRY	10	5	1	2	1	1	20
	MATHEMATICS	24	10	3	5	3	2	47
	PHYSICS	8	3	1	2	1	0	15
	COMMERCE	95	40	11	18	13	5	182
Program	ARTS	819	347	95	158	110	47	1576
	COMMERCE	410	173	47	79	55	24	788
	SCIENCE	58	24	7	11	8	3	111
Certificate Course (Self financed)	COMPUTER APPLICATIONS	21	9	2	4	3	1	40
	TRAVEL AND TOURISM MANAGEMENT	21	9	2	4	3	1	40
COMPUTER SCIENCE – Self financed (for Program Course)	TOTAL 30 **	Physics Hons. Program – 10		Math. Hons. Program – 10		B.Sc. Program Course – 10		

List of subject combinations available

BA Honours Program

Honours Subject	GE Subjects							
	Bengali	English	Geography	History	Political Science	Sociology	Economics	Education
Bengali			✓				✓	
							✓	✓
					✓		✓	
						✓	✓	
			✓	✓				
				✓				✓
				✓	✓	✓		
English			✓				✓	
							✓	✓
					✓		✓	
			✓	✓			✓	
				✓				✓
				✓	✓			
				✓	✓	✓	✓	
Geography	✓							✓
	✓					✓		
	✓					✓		
		✓						✓
		✓				✓		
		✓				✓		
				✓				✓
				✓	✓			
			✓	✓	✓	✓		

Honours Subject	GE Subjects							
	Bengali	English	Geography	History	Political Science	Sociology	Economics	Education
History	✓		✓					
	✓							✓
	✓					✓		
	✓				✓			
		✓	✓					
		✓						✓
		✓				✓		
		✓					✓	
			✓					✓
							✓	✓
						✓		✓
Political Science	✓		✓					
	✓							✓
	✓					✓		
		✓	✓					
		✓						✓
		✓				✓		
			✓				✓	
							✓	✓
			✓	✓				
				✓				✓
				✓		✓		
Sociology	✓		✓					
	✓							✓
	✓				✓			
		✓	✓					
		✓						✓
		✓			✓			
			✓				✓	
							✓	✓
			✓	✓				
				✓				✓
				✓	✓			

Honours Subject	GE Subjects							
	Bengali	English	Geography	History	Political Science	Sociology	Economics	Education
Economics	✓		✓					
	✓							✓
	✓					✓		
	✓				✓			
		✓	✓					
		✓						✓
		✓				✓		
		✓			✓			
			✓	✓				
				✓				✓
				✓		✓		
				✓	✓			

BA Program

S. No.	Subject1	Subject2	Subject3
1	Bengali	Geography	History
2	Bengali	Sociology	History
3	Bengali	Political Science	History
4	Bengali	Geography	Economics
5	Bengali	Sociology	Economics
6	Bengali	Political Science	Economics
7	Bengali	Geography	Education
8	Bengali	Sociology	Education
9	Bengali	Political Science	Education
10	English	Geography	History
11	English	Sociology	History
12	English	Political Science	History
13	English	Geography	Economics
14	English	Sociology	Economics
15	English	Political Science	Economics
16	English	Geography	Education
17	English	Sociology	Education
18	English	Political Science	Education

Two subjects in each combination will be taken as DSC and one subject as GE. Geography is provided only as DSC subject.

B.Sc. Honours Program

Honours Subject	GE1	GE2
Physics	Computer Science / Chemistry	Mathematics
Mathematics	Computer Science / Chemistry	Physics
Chemistry	Mathematics	Physics

B.Sc. Program

DSC1	DSC2	DSC3
Physics	Computer Science / Chemistry	Mathematics

There is no combination / choice for Commerce. Only one compulsory combination is applicable for all students both in honours program and program courses. Please refer to the course structure for further details

Documents verification

Preliminary document verification will be done on the basis of the scanned copies of the testimonials uploaded by the candidate while applying online for admission. The candidates are required to give a declaration in this regard pertaining to the correctness of the uploaded documents. Provisional admission will be granted to those eligible candidates for whom the scanned testimonials will be found valid, authentic and supports the data provided in the online application form. The admission will remain deemed to be cancelled without prior notice if the uploaded testimonials of any candidate are found inappropriate or missing. No further request shall be entertained in this regard. The admission fee is non-refundable in this case. Original hard copies of all the documents will be verified later on when the college reopens. If any document is found incorrect at any later stage the candidate's admission will be cancelled thereof and he/she may be liable to legal action. So, it is advised to take utmost care in uploading proper scanned copies of all requisite testimonials while applying online. The mentioned documents refer to all those required for filling up the application form. Please refer to the college website for further information, <http://www.suryasencollege.org.in/>.

FEES STRUCTURE FOR ACADEMIC SESSION 2022-2023 ONLY

1st Semester/3rd Semester/5th Semester

SL. NO.	ITEMS	ARTS (GENERAL)	ARTS (HONOURS)	COMMERCE (GENERAL)	COMMERCE (HONOURS)	SCIENCE (GENERAL)	SCIENCE (HONOURS)
1	Admission Fees	500	500	500	500	500	500
2	Tuition Fees	12×50 = 600	12×75 = 900	12×60 = 720	12×85 = 1020	12×85 = 1020	12×110 = 1320
3	Development Fees	600	600	600	600	600	600
4	Student's Council Fees	160	160	160	160	160	160
5	Electricity Charges	100	100	100	100	100	100
6	Student's Aid Fund	50	50	50	50	50	50
7	Internal Examination Fees	200	200	200	200	200	200
8	University Registration Fees	200	200	200	200	200	200
9	Library Fees	100	100	100	100	200	200
10	Festival Fees (Saraswati Puja)	40	40	40	40	40	40
11	Student's Health Home	10	10	10	10	10	10
12	Identity Card	50	50	50	50	50	50
13	Games and Sports Fees (One Time)	120	120	120	120	120	120
14	Magazine Fees	40	40	40	40	40	40
15	Contingency	250	250	250	250	250	250
16	@ Laboratory Fees	#350	#500			350	500
17	@ Laboratory Caution Fees	#200	#200			200	200

^English Lang. Enrichment Fee – as per information given below.

\$ Computer Science (Elective) – as per information given below.

^^Add on Courses – as per information given below

Total	3020/#3570	3320/#4020	3140	3440	4090	4540
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2nd/4th/6th Semester: Only **Rs. 250/-** (Two hundred Fifty) towards Semester Re-admission fees.

Additional **Rs. 200/-** (Two hundred) only for the students who also have Field visit/ Industrial visit etc. in 6th Semester (Bengali Honours/Sociology Honours/Commerce Honours/Geography Honours). But additional Rs 400/- (four hundred) for 3rd and 4th Semester History Honours students who have field visit (**Rs 200/- for each semester**)

Applicable for Geography only (Honours and Program courses).

\$ Students opting for **Computer Science in B.Sc. has to pay Rs. 15000/-** (Rupees Fifteen Thousand) in two installments i.e. Rs. 7500/- (Rupees Seven Thousand and Five Hundred in 1st and 2nd Semester)

^ English Language enrichment fee of **Rs. 250** is compulsory for English Honours students. However, it is available for all as a part of skill development, depending on availability of seats.

^^ **Add on courses:** Students opting for One Year Certificate Course in **Computer Application and Travel & Tourism Management has to pay a Course fee of Rs. 4800/-** (Rupees Four Thousand and Eight Hundred) in Two installments @ Rs. 3000/- (Rupees Three Thousand at the time of Admission and Rs.1800/- (Rupees One Thousand and Eight Hundred) in the month of December.

A fee of **Rs. 250** will be charged for change of Honours subjects after admission, subject to availability.

In case of cancellation of admission, all other fees except those related to admission procedure, will be refunded as per the government order vide **209(29)-Edn(U)/1U-32/17** available at the <http://wbhed.gov.in/page/notifications.php>

Please Note

- An additional Bank Transaction Free has to be paid by the applicant as per the Bank's rule.
- Additional Rs. 800/- (Including GST) has to be paid for college uniform during document verification.

N.B. Application fee for admission to 1st Semester = NIL

National Cadet Corps (NCC)

The NCC unit of Surya Sen Mahavidyalaya under open vacancy started from 15th September, 2019 under 16 Bengal BN NCC, under the supervision of Dr. P. K. Mishra (Principal).

Lt. Arpita Roy has been appointed as the NCC teaching Staff (ANO).

From this academic session i.e. 2022-2023, NCC as an elective subject is approved by the University with 50 seats only. The students who will be selected as NCC Cadets during 2022-23, only are eligible to apply for NCC as an elective as per their eligibility.

NCC SD wing is operational under 16 Bengal BN NCC.

The main aim of NCC is to provide basic military training to the students and groom them into disciplined and patriotic citizens.

The NCC unit of Surya Sen Mahavidyalaya is fully stepping into the footsteps of NCC and following each and every objective to fulfil the aims of 16 Bengal BN NCC and striving its best to enhance the strength and pride of the institution and the Nation.

Under Smt. Arpita Roy (CTO/ANO), several activities have been conducted by the NCC wing, starting from hosting NCC Day, participating in Walk for Blood, organising Republic Day and college Sports Day Parade, to campaigning for COVID-19, celebrating Yoga Day and recently organising Online Webinar for celebrating Kargil Vijay Diwas.

Our motto

“Join NCC – Strengthen Nation”.



National Service Scheme (NSS)

National Service Scheme (NSS) is one of the flagship programs of the government. It aims at personality and character development of the students through voluntary community service. The overall aim of National Service Scheme is to give an extension dimension to the higher education system and orient the student youths to community service while they are studying in educational institutions. The educated youths who are expected to take the reins of administration in future are found to be unaware of the problems of the village/slum community and in certain cases are found indifferent towards their needs and problems. Therefore, it is necessary to arouse the social conscience of the students and to provide them an opportunity to work with the people in the villages and slums. It is felt that their interaction with the common villagers and slum dwellers will expose them to the realities of life and bring about a change in their social perception.

The broad objectives of NSS are to:

- (i) Understand the community in which they work & understand themselves in relation to their community;
- (ii) Identify the needs and problems of the community and involve them in problem solving process;
- (iii) Utilize their knowledge in finding practical solution to individual and community problems;
- (iv) Acquire leadership qualities and democratic attitude;
- (v) Develop capacity to meet emergencies and natural disasters;
- (vi) Practice national integration and social harmony.

The motto or watchword of the National Service Scheme is: '**NOT ME, BUT YOU**'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

We have two NSS Units in our college with 100 volunteers in each unit. We give opportunities to our volunteers to grow. Volunteers are free to bring new ideas to develop village/slum and we always welcome and implement new ideas given by volunteers.

NSS Officers:

Program Officer NSS Unit I: Mr. Ranjit Kumar Barman

Program Officer NSS Unit II: Smt. Babita Prasad

ANNEXURE – II (Application Procedure)

Mandatory requirements

Applicants are required to provide a valid mobile number (WhatsApp number) and email-id which will be used for all types of correspondences or communications from the college starting from admission and further for all the three years of study in this college. Previously registered mobile numbers or email-id will not be accepted. After successful online registration in the college website, a verification link will be sent to the registered mobile number and email id for activation. The applicant must verify the mobile number and email-id as per instructions, before they can continue with online application.

Please Note Before You Apply

- An applicant must have secured a minimum of 45% marks in the 10+2 examination for Reserved Category and 50 % in aggregate for General Category applicants.
- Applicants belonging to Reserved Category of others States will be considered as General/Un-Reserved category.
- Applicants belonging to Reserved Category of WEST BENAGAL should have in possession a valid certificate issued by the competent authority of GOVT. OF WEST BENAGAL and in the name of the applicant only.
- Correct blood group of the applicant is to be mentioned.
- **You have passed your H.S examination not later than 2019.**

Keep the following scanned copies ready before you apply

- Scanned copy of applicant's signature (Max. Size 10KB)
- Scanned copy of mark-sheet of 10+2 Exam(Max. Size 100KB)
- Scanned copy of class 10 Admit Card or any other age proof certificate (Max. Size 100KB)
- Scanned copy of caste certificate in the name of the applicant (Max. Size 100KB) (If applicable)
- Scanned copy of PH-Declaration documents in case of Physically Challenged candidate from competent authority in the name of the applicant (Max. Size 100KB) (If applicable)
- Applicant's Photograph (Max. Size 30KB)

How to apply

1. Ensure that you have read the prospectus carefully.
2. Read the instructions displayed in the Online Application web page.
3. Click on “Open Menu” displayed on the left side of the webpage.
4. Read the Important Information displayed and then click on “Proceed/OK”.
5. Enter the details and the displayed verification code.
6. Open your email and click on the verification link in the email titled “ONLINE ADMISSION - SURYA SEN MAHAVIDYALAYA”
7. Check your mobile for SMS where you will get the user id and password for your account for applying online.

8. Click "Open menu" displayed on the left side of the webpage.
9. In the menu, click on "Submit Application".
10. Enter the details including user id and password. If there is any numeric zero "0" or alphabetic "O" in the password, ensure that you correctly identify it and enter it accordingly. Remember that password is case sensitive.
11. Upload the required files displayed in the left panel. Ensure that the files have sizes within the mentioned limits.
12. Caste certificate is only for those who opt for caste reservation and similarly PH certificate is only for those opting for PH quota.
13. Tick mark the declaration box at the bottom of the left panel.
14. Click on "Upload button".
15. If you are a general category applicant then click "ok" on the message box displayed giving the message "Caste Certificate is NOT Selected? Are you sure to proceed?".
If you are opting for caste reservation then click "cancel" and upload the proper scan of caste certificate by selecting the file in the relevant item as mentioned before. Click again on "Upload".
16. On the next page click on "Next".
17. Enter the details carefully and correctly and then click on "Next".
18. Enter the academic details, subject and marks details.
19. In the "Apply for Honours Program" select "Yes" if you want to apply for honours, or else select "No".
20. If you have selected "Yes" for honours then select 1st and 2nd options for honours subjects. In each choice enter the Group-A and Group-B subjects and the corresponding category in the "Select Group-A as" choice. Even if there is only one option in the last entry then select that only.
21. Applying for Program course is mandatory even if you are applying for Honours Program. In the "Apply for Program Course" section, select your choice of stream in the "Program course" heading.
22. Enter your choices for the Group A, Group B and Group C subjects and the corresponding subject categories alongside. Select SEC1, SEC2, LCC1, LCC2, AECC1 and AECC2 subjects. (Refer to the prospectus for a thorough understanding of the subject categories)
23. Select if you would want to join NCC or NSS. Any one of the two can be opted.
24. Select if you want to join the self-financed certificate courses "Computer Application" and/or "Travel and Tourism Management".
25. Make sure if the declaration statement is agreed by a tick-mark.
26. Then click on "NEXT / Verify Application data".
27. Click on "Submit Application" button after you have finally verified the data entered and when there is no other modification required. Remember that no modification is possible after you have clicked this button. So please make sure that your entries are correct before submitting the application form.
28. In the next page, please note down the APPLICATION FORM ID for further reference.
29. Then click on the payment link for payment of application fees and remember to download the fee receipt. Your application is not confirmed until you make the payment.
30. After you make the payment, remember to download the submitted application form. Print-out of this application form will be required to be submitted during hard copy verification of documents, to be notified later on.
31. Date for publication of provisional merit panel will be notified in the website. If your name appears in any merit panel, you will have to make online payment of admission fees for consideration of admission.

32. Admission will be confirmed only after the verification of documents. Relevant instructions will be given in the college website.

The complete process in brief

1. Register your mobile number and email to get login user id and password in mobile SMS and email verification code in email-id.
2. Verify your registered email-id by clicking on the link sent to your registered email-id.
3. Upload required documents which are mentioned above.
4. Pay application fees online, download and print fee receipt for further use.
5. Download and print copy of submitted application for further use.
6. Keep visiting college website for publication of provisional merit-cum-admissionlist.
7. Pay admission fees online if you are enlisted in merit-cum-admission list, download and print payment receipt.
8. Attend college with all of your original documents for verification upon notification of date, for confirmation of admission.
9. Please note that, if on the date of document verification, the candidate or his/her authorised representative, fails to verify the documents in person, his/her provisional admission will be cancelled and no fees will be refunded.

Process for cancellation of admission

1. Click on the **Cancel Admission link** on the left panel of web-page.
2. Enter Login id and Password to enter your account.
3. If the applicant has paid admission fees, then he/she will have to confirm that he/she wants to cancel his/her admission by a tick mark in the confirmation message and then click on confirm button which will send his/her cancellation request to the college authority.
4. **The cancellation will be confirmed only after the college authority approves his/her request for cancellation after getting the original application of the candidate requesting for cancellation, copy of admission confirmation slip, copy of email sending request for cancellation and copy of admission application form, without which the process of cancellation will not be completed.**
5. Upon confirmation of cancellation, the candidate will receive a confirmation email in his/her registered email id.
6. **Please note that the cancellation of admission cannot be reverted back at any condition after the candidate has applied for cancellation.**