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## Valid Admission

As Principal of Umeschandra College, I extend a very warm welcome to all of you in our college where I can assure you of quality education and dynamic administration. Our college caters to the specific needs of students by imparting education in commerce faculty and therefore in the past years has grown by leaps and bounds. The college has been widening its horizons in the field of commerce education. Umeschandra College today holds a recognized position in India [Ranked 62nd (in 2019)

among India's Top 100 Private Arts, Science & Commerce Colleges - published by EWIPHER]. Besides, our college instills in the students a sense of discipline, commitment and values necessary to move up in the ladder of life. The motto is to develop student's personality in such a way that they not only excel in studies but are also equipped with knowledge needed to face the challenges of life and become community and society oriented. Our Internal Quality Assurance Cell (IQAC) monitors the standard performance on a continuous basis.

It is the celebration of the spirit of youth that the college rejoices in the diversity whether it is related to the class, minority communities, students from SC/ST/OBC/PH - all are catered with an endearing amount of equality and efficiency. The access of education is the right of every student of India and many schemes have been launched to promote 'inclusiveness' in the campus.

The college is not just a platform for performance but it is also a community which promotes collaborative learning through community oriented activities. It is a rich blend of modern technology and traditional values. The campus buzzes with co-curricular and cultural activities throughout the year. How many colleges in India can boast of having a Commerce Museum like us? Excellence and Humanism, Hard skills and Soft skill, Rights and Responsibilities here go hand in hand in nurturing the talent of the students. Our students' zest for life and enthusiasm find a right voice in the ever-widening exposure provided to them. Be it sports, cultural activities, academics, NCC & NSS, the students are allowed to give wings to their aspirations and realize their potential. Umeschandra College is proud of its consistent achievements in sports over the years.

It is said, "To take on tomorrow you simply have to better today". The institute is constantly working towards realizing its vision. We have begun this task today at full throttle so that we can finish it tomorrow. Quality management and innovation are being promoted actively. Proficiency in English and regional languages, professional and entrepreneurship skills, personality development, career guidance and social welfare are all emphasized. And the teaching becomes students centred with a right blend of experiential learning and interactive methods in this era of globalization and growth.

Come and join us. Discover for yourself your immense potential and possibilities. With warm regards and best wishes.

**Dr. Md. Tofazzal Haque Principal Umeschandra College, Kolkata**

## RECENT ACADEMIC ACHIEVEMENTS IN UNIVERSITY EXAMINATIONS

1998: B. Com: (3 Year): Honours First Class 51

1999 : B. Com: (3 Year): Honours First Class 18

2000 : B. Com: (3 Year): Honours First Class 15

2001 : B. Com: (3 Year): Honours First Class 10

2002 : B. Com: (3 Year): Honours First Class 09

2003 : B. Com: (3 Year): Honours First Class 44

2004 : B. Com: (3 Year): Honours First Class 10

2005 : B. Com: (3 Year): Honours First Class 86

2006 : B. Com: (3 Year): Honours First Class 180

2007 : B. Com: (3 Year): Honours First Class 135

2008 : B. Com: (3 Year): Honours First Class 134

2009 : B. Com: (3 Year): Honours First Class 111

2010 : B. Com: (3 Year): Honours First Class 147

2011 : B. Com: (3 Year): Honours First Class 88

2012 : B. Com: (3 Year): Honours First Class 158

2013 : B. Com: (3 Year): Honours First Class 97

2014 : B. Com: (3 Year): Honours First Class 162

2017 : B. Com: (3 Year): Honours First Class 96

2018 : B. Com: (3 Year): Honours First Class 132

B. Com : (1+1+1 Year): Honours First Class - 85

B. Com : (1+1+1 Year): Honours First Class – 67

## **RECENT ACHIEVEMENTS IN THE SPORTS ARENA**

FOOTBALL CHAMPION (W.B.)

BADMINTON RUNNERS (C.U.) 10 PLAYERS REPRESENTED CALCUTTA UNIVERSITY IN VARIOUS DISCIPLINES BEST AWARD-FOOTBALL (GOSHTHO PAL TROPHY)

VOLLEYBALL CHAMPION (C.U.)

CRICKET SEMI-FINALIST (C.U.) FOOTBALL CHAMPION

BADMINTON RUNNERS (C.U.) 8 PLAYERS REPRESENTED CALCUTTA

UNIVERSITY IN VARIOUS DISCIPLINES

FOOTBALL CHAMPION

CRICKET SEMI-FINALIST (C.U. AND C.A.B.) 9 PLAYERS REPRESENTED CALCUTTA UNIVERSITY IN VARIOUS DISCIPLINES SWIMMING PRIZE HOLDER (C.U.)

VOLLEYBALL RUNNERS (C.U.)

SWIMMING CHAMPION (C.U. TEAM) CRICKET SEMI-FINALIST (C.A.B.) CRICKET 1ST RUNNERUP (C.U.) FOOTBALL-FAIRPLAY TROPHY ORG.-L.F.A.

SWIMMING CHAMPION (C.U. CRICKET FINALIST (C.A.B.)TEAM)

CRICKET FINALIST (EIILM) FOOTBALL-1ST RUNNERUP (LF.A.)

SWIMMING CHAMPION (C.U. CRICKET FINALIST (EIILM)TEAM)

CRICKET 1ST RUNNERUP (C.U.) 10 PLAYERS REPRESENTED CALCUTTA UNIVERSITY IN VARIOUS DISCIPLINES OF SPORTS

CRICKET CHAMPION (PATNA) CRICKET FINALIST (EIILM)

FOOTBALL-1ST RUNNERUP (LF.A.)

SWIMMING (C.U. RUNNERUP) 8 PLAYERS REPRESENTED C.U. IN VARIOUS DISCIPLINES OF SPORTS

1998 FOOTBALL CHAMPION (C.U.) CRICKET CHAMPION (C.U.) CRICKET CHAMPION (C.A.B.)

1999 FOOTBALL RUNNERS (C.U.) CRICKET CHAMPION (C.U.)

CRICKET RUNNERS (C.A.B.)

VOLLEYBALL CHAMPION (C.U.)

SWIMMING CHAMPION (C.U.)

CRICKET CHAMPION (C.U.) VOLLEYBALL CHAMPION (C.U.) SWIMMING CHAMPION (C.U.)

FOOTBALL CHAMPION (C.U.)

HARDINGE BIRTHDAY SHIELD

FOOTBALL CHAMPION (C.U.) VOLLEYBALL CHAMPION (C.U.)

SWIMMING CHAMPION (C.U.) AND SUNIL MANDAL (SWIMMING) SPORTS TALENT SCHOLARSHIP 2002-2003

SWIMMING CHAMPION (C.U.)

VOLLEYBALL CHAMPION (C.U.)

CRICKET SEMI-FINALIST (C.U.)

FOOTBALL FINALIST (C.U., I.A.F.).

VOLLEY BALL CHAMPION (C.U.)

CRICKET RUNNERS (C.A.B.) FOOTBALL CHAMPION (I.F.A)

BADMINTON CHAMPION (C.U.) 15 PLAYERS REPRESENTED CALCUTTA UNIVERSITY IN VARIOUS DISCIPLINES

VOLLEY BALL CHAMPION (C.U.)

CRICKET RUNNERS (C.A.B.) FOOTBALL RUNNERS (I.F.A.)

BADMINTON CHAMPION (C.U.) 11 PLAYERS REPRESENTED CALCUTTA UNIVERSITY IN VARIOUS DISCIPLINES

2006 VOLLEY BALL CHAMPION (C.U.) CRICKET RUNNERS (C.A.B.)

2013 SWIMMING CHAMPION (C.U. TEAM)

CRICKET CHAMPION (CRICKET ASSOCIATION OF BIHAR)

CRICKET CHAMPION (EILM)

11 PLAYERS REPRESENTED CU BEST PLAYER AWARD SWIMMER (INTER UNIVERSITY)

SWIMMING CHAMPION (C.U. TEAM)

CRICKET CHAMPION (CU) CRICKET CHAMPION (RED BULL)

CRICKET CHAMPION

(CHANDI GANGULY MEMORIAL TROPHY)

16 PLAYERS REPRESENTED CU BEST PLAYER AWARD SWIMMER (INTER UNIVERSITY)

BEST PLAYER AWARD CRICKET (ABHIMANYU ESWARAN-RANJI PLAYER)

RED BULL CRICKET CHAMPION (BOTH BENGAL & ZONAL) CRICKET CHAMPION (C.U.)

INTER COLLEGE SWIMMING SEMIFINALIST 4 PLAYERS SELECTED FOR JUNIOR BENGAL (CRICKET)

2 PLAYERS SELECTED FOR JUNIOR (FOOTBALL) BENGAL

1 PLAYER SELECTED FOR JUNIOR BENGAL (VOLLEYBALL)

1 PLAYER SELECTED FOR JUNIOR BENGAL (SWIMMING)

ABHIMANYU ESWARAN & PRITAM CHAKRABORTY PLAYED RANJI TROPHY CRICKET TOURNAMENT AND  
ABHIMANYU ESWARAN SELECTED FOR INDIA UNDER 19 (2016)

2016-17 C.A.B. T-20 TOURNAMENT CHAMPION

\* RED BULL T-20 TOURNAMENT CHAMPION

\* SUPER CUP T-20 TOURNAMENT CHAMPION

\* EIILM T-20 TROPHY TOURNAMENT FAIR PLAY

NORTH DISTRICT INTER-COLLEGE SPORTS HIGH JUMP 2ND PLACE

DHARMENDRA PRASAD

2017-18 C.A.B. T-20 TOURNAMENT CHAMPION

\* RED BULL T-20 TOURNAMENT CHAMPION (EAST ZONE)

\*SUPER CUP T-20 TOURNAMENT CHAMPION

EIILM T-20 TOURNAMENT (CONSOLATION PRIZE)

N.C.C. TOURNAMENT CHAMPION

C.P.L. - RUNNERS UP

\* RED BULL T-20 TOURNAMENT

QUALIFIED IN EAST ZONE \* 2 PLAYERS SELTED FOR

C.U. VOLLEYBALL TEAM

\* 1 SWIMMER (KUNTAL) PARTICIPATED IN BAHARAMPUR SWIMMING

COMPETITION (9TH PLACE) 1 SWIMMER SELECTED FOR

C.U. SWIMMING TEAM

## **UMESCHANDRA COLLEGE**

### **ABOUT THE COLLEGE**

**1.1 HISTORY OF UMESCHANDRA COLLEGE** At a logical stage in this process of growth and development these different Units of the College were converted with effect from June 11, 1961, into independent Colleges governed by separate Governing Bodies but under the ultimate control of a Central Council in matters of Policy, co-operation and co-ordination.

The Surya Sen Street branch has two units - Morning and Evening imparting instructions in B. Com. (General & Honours) courses. These Units were known as City College Commerce Department Surya Sen Street Evening Unit and Morning Unit. THE MORNING UNIT WAS SEPARATELY AFFILIATED IN 1961 AS UMESCHANDRA COLLEGE. Though formed into a separated institution Umeshchandra College has retained the features of the Commerce Department and provision of curricular and extra curricular facilities has been continued. The College is housed in commodious building. In addition to lecture theatres and tutorial rooms, the college possesses a big library hall, a reading room and a well equipped museum and commercial laboratory.

Located in the central position of the city, the college is within easy reach by public transport. As the college is close to B. B. D. Bag and main business centres of the city, students already employed can work in their offices after college hours. In 1990 the Commerce Department of the City Group of Colleges (1939-1989) completed fifty years and celebrated Golden Jubilee year. The College fondly remembers I.Ir. Arun Kumar Sen, the Chief Architect of Commerce Group of Colleges and a pioneer in the field of commerce education in Bengal.

**1.2 HISTORY OF THE COMMERCE DEPARTMENT** City College, Calcutta is one of the oldest first grade Colleges in Bengal. It was founded in the Year 1939 by a group of pioneers like Ananda Mohan Bose. It has a long record of brilliant results and can claim as its alumini many great and noble sons of India.

The Commerce Section of the College was inaugurated in the year 1939. It has since expanded into eight units, housed in three separate buildings. Invited modestly as a Department of the Parent college on July 18, 1939 the Surya Sen Street (then Mirzapur Street) Evening Unit proved an immediate success. In 1941-42 Morning Classes were started at the same centre to be followed in 1945-49 by another Evening Unit located at the building of the parent institutions at 102/1, R. R. M. Sarani (Amherst Street). Owing to riots, arrangements for the Day Classes were made in 1946-47 at the Amherst street building. An emergency branch at South Calcutta was also started in the same year and this Branch gradually grew into a centre with separate Units such as, morning classes for women students, day classes for commerce and arts students (Male). The unique feature of the Commerce Department of City College is that all the Units are self contained. Forces of circumstance led to the expansion of the institution; but at every stage, the constant endeavour of the College Authorities has been to further the interest of education. Besides providing the usual arrangements for class-room teaching, the College Authorities



found it possible to equip a vast Library and a Commercial Museum (with Laboratory facilities). Practical bias was secured by practice and demonstration classes. Arrangements for Audiovisual Instruction (including Video and OHP) have been introduced to make teaching more effective and scientific. The success of these arrangements has amply been borne out by the long and sustained record of brilliant achievements of the students in this College at all University Examinations.

### 1.3 AIM AND PURPOSE OF THE COLLEGE

"It is the aim of the College to promote the course of education in the highest and widest sense to make education comprehending the training of the mind, heart and body founded on a theistic basis conducive to the good of man and the glory of God." At the same time to serve the Nation by producing a continuous flow of Mentally and Physically self-reliant, empowered, socially, committed 'efficacious human resources' who would be capable of facing any challenge in future.

### 1.4 DISCIPLINE

The Principal invites the co-operation of the Students and their guardians in the creation and the maintenance of an atmosphere conducive to study and cultural development and in upholding the great tradition of the institution. Students are specially invited to co-operate, in their own interest with their elected Class Representative on enforcing the rules regarding discipline.

Admission in every case implies an undertaking on the part of the student to confirm willingly to the rules and discipline of the college.. 1. Students are expected to treat the members of the Staff of all categories and their fellow students with courtesy both in and out of college.

2. When assembled every class must consider itself responsible for the conduct of its members

3. Students are expected to be in their places when the bell rings at the commencement of every period. They are not to enter or leave the class without the permission of the lecturer.

4. Loitering in the corridor is strictly prohibited.

5. When a lecturer is absent, or is otherwise unable to take his classes, students should maintain a strict order among themselves so as not to disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relief arrangement from the Staff room.

6. Students should not enter the class-room without necessary permission. 7. Gross misconduct or breach of college discipline will be punished with immediate suspension or expulsion.

8. Copying or communication with the other students at Examinations and Class Tests and impersonation of roll-call will be considered gross misconduct and severely dealt with. 9. The attention of the student is directed to the following as being serious offences against

discipline: (i) Noisy and disorderly conduct inside college premises;

(ii) Smoking and chewing betel-leaf, Pan masala etc. in corridors or classrooms.

(ii) Repeated breach of rules regarding attendance in tutorials, the use of common room, the

museum/commercial laboratory and of library books.

(iv) Misuse of the college premises or college property.

(v) Damaging or defacing college property.

If any college property in a classroom is damaged while the class is assembled the loss may be recovered by a fee imposed upon the whole class if the students responsible for such damage cannot be detected.

Results of class work, etc. are taken into consideration at the time of promotion or sending up for the University Examinations.

### 1.5 THE COLLEGE ADMINISTRATION

1. Dr. Ashish Kumar Ghosh, Administrator

2. Dr. Md. Tofazzal Haque, Principal

3. Mr Arun Banik, Bursar

4. Dr. A. K. Shukla, Superintendent (Salt Lake Campus) 5. Dr. Sujit Kumar Ghosh, Secretary, Teacher' Council

### 1.6 FACULTY

### 1.7 OFFICE STAFF

### MAIN CAMPUS

### SALT LAKE CAMPUS

### 1.8 ACADEMIC COMMITTEE

The Academic Committee of the college of the college comprises of all the Departmental Heads including the convener of the committee and the Principal of the college as ex-officio Chairman of the Committee.

The committee holds meeting throughout the year for smooth running off the academic activities. Within this Academic Committee there are other several sub-committee which look after the preparation of Admission, class-routines, Class Tests, C.U. Exams, etc. in accordance with C.U. Rules

and Regulation. The college provides Remedial and Special classes to the students and recently it has opened on Equal Oppurtunnity Centre in Madhubani Dist. of Bihar. Number of Teaching Day available Per year is at least 180 days (as per U.G.C. Norms).

#### 1.9 COLLEGE AND OFFICE HOURS

Classes for General & Honours Courses are usually held from 6:00 a.m. to 10:30 a.m. at main the Staff and students campus and from 7:00 a.m. to 11:30 a.m. at 2nd campus. College hours may slightly alter from time to time to suit the convenience of or to satisfy the requirements of the University. Students in service seeking admission are advised to consider before taking admission whether class hours interfere in any way with their hours of employment and whether they would be able to stand the additional strain of college work.. The college office remains open from 6:00 a.m. to 12:00 noon on weekdays and from 6:00 am to 10:30 a.m. on Saturdays. But the Library and Commonroom remain open during office hours of the college.

#### 1.10 ACADEMIC SESSION

The academic session of the college commences from July of every year and ends on June of the following year. The whole academic session is broadly divided in two semesters and there is C.U. Exam at the end of each semester. So the students will have to appear for 6 Semesters in total to be a Commerce Graduate.

#### 1.11 COURSES OFFERED

Bachelor of Commerce Course under C.B.C.S. (Accounting & Finance) (Hons. & General) - The Six Semesters Degree Course Examination is held at the end of each semester. Subjects for each semester are mentioned at page 15.

#### 1.12 ATTENDANCE

Regular attendance in class is a must. As per C.U. Regulations, there are three categories of students on the basis of percentage of attendance in the classes - (i) 75% and above - Regular/Collegiate

(ii) 60%-75% - Non-collegiate

(ii) Below 60% - Discollegiate

Attendance will be checked at the end of each Semester. Students who don't have requisite attendance or perform bad in college examination will not be considered to fil up C.U. Exam. form. This rule is for all Honours/General students. Besides, C.U. has allotted 10 marks on Attendance in each subject

[As per C.U. Rules].

#### 1.13 COLLEGE ACCREDITED

The College has been Assessed and Accredited by NAAC in the year 2005 and got 'B' Grade. As per NAAC Guidelines, The College formed IQAC Cell (Internal Quality Assurance Cell) and also to enhance quality in Higher Education, College opened Students' Cell-comprising Principal as Chairpersonand NAAC (IQAC)

Co-ordinator as the Co-ordinator of the cell with some students as representatives. This cell co-ordinated with teachers regarding Lectures, attendance of students, examination reforms, study tours etc. The College has opened (i) Entry in Services, (ii) Remedial Coaching, (ii) Counselling for SC/ST/OBC and for minority Students financed by UGC.

In order to develop awareness in the higher education system and also provide necessary guidance and counselling to differently abled persons, UGC proposed to establish resource units in Colleges in the country, which will be called as Enabling Units. In this context the College has also opened HEPSN (Higher Education for Persons with Special Needs) in Academic Session 2010-11. Of late it has opened an Equal Opportunity Centre at Madhubani, Bihar. The College has also Grievance Cell for students monitored by Chairperson of IQAC and

Co-ordinator IQAC. Also it has an Anti Sexual Harassment Cell.

Social Service Camps are organised by the NSS unit in slum areas where students and teachers work in collaboration with the local youth. Usually the regular programme of work includes, College cleaning, Cleaning tanks, Adult literacy work, Blood Donation Camp.

#### Formation of IQAC Cell

1. Chairperson, Principal
2. Prof. D. Shaw, Co-ordinator
3. Heads of Departments, TC Secretary
4. Head-Clerk, Accountant, Cashier, N.T.S. Secretary
5. Administrative: Administrator (A.D.P.I.) Two teachers' representatives to G.B.

#### Students' Quality Assurance Cell

1. Chairperson, Principal
2. Co-ordinator, IQAC Coordinator
3. Students' Co-ordinator
4. Members from Students' Forum

The present trend of studying Professional Courses by the students before and after completing B. Com. from Umeschandra College, Kolkata: [Total number of students: Honours 1,070; General 190]

CA/CS/CWA BBA/Hotel Management MBA CFA

Computer Courses from DOEAC and other reputed Institutions

M.Com/MBM

Number of existing B.Com students

Number of successful B.Com students 120

55 On average 15%-20% of students are engaged in business/trade with 40

or without any family connection Number of other students developing practical knowledge in Share Broking, Insurance & Banking Agency is roughly 1%-1.5%

Number of other students getting employment in Financial and Non-Financial Enterprises Note: Numbers of students are more or less near to the numbers shown above.

Note: Response for studying Professional Courses is mostly from Honours Students.

Note: In total, nearly 50% of students start doing jobs before a long wait. Comment: We believe commerce education should increase employment potential in students. The figures shown above, although approximated, establish the fact that the students of Umeschandra College are promoted with this aim. They get adequate encouragement from the College. We want to ensure our students acquire highest capacity to get good jobs. This will be possible for maximum number of students when theoretical studies will be perfectly matched with operational practices.

### **Summary for B.Com. Hons.**

Ability Enhancement Compulsory Course (AECC) Skill Enhancement Elective Course (SEC)

Generic Elective (GE) Core Course (CC)

Discipline Specific Elective (DSE)

University of Calcutta Proposed B.Com. Honours Course Structure under CBCS

Year 1: Semester I

Language : Communicative English,

Hindi, Bengali, Urdu (any one Indian Language) Business Economics & Statistics (50+50)

Business Laws Principles of Management

Financial Accounting - 1

Year 1: Semester II

E-Commerce & Business Communication (50 + 50)

Company Law Marketing Management and Human Resource Management

Cost and Management Accounting - I Environmental Studies

Summary for B.Com. General (1st - 6th Semester)

Ability Enhancement Compulsory Course (AECC) Skill Enhancement Elective Course (SEC)

Generic Elective (GE) Core Course (CC)

Discipline Specific Elective (DSE)

#### **1.14 SCHEDULE OF FEES**

Monthly Tuition Fees:

B. Com (General) : Rs. 60/- B. Com (Honours) : Rs. 85/-.

Tuition fees are to be paid regularly within the month for which they are due. For delay in payment, a fine of Re. 1.00 per month (for each month's fees in arrear) is imposed in the first month, at the end of which defaulters will be liable to have their names removed, without any notice, from the roll and be deprived of Credit Certificate and Railway Concession Certificates are not issued to defaulters. Name of the defaulters, if removed from the Advanced Register, are restored on payment of all arrears with fine and restoration fee on special application but credit for attendance lost during the period of default cannot be given.

Transfer or Clearance Certificate Fee Rs. 500/

Consolidated Fee 100/-.

Library Deposit 50/- (Refundable) Library Cards (Home Issued) are issued to the regular Students. application.

Library Special Card Deposit Fee Rs. 300/- (Refundable)

This Card is issued to the Regular Students of Degree Course after filling up University Examination forms. Two books issued against this card are to be returned within seven days after completion of the examination failing which a fine at the rate of Re. 1.00 per day will be imposed from the date of issue of

the book. Information Technology and its Application in Business (I.T.A.B.) fees-Rs. 400 at the time of admission in Part-II, Semester-III.

SQAC fees \* Miscellaneous Fees & Fines For loss of Fee Book

For loss of Library Lending For Duplicate Receipt Memotonet

For failure to return Library Books by due date

For Change of Course

For loss of Identity Card For tracing Scholastic Record of Ex-Students

N.B. Second & Third Year Students are required to pay in advance all college dues upto the end of the academic session at the time of sending up for University Examination.

Collection of fund credited to the Students Mutual Benefit Fund which is administered by a committee and students for the benefit of needy and deserving students of the college. Production of teachers [Library/kits deposits are refundable at the time of sending up on from the library or N.C.C. Authorities.] of a clearance certificate No refund of deposit is allowed unless the Deposit Receipt is submitted with the application for refund within two years after it is due.(From the date of issue)

Reference Cards are issued free on

#### 1.15 FREE-STUDENTSHIPS

Application for concession or free-Studentship from poor and deserving students are considered along with applications for admission. The final decision is communicated to the applicants when it takes place in the meeting for considering the concessions or within requisite date fixed for it.

Irregularity in attendance or in payment of college dues, unsatisfactory tutorial and other examination record or misconduct will cause forfeiture of all concessions, stipends or scholarships awarded by the Government or the University or the College. Transfer in the middle of the course is only permitted on refund of all concessions, enjoyed by the applicant.

#### CONCESSION IN FEES:

Free studentships, Half-free Studentship and part concession in the tuition fees are awarded to poor and deserving students, Students seeking these concessions are advised to apply at the time of admission or within a requisite date fixed for it with their mark-sheet and certificates from the Head of Institution. Candidates are not ordinarily entertained. Concession is granted in Tuition fees only including Honours and Fourth Subject fees.

N.B. Fees for July and August in the Year of Award are payable at the full rate and not at the concessional rate.

1.16 AID FUNDS (1) Acharya Prafulla Chandra Students Aid Fund: Stipend from the above fund is granted to needy and deserving students for meeting medical expenses.

(ii) Students Mutual Aid Fund: The Fund is utilised in giving financial assistance to poor and deserving students for payment of college fees. A joint committee including the students administers its affairs.

#### 1.17 ACCOMMODATION OF STUDENTS

There is no hostel attached to the College.

Students are expected to reside with parents or guardian or may reside in non-collegiate licensed hostels or in unattached licensed messes with previous permission of the principal. All changes of residence must be communicated to the principal. Non compliances with the rules

regarding residence will be regarded as a serious breach of discipline (see University Ordinance relating to the residence of Studentship).

#### 1.18 RAILWAY CONCESSIONS

authorities are entitled to travel (1) Concession certificate will be issued by the college authorities on application for travel from the place of residence to the educational institution and return (nearest railway station need to be mentioned in the application). Bonafide students of the college as approved by the railway concessional rates subject to fulfilling the following conditions.

(ii) Students in employment are not entitled to concession certificate. (i) Student may obtain home going concession certificate for undertaking journey only during long vacation and/or on the completion of the course of study for University Examination to the residence (iv) Concession certificate will be issued for journey to the residence of the parents only as recorded in the college admission forms of the parents and return.

### 2. COLLEGE RESOURCES

#### 2.1 LIBRARY AND READING ROOM

The college library has been renovated totally and a new sitting arrangement has been done. The library digitalization is under progress. The college library consists of a large and valuable collection, rich in variety as well as in quality. All representative selections of recent publications, journals, reference books etc. are regularly purchased and a large number of texts and other books not usually available in the local market are kept for use by the students, There are a card index and a printed catalogue for condition and a small refundable deposit. easy reference. Books are also lent out under certain for common room and reading room.

A large number of periodicals and news papers of technical as well as of general interest are subscribed Free WiFi facilities are available in the Library.

Reprographic facilities will be provided very soon at a cheaper rate.



## 2.2 COMMERCIAL MUSEUM

Education in Commerce Subjects required not merely studying set texts but also a close familiarity with the raw materials of trade, industry and commerce. College Commercial Museum located on the fourth floor of the college building thus fill in the gap in classroom teaching and inspire thought and create students' interest in the subject. Though the present C.U. course curriculum does not fit with it.

## 2.3 STUDENT CHEAP STORE

The college has a Cheap Store at the ground floor of the building which supplies various texts and reference books to students at a concessional rate even lower than the market price. Sri Anjan Pal is in-charge of the cheap store.

## 2.4 SMART CLASSROOM

One classroom has been converted to a SMART CLASSROOM jointly shared by two colleges (UCC and CCCBA).

## 3. CORPORATE LIFE

To realise fully the object of the college (to promote the course of education in the highest and widest sense, to make that education comprehending type training of the mind, heart and body and founded on a theistic basis conduct to the good of men and the glory of God) the authorities encourage the development of healthy corporate life in the college.

### 3.1 STUDENTS' UNION

The students' union is organised on a voluntary basis. The object of the Union is to provide a common platform where students belonging to different communities and denominations may mix freely and working close co-operation with one another in an atmosphere of goodwill and harmony. The Union is to organise study circles, debates, social gatherings and to assist the college authorities in making all college functions successful. The Union through the elected class representatives co-operates with the college authorities in maintaining discipline in the college and in undertaking social and youth welfare projects sponsored by the University. The Union is under the ultimate and absolute control of the Principal. A committee consisting of some members of the staff and class representatives with one secretary and several assistant secretaries arrange the affairs of the Union and the athletics including the publication of the annual students magazine. No separate union fee is levied or collected by the college.

### 3.2 MEMBERS OF STUDENTS' UNION

Students' Common Room at the ground is equipped with some newspapers and a wide space where students can take rest and mix 6:30 a.m. to 10:00 a.m.

### 3.4 STUDENTS' CHEAP CANTEEN

The college has a Cheap Canteen for students which remain open from 7:00 a.m. to 10:00a.m. Varieties of delicious and hygienic foods are available to the students at cheap canteen at a cheaper rate.

### 3.5 NATIONAL CADET CORPS

NCC in this college. First & Second themselves in this training course, Students are to contact Prof. Debendra NCC, for further details. It is now an Open-unit in our college.

### 3.6 NATIONAL SOCIAL SERVICE SCHEME

The College represents in most of the social service camps organised by the University. Some members of the staff and several students have already received training as camp leaders. Last year (2018) a number of N.S.S. Programmes were observed by the Students' Union.

### 3.7 STUDENTS' HEALTH HOME SCHEME Facilities offered by the University Board

of Health and of organisations are availed in the interest of the students of the college. A scheme for the establishment of comprehensive health service has been prepared and is expected to take shape in near future. Last like Students' Health Home year the Students' Union organised a Health Camp in main campus.

**3.8 PHYSICAL CULTURE, ATHLETICS, GAMES AND SPORTS** Consistent with the physical resources available facilities from all major and minor games like football, cricket etc. are provided. The college also participates in major University meets. The college has a proud record of achievement in University athletics. The college athletics board under the supervision of Prof. A. Bakshi conducts all these activities. The annual sports meet of the college is held in January/February every year. The College also owns a well equipped Gymnasium for the students in main campus.

**3.9 COLLEGE FUNCTIONS** The following functions are usually organised by the college authorities with the help and co operation of the staff and the students. College Foundation Day in January; Republic Day in January, Annual Sports, in Jan./Feb.; Inaguration Day in July; Independence Day in August, Annual Social in August/September. The Students' Union of the college organise Sadhu Umeschandra Dutt memorial essay competition this year. The Students' Union also celebrate Premchand Day (31st July) every year and organise different competitions among 1st Semester students.

**3.10 COLLEGE MAGAZINE** College magazine is published annually in

## 4. PROCEDURE OF ENROLMENT

### 4.1 DOCUMENTS AND APPLICATION REQUIRED FOR THE VALID ADMISSION

Online Admission Process has been introduced as per C.U. Guidelines. Detail is available from College Website. (i) First Admission: At the time of admission candidates will be required to produce Admit Card,

Registration Certificates, Pass Certificates and Mark Sheet of the last Board/University Examination, 3 passport size photographs.

Production of admit card and mark sheet is obligatory. According to the current Admission Rules

of C.U. all the documents will be verified after the commencement of the classes in the month of

July. (ii) Transfer from other Colleges : Transfer certificate with record of attendance is to be submitted by a student coming from another college (affiliated to this University) in the middle of the course (if seat remains vacant). (iii) Break in study: Break in study cases are not usually considered for the admission at any level. (iv) Migration from other Universities: Students migrating from the other Universities/Boards except ISC/CBSE/National open schools are required to apply in the prescribed form obtainable from the College Office, to the Registrar, Calcutta University through the Principal of the college with the Migration Fee of Rs. 100 along with the following documents. Age Certificate (in original) Permission to migrate from the Original University (in original)... Certificate of the last examination taken: Certificate of eligibility, if necessary (original): Original Mark Sheet and Admit Card.

4.2 FEES PAYABLE AT THE TIME OF ADMISSION A. Tuition Fees are payable from July to the month when the admission is actually taken December whichever is later. B. Session Charge in Full Rs. 2,940/ C. University Registration Fee: Rs. 110/- in case of a unregistered from a foreign University or Board.

Or student or student migrating which the students & staff contribute their articles.

Registration form obtained from the College Office must be filled and submitted to this office at the time of admission by such students and they have to be forwarded by the College to the University within a month from the date of Admission. D. Calcutta University Migration Fee: Rs. 110/- payable by the students from the Board other than the Calcutta University or West Bengal Board or ISC/CBSE/N.I. open schools. Application for the Sanction of Migration by the Calcutta University should be made in the proper form supplied from the College office immediately after the receipt of the necessary documents from the original Board/University. Application must be made within a month from the date of admission in case of 1 year students of the Three year 6-Semesters Degree Course and must be submitted to the college office. University or

#### 4.3 PROVISIONAL ADMISSION

Students who join the University Course after passing the Higher Secondary or an equivalent examination, or (b) join the college on migration from a different Board/University (including the unsuccessful candidates), or

(c) get themselves admitted after the date of admission (without late fee) fixed by the University, or

(d) take up a subject which this college does not teach or take up a language other than their mother tongue in lieu of vernacular, or

(e) having withdrawn their names in the middle of the course or missed three chances to pass after completing their course and get themselves re-admitted are reminded that their admission to the College is Provisional.

They are required to fill in the necessary forms, submit the requisite documents in support of their application and pay the scheduled fees at the time of admission or otherwise their provisional admission is liable to cancellation without notice.

#### 4.4 REGISTERED CASUAL STUDENTS

Unsuccessful candidates at Degree Course Examination the students who completed their course study but failed to appear at the University Examination may register themselves as Casual Students and pay such fees and undergo such instructions as the College Authority may deem necessary. Candidate failing to register will not be allowed to sit for the University Examination. Registration must be done at the earliest from the date of publication of the University Results. On Registration following fees are payable:

(a) A consolidated Term Fee of Rs. 200/

(b) Library Deposit (refundable): For Home Card issue Rs.100/

#### 5. METHOD IN TEACHING

##### 5.1 GROUP CLASSES

Each section is divided into groups for tutorial work, demonstration, exercises etc. Group for class work are so formed as to enable the teachers to give individual attention to each student. Attendance and progress of every student is recorded in a separate register. The main purpose of these classes is to give students the opportunity to remove their difficulties by asking questions and to test whether the students are proceeding regular with their studies. Some of the difficult subjects are also discussed not in the lecture form but according to interactive method of explaining difficult points and asking students to answer the said problems.

##### 5.2 NEW METHODS OF INSTRUCTIONS

To make the Classroom more effective, interesting and instructive the latest method of Audio Visual Instruction through Television, Video cassettes, Slides and Overhead projectors has been introduced. Lecture work is supplemented by frequent practice and demonstration classes in Commercial Museum and IT Laboratory, One Smart Class Room has been constructed in Main Campus and another in Second Campus.

5.3 SPECIAL AID FOR CLASS WORK AND TUTORIALS Special classes for weak students and Tutorial classes are held in the college as per CU directives, and IQAC Cell recommendations (through Remedial Coaching etc.).

5.4 ATTENDANCE IN CLASSES AND EXAMINATIONS Attendance of General Lectures, Group and Tutorial Classes, Class Exercises and Periodical

Examinations will be counted in calculating the percentage of attendance under the University Regulations. Students failing to attend at least 75% of the lectures delivered and 60% of Tutorial, Semester, Group Classes, Class exercise etc. cannot be sent up for the University Examination. The Syndicate has the power of condoning deficiency in attendance up to 15%. Students found absent for three months running will have their names struck off the rolls. N.B. For the convenience of the Students the College supplies all Students their "attendance record" (i) at the time of promotion and (ii) about a month before they are sent up for the University Examination.

Attendance at the College examinations is compulsory. The results of these examinations are the main considerations upon which promotion or permission to appear at University Examination is granted. Absence without leave is considered as a breach of College discipline and is dealt with accordingly.

6. GUIDE TO CANDIDATES FOR ADMISSION In the Prospectus full detail concerning University Courses and College Rules are given. Candidates seeking admission should, in their own interest, study these very carefully. In particular extreme care about judgment should be exercised in the following matters.

1. Selection of College: Accessibility and convenience should be taken into consideration. This is importance to morning students and in particular to students in employment of special Eligibility : Candidates coming from other Universities/Boards should ascertain there eligibility from the University before registering their admission. 3. Selection of Subject: Wrong choice or delay in change of a subject may mean loss of one academic session.

2.Care should be taken to select the approved combination of subjects. Subjects not taught in the College or in which the College is not affiliated are to be avoided. 4. Filling in admission forms: Extreme care should be taken to fill in the Admission Form (as well as other forms required to be filled in at the time of admission in special classes). If essential particulars are not stated or incorrect information is given the candidate concerned may have his admission cancelled. Students coming from outside Kolkata should take particular care in stating their Home addresses with Railway stations.

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Candidates should also ascertain from the Admission Committee what additional forms they shall have to fill in at the time of admission. IDENTITY CARD No admission will be valid unless admission form is accompanied with 3 copies of passport size Photographs. The College will supply each new student with one Identity Card as early as possible. Students should always carry their ID Cards inside the college premises and must produce them on demand.

7. SPECIAL INFORMATION FOR NEW STUDENTS The exact date of commencement of lectures to 1st Semester/2nd Semester/3rd Semester etc.

classes is announced in the local newspapers. New students are advised to come a day earlier to the college office to ascertain their section roll no and class routine.

Library cards are generally issued in the month of August. Fee books and 2 stamp-size photos are to be produced in time when such cards are distributed. Loss of cards must always be reported immediately, otherwise the students concerned will be responsible for books issued against their cards. All applications must be submitted to the office and not to the individual officer whom they are addressed. Full name, Class, Roll no. Section and the local address with mobile no. must be in all cases given in the application submitted in duplicate.

The college takes no responsibility for the safety of CARS, TWO WHEELERS and CYCLES. Money orders, insured covers and regd. letters are not accepted on behalf of the students by the college. Letters for students will be found in a separate letter box provided for the purpose by the college. Cheques are not accepted from the students, nor are insured covers addressed to the college. Any payment should always be made in cash counter only (or in Bank if mentioned) and against a receipt in the proper form duly stamped with the college seal.

When identification is necessary, Identity Cards must be produced. MAD OT BONUS The fee book is issued as alternate identity cards if accepted by the authorities. It is to be produced when college annuals, mags, certificates, admit cards, mark sheets or for issuing any gate pass for college function etc. are distributed by the college. Loss off fee book must be immediately reported to the college office.

Students seeking railway concession must register their names with the office and apply for renewals atleast one week before the commencement of the new term.

8. COLLEGE PLACEMENT CELL The Placement Cell of our college arranged a campus interview this year, (2016) First the Tata Consultancy Services' was invited for campus interview. More than 30 students of Illrd year were selected through their selection procedure and all those students were handed over thir joining letters in a function held on Saturday the 28th May, 2016. Axis Bank of Pune also sent their online Application format to apply for different positions. This online application format was informed to the desired students for their application. Another Company from Odhissa also expressed their willingness to recruit personnels for their jobs Even they extended their last date of application on request of our Principal. Here again the students were informed about this application procedure.

#### UNIVERSITY OF CALCUTTA

Academic calendar for the B.A./B.Sc./B.Com./B.Mus. (Honours/General/Major) Courses 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 November

Internal Assessment. (Examination) [By the College] 3rd week of November 2019

3rd week of May 2020

3rd week of November 2019 3rd week of May 2020

3rd week of November 2019 3rd week of May 2020

Commencement of Examinations (Tentative)

Practical/Tutorial

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 Commencement of Classes

Studies

1st week of April 2020

1st week of March 2020

Commencement of (Examination)

Theoretical

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.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.A./B.Sc./B.Com.(H+Major): 1st week of April 2020 B.A./B.Sc./B.Com.(Major): 3rd week of April 2020

February 2020

Practical

B.A./B.Sc.(H+Major): 2nd week of August 2020 B.Com. (Major): 2nd week of August 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

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

March 2020

Publication of Result (Tentative)

Within 90 days from the last date of Exam.

October 2019

Part-1 & 11 Supplementary Examination, 2019

1st week of January 2020

3rd week of January 2020

1st week of February 2020

January 2020

Within June 2020

May 2020



Sd/- Secretary