

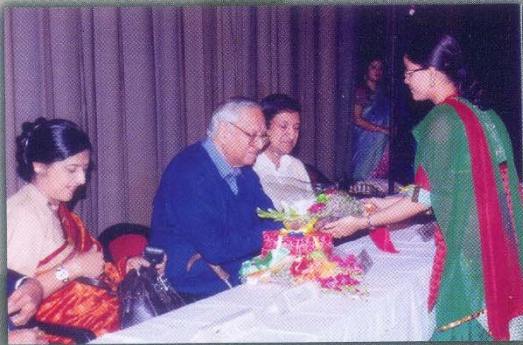
SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA



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

2017-2018



1. Genesis of the Seth Soorajmull Jalan Trust

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

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

History of the College

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

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

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

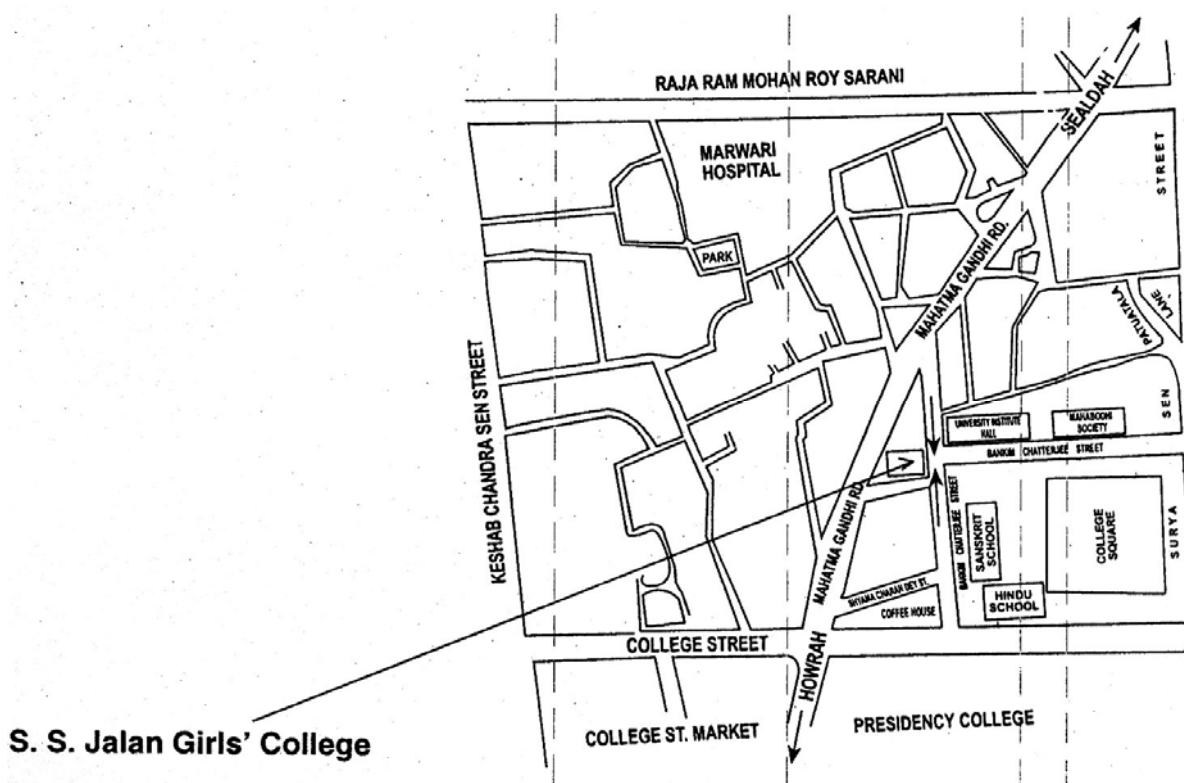
Mission & Goals

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

- To fulfil the mission of the Institution by offering complete education, which meets not only the academic aspirations of the students but also prepares them for a happy and healthy life.
- To impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community

- To develop curricula reflecting modern outlook combined together with Indian cultural values, keeping pace with the changing scenario of the world.
 - To raise academic standards and to bring cultural integration, equal salience is accorded to all the three languages.
 - To develop learning-teaching materials and ICT materials
 - The co – curricular activities of the College also geared to fulfil the mission and goals of the institution.
- To create an atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the able guidance of the College Staff.
- To develop a system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions. The IQAC maintains equal access to all the stakeholders of the Institution.

2. Location of the College



3. Profile of the College

i) Affiliation and courses of study

It is a College affiliated to the University of Calcutta and follows the rules & regulations, curriculum designing and system of examination and evaluation set by the University. The College offers three year Bachelor Degree (Hons. & General) courses under 1+1+1 Examination system in various Disciplines of Humanities & Commerce. College Hours: 7.30 am – 1.15 pm Medium of instruction - English

4. Academic Profile

i) Admission to the College

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

ii) Subject combinations offered by the College, Bachelor of Arts (Honours)

Honours Subject	Elective subjects (Any two)
English	Political Science / History Education / Economics Philosophy/Geography Hindi/ Bengali
Hindi	Political Science / History Education/ Economics Philosophy/Geography English Bengali
History	Hindi / Bengali English Political Science Philosophy/Geography, Economics/Education
Political Science	History Hindi / Bengali English Philosophy/Geography Education/Economics

Bachelor of Arts (General)

Elective subjects (Any three)
Hindi / Bengali
English
Political Science/ History
Education/ Economics
Philosophy / Geography

Bachelor of Commerce (Honours & General)

The three-year six semesters B.Com (Honours & General) Courses of Studies under CBCS will be effective from the academic session 2017-18 and onwards, in accordance to The Calcutta university Guidelines

In First Year Compulsory Language English, Modern Indian Language (Hindi / Bengali/ Alternative English) and in Third Year Environmental Studies are compulsory to all the students of B.A. / B.Com: (Honours & General)

***Students opting for Geography Elective have to attend Educational Tours as per University regulation.**

Computer Course

The College provides Computer Courses to the students of:

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

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

iii) Procedure for Admission

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

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

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

Students seeking admission to the College must note the following:

- a) Applications for admission to First Year B.A. / B.Com course 2017-2018 will be online from the day of declaration of the Class XII / Uchcha Madhyamik / Higher Secondary (West Bengal Board) results.
- b) Admission to BA & B.Com Honours will be on the basis of merit list. Admission / Counseling dates of the applicants will be notified in the Website and College Notice Board.
- c) Selected applicants must attach one recent photograph, one copy photograph of the guardian, age proof certificate and attested Xerox copies of Admit Cards & Mark Sheets of the previous qualifying examination with the Admission Form at the time of taking admission on payment of requisite fees to the Bank.
- d) Students coming from other State Boards are required to pay a Migration Fee of Rs. 100 for admission to B.A./B.COM. 1st Year& furnish the office with the information regarding particulars specified in the prescribed form to be had from the College office.
- e) The Students from other States have to submit original Migration certificate.

iv) Rules for Payment of Fees

- a) Fees is to be paid in advance on quarterly basis either by cheque only. If a student fails to deposit her fees for two consecutive quarters, her name will be struck off from the register and re-admission will be allowed at the absolute discretion of the Teacher-in-Charge on payment of the usual re-admission fee equivalent to One Month Tuition fee.
- b) If fees not paid within the due date, a late fine of ₹.100 per quarter will be charged and is to be included with next quarter fee.
- c) Rs.100 will be charged for every dishonoured cheque.
- d) The **HDFC Bank Ltd.57 Mahatma Gandhi Road.Kolkata-700009, College Street Branch**, is authorized to collect the fees. Students are directed to get their fee books from the College office and deposit the amount with the Bank during the banking hours on the dates mentioned in the fee book or through ECS.
- e) A Fee Book is supplied to each student either on admission or on promotion to the higher class. All fees should be paid through the Fee Books and students must preserve their Fee Books carefully as they will have to produce them whenever required. A duplicate copy may be supplied with Charge of ₹. 10.
- f) Fees once paid cannot be refunded.
- g) Library and other deposits cannot be refunded except at the end of the session.
- h) Before the start of academic session in July every year, the students have to take admission to the 2nd year & 3rd year classes respectively. The students should check the notice given in the College website.

SCHEDULE OF FEES 2017– 18

FOR COLLEGE	1st Year	2nd Year	3rd Year
Admission Form & Prospectus	₹100	-	-
	per annum	per annum	per annum
Admission Fee	₹1200	-	-
Session Fee	₹600	₹600	₹600
College Examination Fee	₹100	₹100	₹100
Magazine Fee	₹50	₹ 50	₹ 50
Students' Association Fee	₹ 50	₹ 50	₹ 50
Identity Card	₹ 25	-	-
Students Health Home Card	₹ 10	₹ 10	₹ 10
Library Fee	₹ 100	₹ 100	₹ 100
Caution Money - Library	₹ 300	-	-
- Book Bank	₹ 500	-	-
Games & Sports Fee - College	₹ 30	₹ 30	₹ 30
Academic Calendar Fee	₹ 25	₹ 25	₹ 25
Computer Study Material - B.A.	₹ 50	-	-
Geography Study Tour	₹ 2000	-	-
	per quarter	per quarter	per quarter
Tuition Fee B.A. / B. Com: Hons. B.A. / B. Com. General	₹ 600 ₹ 400	₹ 600 ₹ 400	₹ 600 ₹ 400
Development Fee	₹ 600	₹ 600	₹ 600
Computer Practical Fee B.A. B. Com.	₹ 200 -	- ₹ 500	- -
Geography Practical Fee	₹ 50	₹ 50	₹ 50

Transfer Certificate Fee	₹ 50
Duplicate Fee Book	₹ 10

FOR UNIVERSITY OF CALCUTTA	1 st Year	2nd Year	3rd Year
	per annum	per annum	per annum
Registration Fee	₹ 110	-	-
Migration Fee	₹ 100	-	-
Games and Sports	₹ 40	-	-
Examination Fee * Hons. & General	₹ 305	₹ 305	₹ 305
Centre Fee +Data processing fee	₹ 30 +20	₹ 30+20	₹ 30 +20
Non-Collegiate Fee	₹ 100	₹ 100	₹ 100
Geography Practical Fee	-	₹ 100	₹ 70
I.T. Practical Fee B.Com (Hons& Gen.)	-	₹ 100	-
Project & Viva B.Com 3rd year (Hons)	-	-	₹ 170

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

Stipend and Freeship

- Full Free, Half Free Studentship for 10% meritorious but financially weak students is given. Students who wish to avail this facility should apply **within 1st to 15th September with necessary documents.**

v) Academic Calendar

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

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

vi) Attendance :

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

As per University of Calcutta regulation, a student will be considered :

- Non-collegiate** if her attendance in any subject / group of subjects falls short of 75% but not below 60%. Candidates declared Non-collegiate may be allowed to fill in applications forms for examination on payment of requisite Non-collegiate fees.
- Dis-collegiate** a candidate who has not attended at least 60% of lectures delivered / practical classes held in any subject/ group of subjects shall be considered as "Discollegiate" and shall be **debarred from appearing in any examination. College will abide by the University rules.**

vii) Rules for eligibility for University Examination:

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

- viii)** Computerized progress reports showing the marks obtained in the Mid Term tests and Test Examination are issued to the students of all the streams

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

B.Com 3 rd Year (Hons/Gen).	18 th August, 2017(Thursday)
B.A 3 rd Year (Hons/Gen).	18 th August, 2017(Thursday)
B.Com 2 nd Year (Hons/Gen).	16 th August, 2017(Wednesday)
B.A 2 nd Year (Hons/Gen).	16 th August, 2017(Wednesday)
B.A 1 st Year (Hons/Gen).	16 th August, 2017(Wednesday)
B. Com 1 st Year (Hons.)	16 th August, 2017(Wednesday)
B. Com 1 st Year (Gen.)	17 th August, 2017(Thursday)

5. Infrastructure & facilities provided by the College

Students from the very date of the session, viz.,

- 1: **Library:** The College has a well-equipped computerized library consisting of more than 28,777 books covering all subjects, journals, periodicals, magazines, newspapers adequately to meet the requirement of both students and teachers. The Inlib-net facility is also available. Students can search books through user-terminal and Open Access to library stacks with OPAC (Online Public Access Catalogue).
2. **Book Bank:** Book Bank facilities are available to the students.
3. **Reading Room:** A large well equipped reading room for students and separate reading room for teachers are there.
4. **Class Room:** ICT facilitated smart classrooms are available
5. **Departmental Seminar Library:** Each Honours Department possesses a seminar library to provide students with text and reference books in addition to the facility provided by the main library.
6. **UGC Network Resource Centre:** Funded by UGC, it aims to provide students with internet facilities.
7. **Students' Counseling Desk:** Student friendly teachers are always available to sort out specific academic problems as well as for personal & social problems.
8. **Personality Test:** Personality Test of the students are arranged by the College through Indian Institute of Psychometry:
9. **Career Guidance:** The College adopts several measures to secure bright future for the students. Teachers involved in the counseling cell provide students with Information through different papers like Employment News and brochures sent by different organizations. From time to time, entrepreneurship development programmes and different other training programmes are organized for the benefit of the students.
10. **Grievance Redressal Cell :** A grievance redressal cell with complaint box has been set up to look into all types of grievances of students and accept suggestions from teachers, students, guardians & staff for better functioning of the College.
11. **Legal Literacy Club:** To create awareness amongst the students regarding their legal rights.
12. **Aquaguard :** Purified drinking water is supplied from aquaguard in each floor and Water Cooler with proper sanitation.

13. **Medical Facility:** A separate Medical Room with provision of first aid is made available to the students. The medical practitioner is attached with the College for any kind of medical problems of the student. The College is associated with The Students' Health Home where a student can do health check –up by paying Rupees 10 per year.

14. **Fire Extinguisher:** A few fire extinguishers have been installed on each floor of the college premise as a precautionary measure to deal with any probable calamity caused by fire.

15. **College Magazine & Wall Magazine:** To encourage original thought & Expression among students and to make them aware of the recent events of the outside world, the College publishes a printed magazine of its own every year. Also there is provision for wall magazine published by the students.

16. **Co and Extra. Curricular Activities:** It covers Inter & Intra-College competitions in Debate, Drama, Elocution, Music, Drawing, Short story, College social, Freshers' Welcome and Farewell Programme are held regularly. Extension programmes like environmental awareness, medical camp, blood donation camp, thalassemia screening camp, AIDS awareness are taken care of every year.

17. **Games & Sports:** It opens scope to express the students' ability in sports. Students take part in various Inter-College competitions. Annual sports is held every year.

18. **Students' Association:** Every year several students are selected as class representatives. All class representatives together form the students' association. Students' views are expressed through this platform and it works in unison with the teaching and non-teaching staff.

19. **Students' enclave:** It consists of: a) Common room with Table-Tennis Board and other indoor games like badminton, carom boards, etc where the students can spend their leisure time, b) Canteen, the students' food corner.

20. **Yoga Centre:** In order to train the students in Yoga & Gymnastics, the College has a center with trained instructor.

21. **Academic Tour:** Academic Tours are arranged by several departments as part of their education.

22. **Facilities for Physically Challenged:** Self-operative wheel chair for physically challenged is provided and lift/elevator is available.

23. **Orientation Programme:** Orientation Programme for the Freshers on their first day of the College is held.

24. **Incinerator machine:** Facility of Incinerator and vending machine for sanitary purposes.

6. Some unique features of the College

1. Remedial classes for academic redressal of backward students and slow learners.

2. Additional care and attention for deserving students.

3. Regular tutorial classes for intensive studies.
4. Parent - Teacher Meet once a year for better understanding of students' progress. In addition, parents are called for intimidation about the performance of the students in Mid-Term examinations and Test examinations.
5. Evaluation of teachers, teaching methods by the students.
6. Special lectures by persons of eminence arranged for students.
7. UGC sponsored seminars, departmental seminars and special seminars conducted by NSS.
8. Active participation of students in civic awareness programme.
9. Picnic and Saraswati Puja are organized every year.
10. Industry Visit for Commerce Students and audio-visual screenings for better teaching-learning process are held.
11. There is scope for prizes, scholarships like kanyasree, Scheme for Minority Students Scholarship, Vivekananda Academy, for successful and meritorious students.
12. **Institutional Membership of Students Health Home, Kolkata :** The College has an institutional membership of the Students Health Home located at 142/2, A.J.C. Bose Road, Kolkata. Medical facilities to students such as free consultation at their polyclinic, medicines, vaccination, pathological tests, X-ray; E.C.G. E.E.G., Endoscopy and other tests, surgery etc. and the treatment at their hospital are provided at a very nominal rate.
13. The College is a center for the immunization programme organized by the Kolkata Municipal Corporation.
14. NSS: The College runs NSS Wing under University of Calcutta. The College is the Headquarter of District III.

7. Discipline and Conduct of the College

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

1. **Mobile Phone : Use of Mobile phone is banned in the class room and passages adjoining class rooms. Any violation of this may attract a fine of Rs: 500 and forfeiture of the phone till such time the fine is paid.**
2. **Late Attendance:** Late attendance is not acceptable. All the teachers have been authorized to disallow a student from attending a class if the student comes late.
3. **Identity Card:** Identity Card must be carried by students at all time.
4. Gross misconduct or breach of College discipline, copying or communicating with other students during examination and impersonation at Roll call will be severely dealt with. A

student will not be **Promoted** or **Sent up** if she is found using unfair means in the Examination Hall..

5. Disfiguring of walls, furniture or any of the properties of the College with writing or in any other manner will be viewed with grave concern and may result in imposition of fine, suspension from classes or dismissal or expulsion from the College.

6. Students should not leave the class without the permission of the teacher.

7 **Attendance at the College Examination is compulsory for all students.**

Promotion or sending up of students for Calcutta University Examinations is determined on the basis of the total marks secured in the different examinations. **Medical Certificate is no substitute for attendance.**

8. No student shall leave the College at any time during the working hours without the permission of the Teacher-in-Charge. Permission will be granted to the student according to the discretion of the Authority.

9. Students who remain absent from the College for a month without taking prior permission, will have their names struck off from the Register.

10. Attendance at all functions of the College whether on working days or on holidays is compulsory and absence from the same without valid reasons will be strictly dealt with.

11. Change of address and telephone numbers must always be notified in writing to the Teacher-in-Charge.

12. It is compulsory for the students to attend Assembly and also Independence Day, Sports Day and Annual Functions.

13. Student must not gather in front of class room before classes are over, nor should they loiter in the corridor when classes are being held.

14. Concessions in tuition fees, free studentships or stipend granted are tenable only on condition of good conduct, regular attendance and satisfactory progress in studies.

15. Students requiring certificates should submit applications with relevant particulars at least one week before the certificates are required. Papers for attestation and railway concession forms for signature should similarly be submitted at least one working day before they are required.

16. Students must not enter College office except during the stipulated time, that is, Monday to Friday 10 A.M. to 12.30 P.M.

17. Games, Yogas are compulsory for all students.

18. **Attendance in each subject at the general & honours classes and examination are compulsory. No student will be allowed to appear at the College or University Examinations unless she attends 75% of the classes held both general & tutorials in each subject. Parents / Guardians are requested to co-operate with the College Authorities by urging their wards to be regular and punctual in attendance.**

19. For library, students will have to pay a fine of Re. 1 per day if they keep books beyond the time limit. They will have to pay Re. 1 per issue of duplicate library card.

20. A Caution Money of Rs. 300 shall be payable for the College Library which shall be refundable as the student leaves the College. Application for refund should be submitted to office within six months after it is due.
21. A Caution Money of Rs.500 shall be payable by the student according to the rules of the Book Bank Library which shall be refundable within six months as the student leaves the College.
22. Caution money will be forfeited if not claimed within two years from the publication of result.
23. Guardians will get prior intimation by circular for all excursions / picnics arranged by the College.

8. Duties of the Students

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

9. Visiting Hours

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

Further particulars may be obtained from the College Office at: 8/9, Bankim

Chatterjee Street, Kolkata - 700 073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalancollege@yahoo.co.in

Website: www.ssjalangirlscollege.org

LIST OF HOLIDAYS (2017 -2018)

There will be no further notification of Holidays given below by the Teacher-In-Charge

Date	Day	Occasion	No. of days
26 th July 2017	Wednesday	SrabaniTeej	1
2 nd August	Wednesday	College Foundation Day	1
7 th August	Monday	RakshaBandhan	1
14 th August	Thursday	Janmashtami	1
2 nd September	Saturday	Id-uj-Zoha	1
19 th September	Tuesday	Mahalaya	1
25 th September to 21 st October	Monday Saturday	Durga Puja, Muharram, Gandhi Jayanti ,Lakshmi Puja,Kali Puja, Deepabali, Bhratridwitiya	27
26 th October	Thursday	Chhat Puja	1
29 th October	Sunday	Jagaddhatri Puja	1
4 th November	Saturday	Guru Nanak Jayanti	1
2 nd December	Saturday	Fateh - Dauz - Doham	1
25 th December	Monday	Christmas Day	
1 st January 2018	Monday	New Year's Day	1
12 th January	Friday	Swamiji Jayanti	
22 nd January	Monday	Saraswati Puja	1
23 rd January	Tuesday	Birthday of Netaji	1
24 th January	Wednesday	Calcutta University Foundation Day	1
26 th January	Friday	Republic Day	1
14 th February	Wednesday	Shivaratri	1
1 st March & 2 nd March	Thursday & Friday	Dolyatra & Holi	2
20 th March	Tuesday	Gangaur	1
25 th March	Sunday	Ramnavami	1
29 th March	Thursday	MahavirJayanti	1
30 th March	Friday	Good Friday	
31 st March	Saturday	Easter Saturday	
14 th April	Saturday	Chaitra Sankranti	1
15 th April	Sunday	Bengali New Year's Day	1
30 th April	Monday	Buddha Purnima	1
1 st May	Tuesday	May Day	1
9 th May	Wednesday	Birthday of Rabindranath	1

Compulsory Attendance for Teachers, Non-teaching Staff and Students on 15thAugust.

Recess: Winter Recess shall be for a period of 8 days commencing on the 25th day of December and ending on the 1st day of January. The Summer Recess shall commence on May 16 and shall end on the 30th day of June. During the period of recess, only classes shall remain suspended. Muslim Festivals are subject to change.

ACADEMIC STAFF

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

Vice - Principal: Prof. DebjaniSanyal, M.A., M. Phil.

English

Prof. Chandana Dutta; M.A., B.Ed
Prof. DebjaniSanyal, M.A., M.Phil.
Prof. Ramita Paul, M.A., M. Phil.
Prof. ShyamaliDasgupta, M.A.

Hindi

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

Philosophy

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

Bengali

Prof. Dr. SanjuktaGuha, M.A., Ph. D.
Prof. Soma Chattopadhyay, M.A., M.Phil.

Economics

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

Political Science

Prof. Dr. Debarati Sen, M.A., Ph.D.
Prof. MaitrayeeGuha M.A., M. Phil.
Prof. Dr. Yang Lhamu Bhutia M.A Ph. D.
Prof. Arunava Mondal M.A. , M. Phil
Prof. Simanti Banerjee, M.A.
Prof. SoumiNiyogi, M.A. , M. Phil
Prof. DebanjaliDey, M.A. , M. Phil

History

Prof. Dr. Uma Chakraborti, M.A. (Gold Medalist), Ph.D
Prof. Dr. BasupurnaMukherjee, M.A., M.Phil., Ph.D.
Prof. KamaleshSarkar, M.A.
Prof. Sobnom Baidya.M.A. , M. Phil

Geography

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

Education

Prof. Dr. Bipasha Sinha, M.A., M.Sc., B.Ed., M.Phil., Ph.D
Prof. AnupriyaBasu, M.A. M.Phil. , B. Ed.

Commerce

Prof.Mousumi Pathak M.Com
Prof Soma Sarkar M.A.(Economics)
Prof. Dr.LutfunNesha.M.Com.Ph D.FCMA
Prof MousumiChowdhuri.M.Com.B.Ed..
Prof. Srimanta Pal, M.Com
Prof ArnabChakrabarty M.Com
Prof SanjibPoddar M.Sc. Mathematics
Prof. ArundhatiMullick, MCA
Prof. Priyanka Chakraborty, M.Com.M.Phil.
Prof. Iffat jahan Qaiser, M.Com, M.Phil
Prof. Tripshita Saha, M.Com

Physical Instructor

Smt. Maya Chakraborty, B.A., Diploma in Physical Education

Computer Department

Smt. Nandini Mukherjee, B.A., Dip. inE-Com. & Office Management, Lab. Asstt.

Smt. ShikhaPyne, B.A., DCA, Lab Attendant

Smt. Putul Das, M.A., CCSA, Lab Attendant

Smt. Soma Ghosh, B.Sc., Certificate in Computer Fundamentals, Lab. Attendant

Library Staff

Smt. RekhaSaha, B.Sc., M.Lib.Sc., Librarian

MdAjimuddinSk, M.A., MLIS, Librarian

Smt. TanimaBhattacharjee, M.A., Lib. Asstt

Sri Ganga SagarMahto, M.Com., Lib. Peon

Smt. ManjuMondal, H.S. Certificate in Computer Fundamentals, Lib. Attendant

Office Staff

Sri ShyamBabu Bharti, M.A., Head Clerk

Sri AsishMukhopadhyay, B. Com. (Hons.), Cashier

Sri Indrajit Das, B. Com. (Hons), Accountant

Sri Prantik Banerjee, B.A., I.T.I. Electrician cum Caretaker

Smt. Srabani Dutta, B. Com., PGDCA, Clerk

Smt. SarikaHela, M.Com., DCA, Clerk

Sri. Partha Banerjee. , B.Com (Hons.)Casual Clerical Staff.

Class IV Staff

Smt. Anima Sardar – Sweepress

Sri Ram Prasad Hela – Sweeper

Sri Satya Prakash Shaw – Guard

Sri SajjanMahato - Lab. Attendant

Shri Somenath Das-Peon

Sri Soumik Kuila. – Casual staff

Smt. LatikaDas,Attendant

Smt. ManjuGupta,Attendant

Sri PrasantaSimai,H.S. Liftman

Smt. Sandhya Shaw ,Guard

Sri Dilip Singh, Guard.

GOVERNING BODY

Shri TularamJalan, *President*

Shri NandlalSinghania, *Hony. Secretary*

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

Shri R. N. Jhunjhunwala

Shri Girish Kumar Khaitan

Shri RajeevalochanKatoria

Shri Bharat Jalan

Smt. AnusreeJalan

Prof. Chandana Dutta, *Teachers' Representative*

Prof. Madhulata Gupta, *Teachers' Representative*



UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of

Studies (under 1+1+1 System of Examinations) for the Academic Session 2017-2018

Last date of admission to the 1st year Degree Courses : 21.7.2017
Last date of change of subject(s)/ stream : 25.8.2017

Course of Studies	Date of Commencement of Classes	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for University Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
							Theoretical	practical	
Part-I	3 rd week of July'17	05.9.2017 (without late fine) (Application forms for Registration be submitted by the students to the college within 28.8.17) 15.09.17 with late fine. 07.9.17 (by the Student to the College)	Oct.'17	1 st week of March, 2018	Last week of March, 2018	1 st week of April, 2018	B.Com. (H&G) (For the students of previous academic sessions)*** 06.7.18--19.7.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 24.7.18--27.7.18 B.A./B.Sc. (G) 01.8.18--10.8.18	B.A./B.Sc. (H & Major) & B.Com. (Major) 14.8.18--06.9.18	Within 90 days from the last date of Exam.
Part-II	within 7 days from the completion of Part-I of Exam.	-----	Oct.'17	Last week of January, 2018	2 nd week of February, 2018	Last week of February, 2018	B.Com. (G+H) 03.5.18--25.5.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 31.5.18--05.6.18 B.A./B.Sc. (G) 08.6.18--03.7.18	B.Com. (G+H) 29.3.18--24.4.18 B.A./B.Sc. (H & Major) & B.Com. (Major) 02.5.18--22.5.18 Genl. 05.7.18--24.7.18	-Do-
Part-III	within 7 days from the completion of Part-II of Exam.	-----	Oct.'17	2 nd week Of December, 2017	1 st week of January 2017	Last week of January, 2018	BA/B.Sc./B.Com. (Hons. & Major) 04.04.18--13.4.18 (General) 16.4.18--23.4.18	(Honours & Major) 08.3.18--28.3.18 Genl. 29.3.18--13.4.18	Within June, 2018
Part-I Compulsory Language, 2018							20.2.18--27.2.18	-----	
Part-I & II Supplementary Examination, 2017						Filling up of check list: 3 rd week of December, 2017	08.2.18--18.2.18	20.02.18--05.3.18	

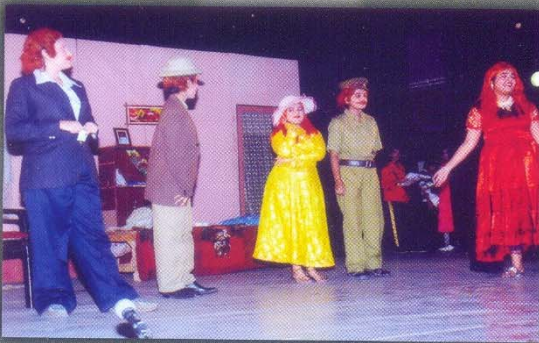
***Schedule for the B.Com. (H&G) fresh candidates (Academic Session 2017-18) will be published later on.

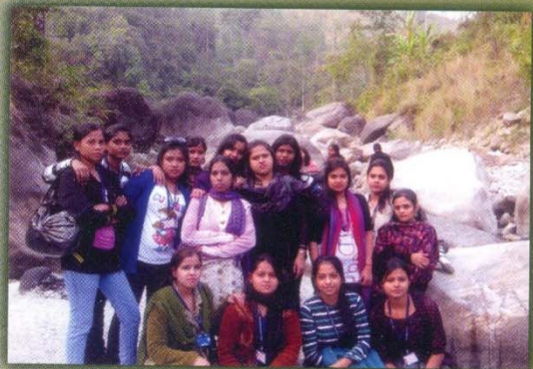

(NISHAT ALAM)
Secretary

Fees Structure (Course wise)
Schedule of Fees (Quarterly) - 2017-2018

Sl. No.	Class	1st Qtr.	2nd Qtr.	3rd Qtr.	C.U. Exam. Fee	Total (Rs.)
		₹	₹	₹	₹	₹
1.	B.Com. 1st Year (Hons.)	3860	1200	2400	335	7795
2.	B.Com. 1 st Year (Gen.)	3660	1000	2000	335	6995
3.	B.Com. 2nd Year (Hons.)	2685	1700	3400	435	8220
4.	B.Com. 2nd Year (Gen.)	2485	1500	3000	435	7420
5.	B.Com. 3rd Year (Hons.)	2185	1200	2400	505	6290
6.	B.Com. 3rd Year (Gen.)	1985	1000	2000	335	5320
7.	B.A. 1 st Year (Hons.)	4110	1400	2800	335	8645
8.	B.A. 1 st Year (Gen.) *	3910	1200	2400	335	7845
9.	B.A. 2nd Year Hons.)	2185	1200	2400	335	6120
10.	B.A. 2nd Year (Gen.)	1985	1000	2000	335	5320
11.	B.A. 3rd Year (Hons.)	2185	1200	2400	335	6120
12.	B.A. 3rd Year (Gen.) *	1985	1000	2000	335	5320

* Students studying Geography have to pay ₹ 50 extra per quarter as Geography Practical Fee & ₹ 2,000 at the time of Admission for Geography Study Tour.





Footprints On The Sands Of Time

SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA



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

2018-2019



1. *Genesis of the Seth Soorajmull Jalan Trust*

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

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

History of the College

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

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

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

Mission & Goals

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

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

To impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community. To develop curricula reflecting modern outlook combined together with Indian cultural values, keeping pace with the changing scenario of the world.

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

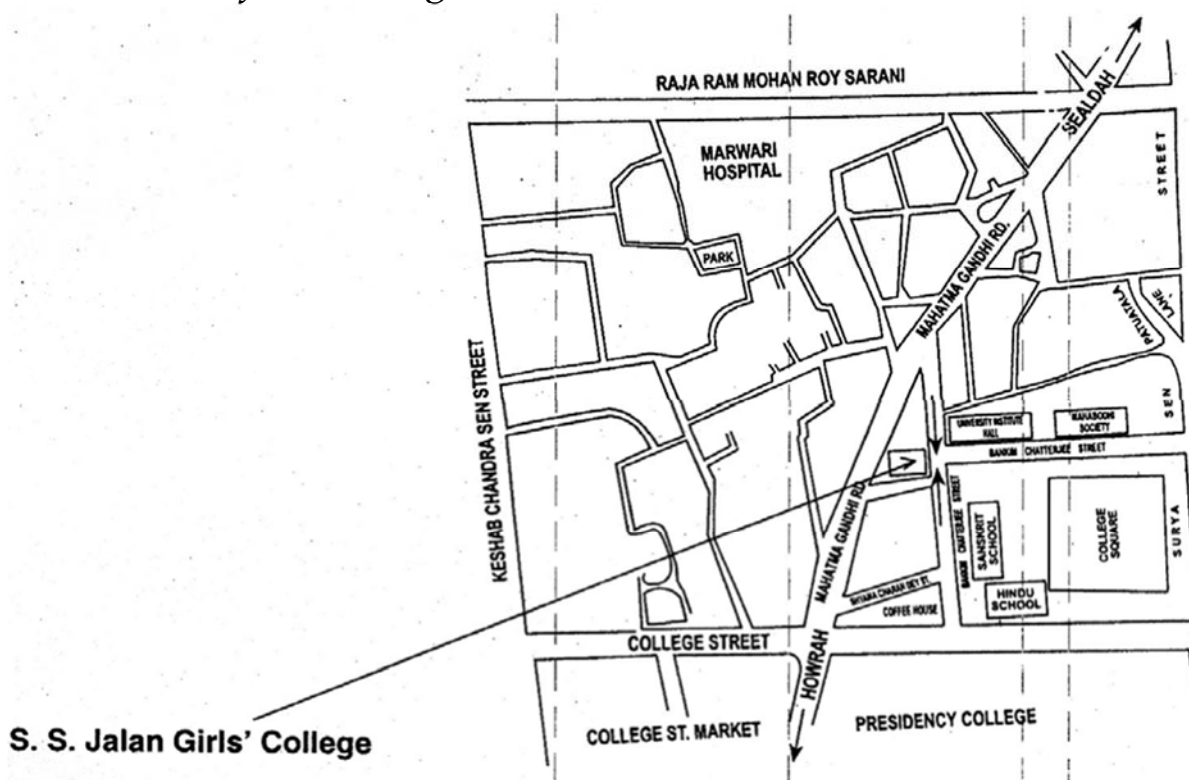
To develop learning-teaching materials and ICT materials.

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

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

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

2. Location of the College



3. Profile of the College

i) Affiliation and courses of study

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

College Hours: 7.30 am – 1.15 pm.

Medium of instruction - English

4. Academic Profile

i) Admission to the College

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

Subject combinations offered by the College

Bachelor of Arts (Honours)

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

Bachelor of Arts (General) CC/GE

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

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

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

TH= Theory P= Practical TU=Tutorial

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

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

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

TH= Theory P=Practical TU= Tutorial

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

Bachelor of Commerce (Honours & General)

Honours in Accounting & Finance

Computer Course

The College provides Computer Courses to the students of:

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

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

iii) Procedure for Admission

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

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

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

Students seeking admission to the College must note the following:

- a) Applications for admission to First Year B.A. / B.Com course 2018-2019 will be online from the day of declaration of the Class XII / Uchcha Madhyamik / Higher Secondary (West Bengal Board) results.
- b) Admission to BA & B.Com Honours will be on the basis of merit list. Admission /Counselling dates of the applicants will be notified in the Website and College Notice Board.
- c) Selected applicants must attach one recent photograph, one copy photograph of the guardian, age proof certificate and attested Xerox copies of Admit Cards & Mark Sheets of the previous qualifying examination with the Admission Form at the time of taking admission on payment of requisite fees online.
- d) Students coming from other State Boards are required to pay a Migration Fee of Rs. 100 for admission to B.A./B.COM. 1st Year& furnish the office with the information regarding particulars specified in the prescribed form to be had from the College office.
- e) The Students from other States have to submit original Migration certificate.

iv) Rules for Payment of Fees

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

SCHEDULE OF FEES -2018-19

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

Transfer Certificate Fees	₹ 50
Duplicate Fees Book	₹ 10

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

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

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

V) Academic Calendar

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

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

Vi) Attendance:

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

as per University of Calcutta regulation:

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

Rules for Eligibility for University Examination:

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

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

B.A./B.Com 3rdYear (Hons/Gen). 10th July, 2018(Tuesday)

B.Com 2nd year, 3rd Semester (Hons/Gen). 18th July, 2018(Wednesday)

B.A 2nd year (Hons/Gen) 8th August, 2018(Wednesday)

B.Com/B.A 1st semester (Hons) 5th July, 2018(Thursday)

B.A/B. Com 1st Semester (Gen.) 4th July, 2018(Wednesday)

5. Infrastructure & facilities provided by the College

1. **Library:** The College has a well-equipped computerized library consisting of more than 28,777 books covering all subjects, journals, periodicals, magazines, newspapers adequately to meet the requirement of both students and teachers. The Inlib-net facility is also available. Students can search books through user-terminal and Open Access to library stacks with OPAC (Online Public Access Catalogue).
2. **Book Bank:** Book Bank facilities are available to the students.
3. **Reading Room:** A large well equipped reading room for students and separate reading room for teachers are there.
4. **Class Room:** ICT facilitated smart classrooms are available
5. **Departmental Seminar Library:** Each Honours Department possesses a seminar library to provide students with text and reference books in addition to the facility provided by the main library.
6. **UGC Network Resource Centre:** Funded by UGC, it aims to provide students with internet facilities.
7. **Students' Counseling Desk:** Student friendly teachers are always available to sort out specific academic problems as well as for personal & social problems.
8. **Personality Test:** Personality Test of the students are arranged by the College through Indian Institute of Psychometry.
9. **Career Guidance:** The College adopts several measures to secure bright future for the students. Teachers involved in the counselling cell provide students with information through different papers like Employment News and brochures sent by different organizations. From time to time, entrepreneurship development programmes and different other training programmes are organized for the benefit of the students.

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

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

6. Some unique features of the College

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

7. Discipline and Conduct of the College

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

1. **Mobile Phone: Use of Mobile phone is banned in the class room and Passages adjoining class rooms. Any violation of this is liable for a fine of Rs: 500 and forfeiture of the phone till the fine is paid.**
2. **Late Attendance:** Late attendance is not acceptable. All the teachers have been authorized to disallow a student from attending a class if the student comes late.
3. **Identity Card:** Identity Card must be carried by students while attending the College and
4. Gross misconduct or breach of College discipline, copying or communicating with other students during examination and impersonation at Roll call will be severely dealt with. A student will not be promoted or sent up if she is found using unfair means in the Examination Hall.
5. Disfiguring of walls, furniture or any of the properties of the College with writing or in any other manner will be viewed seriously and may result in imposition of fine, suspension from classes or dismissal or expulsion from the College.
6. Students should not leave the class without the permission of the teacher.
7. **Attendance at the College Examination is compulsory for all students.** Promotion or sending up of students for Calcutta University Examinations is determined on the basis of the total marks secured in the different examinations. **Medical Certificate is no substitute for attendance.**
8. No student shall leave the College at any time during the working hours without the permission of the Teacher-in-Charge. Permission will be granted to the student according to the discretion of the Authority.
9. Students who remain absent from the College for a month without taking prior permission, will have their names struck off from the Register.
10. Attendance at all functions of the College whether on working days or on holidays is compulsory and absence from the same without valid reasons will be strictly dealt with.
11. **Change of address and telephone numbers must always be notified in writing to the Teacher-in-Charge.**
12. It is compulsory for the students to attend Assembly and Independence Day, Sports Day, Annual Functions and any other event organized by the College.
13. Student must not gather in front of class room before classes are over, nor should they loiter in the corridor when classes are being held.
14. Concessions in tuition fees, free studentships or stipend granted are tenable only on condition of good conduct, regular attendance and satisfactory progress in studies.
15. Students requiring certificates should submit applications with relevant particulars at least one week before the certificates are required. Papers for attestation and railway concession forms for signature should similarly be submitted at least one working day before they are required.
16. Students must not enter College office except during the stipulated time, that is, Monday to Friday 10 A.M. to 12.30 P.M.
17. Games and Yoga is also available for all students.

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

8. *Duties of the Students*

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

9. *Visiting Hours*

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

Further particulars may be obtained from the College Office at: 8/9, Bankim

Chatterjee Street, Kolkata - 700 073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalancollege@yahoo.co.in

Website: www.ssjalangirlscollege.org

LIST OF HOLIDAYS (2018 -2019)

There will be no further notification of Holidays given below by the Teacher-in-Charge

Date	Day	Occasion	No. of days
14th July 2018	Saturday	Rathayatra	1
2 nd August	Thursday	College Foundation Day	1
13 th August	Monday	Srabani Teej	1
22 nd August	Wednesday	Id-uj-Zoha	1
26 th August	Sunday	Raksha Bandhan	1
3 rd September	Monday	Janmashtami	1
21 st September	Friday	Muharram	1
2 nd October	Tuesday	Gandhi Jayanti	1
8 th October	Monday	Mahalaya	1
15 th October To 10 th November	Monday Saturday	Durga Puja, Lakshmi Puja, Kali Puja, Deepabali, Bhratridwitiya.	27
13 th November	Tuesday	Chhat Puja	1
17 th November	Saturday	Jagaddhatri Puja	1
21 st November	Wednesday	Fateh – Dauz - Doham	1
23 rd November	Friday	Guru Nanak Jayanti	1
25 th December	Tuesday	Christmas Day	1
1 st January 2019	Tuesday	New Year's Day	1
12 th January	Saturday	Swamiji Jayanti	1
23 rd January	Wednesday	Netaji Jayanti	1
24 th January	Thursday	Calcutta University Foundation Day	1
26 th January	Saturday	Republic Day	1
10 th February & 11 th February	Sunday Monday	Saraswati Puja	2
4 th March	Monday	Shivaratri	1
21 st March	Thursday	Dolyatra &Holi	1
8 th April	Monday	Gangaur	1
14 th April	Sunday	Ramnavami & Chaitra Sankranti	1
15 th April	Monday	Bengali New Year's Day	1
17 th April	Wednesday	Mahavir Jayanti	1
19 th April	Friday	Good Friday	1
20 th April	Saturday	Easter Saturday	1
1 st May	Wednesday	May Day	1
9 th May	Thursday	Rabindra Jayanti	1
18 th May	Saturday	Buddha Purnima	1

Compulsory Attendance for Teachers, Non-teaching Staff and Students on 15th August.

Recess :Winter Recess shall be for a period of 8 days commencing on the 25th day of December and ending on the 1st day of January. The **Summer Recess** shall commence on May 16 and shall end on the 30th day of June. During the period of recess, only classes shall remain suspended. **Muslim Festivals are subject to change.**

ACADEMIC STAFF

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

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

English

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

Hindi

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

Philosophy

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

Bengali

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

Economics

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

Political Science

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

History

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

Geography

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

Education

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

Commerce

Prof. Mousumi Pathak M.Com.
Prof. Soma Sarkar M.A.(Economics)
Prof. Dr. Lutfun Nesha, M.Com.Ph.D.FCMA
Prof. Mousumi Chowdhuri. M.Com. B.Ed.
Prof. Srimanta Pal, M.Com.
Prof. Arnab Chakrabarty M.Com.
Prof. Sanjib Poddar, M.Sc.,Mathematics
Prof. Arundhati Mullick, MCA
Prof. Iffatjahan Qaiser, M.Com, M.Phil
Prof. Tripshita Saha, M.Com.
Prof. Puja Yadav, M.Com, B. Ed

Physical Instructor

Smt. Maya Chakraborty, B.A, Diploma in Physical Education

Computer Department

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

Library Staff

Smt. Rekha Saha, B. Sc. M. Lib. Sc., Librarian
Md. Ajimuddin Sk, M. A., M. LIS, Librarian
Smt. Tanima Bhattacharjee, M. A., Lib. Asstt.

Sri Ganga Sagar Mahto, M. Com., Lib. Peon

Smt. Manju Mondal, B. A. Certificate in Computer Fundamentals,
Lib. Peon

OfficeStaff

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

Class IV Staff

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

Sri. Dilip Dutta, Night Guard

GOVERNING BODY

Shri Tularam Jalan, *President*

Shri Bharat Jalan, Vice-President

Shri Nandlal Singhania, *Hony. Secretary*

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

Shri R. N. Jhunjhunwala

Shri Girish Kumar Khaitan

Shri Rajeevalochan Kanoria

Smt. Anusree Jalan

Prof. Chandana Dutta, *Teachers' Representative*

Prof. Madhulata Gupta, *Teachers' Representative*

UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A./ B.Sc./ B.Com. / B.Mus.(Honours /General / Major) Courses of Studies (under CBCS with Semester-wise Examinations) for the Academic Session 2018-2019

COURSE OF STUDIES	COMMENCEMENT OF CLASSES	FILLING UP OF FORM FOR UNIVERSITY EXAMINATION	INTERNAL ASSESSMENT (EXAMINATION) [BY THE COLLEGE]	COMMENCEMENT OF EXAMINATIONS (TENTATIVE)		PUBLICATION OF RESULT (TENTATIVE)
				PRACTICAL/ TUTORIAL	THEORETICAL	
Semester-I	1 st week of July, 2018	November,2018	3 rd week November 2018	4 th week November, 2018	2 nd week December,2018	Within 45 days from the last date of Exam.
Semester-II	Within 7 days from the completion of 1 st semester exam.	May,2019	3 rd week May, 2019	4 th week May,2019	2 nd week June,2019	-Do-
Semester-III (For B.Com. H/G only)	Within 7 days from the completion of 2 nd semester exam.	November,2018	3 rd week November,2018	4 th week November,2018	2 nd week December,2018	--Do--
Semester-IV (For B.Com. H/G only)	Within 7 days from the completion of 3 rd semester exam.	May,2019	3 rd week May, 2019	2 nd week June,2019	--Do--

Sd/-
Secretary
Councils for U. G. Studies



UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A./ B.Sc./B.Com. Courses of Studies (under 1+1+1 System of Examinations) for the Academic Session 2018-2019

Course of Studies	Commencement of Classes	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for Univ. Exam.	Commencement of Examinations (Tentative)		Pub. of Result (Tentative)
						Theoretical	practical	
Part-I (Only for old candidates)	NA	NA	NA	NA	1 st week of April, 2019	B.Com. 3 rd week of June, 2019 (H+G) B.A./B.Sc. 4 th week of July, 2019 (H+G) B.A./B.Sc./B.Com. 4 th week of July, 2019 (Major)	BA/B.Sc. 2 nd week of August (H & Major)/ B.Com.(Major)	Within 90 days from the last date of Exam.
Part-II (In case of B.Com(H/G) : only for old candidates)	within 7 days from the completion of Part-I Exam.	October, 20 18	1 st week of February, 2019	3 rd week of February, 2019	1 st week of March, 2019	B.Com. 4 th week of April, 2019 (H) 2 nd week of May, 2019 (G) B.A./B.Sc. 3 rd week of May, 2019 (H) 4 th week of May, 2019 (G) B.A./B.Sc./ B.Com. 3 rd week of May, 2019 (Major)	B.Com 4 th week of March (H+G) B.A./B.Sc. 4 th week of April (H. & Major)/ B.Com. (Major) B.A./B.Sc 4 th week of June, 2019 (G)	-Do-
Part-III	within 7 days from the completion of Part-II Exam.	October, 20 18	1 st week of January, 2019	3 rd week of January, 2019	1 st week of February, 2019	B.A./B.Sc./B.Com. 1 st week of April (H & Major) 2 nd week of April, 2019 (G)	B.A./B.Sc./B.Com 1 st week of March (H & Major) 4 th week of March- (G)	Within June, 2019
Part-I & II Supplementary Examination, 2018					January, 2019	February, 2019	March, 2019	May, 2019

Sd/-
Secretary
Councils for U. G. Studies

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

Fees Structure (Course wise) Schedule of Fees - 2018-2019								
Sl. No.	Class	1st Semester (July to Dec)	2nd Semester (Jan to June)	3rd Semester (July to Dec)	4th Semester (Jan to June)	Half - Yearly (July to Dec)	Half - Yearly (Jan to June)	Total
		₹	₹	₹	₹	₹	₹	₹
1	B.Com. 1st Year (Hons.)	6150		-	-	-	-	6150
2	B.Com. 1st Year (Gen.)	5750		-	-	-	-	5750
3	B.Com. 2nd Year (Hons.)	-	-	4075		-	-	
4	B.Com. 2nd Year (Gen.)	-	-	3675		-	-	
5	B.Com. 3rd Year (Hons.)	-	-	-	-	3700	2700	6400
6	B.Com. 3rd Year (Gen.)	-	-	-	-	3300	2300	5600
7	B.A. 1 st Year (Hons.)*	6400		-	-	-	-	6400
8	B.A. 1 st Year (Gen.)*	6000		-	-	-	-	6000
9	B.A. 2nd Year (Hons.)*	-	-	-	-	3700	2700	6400
10	B.A. 2nd Year (Gen.)*	-	-	-	-	3300	2700	6000
11	B.A. 3rd Year (Hons.)	-	-	-	-	3700	2700	6400
12	B.A. 3rd Year (Gen.)*	-	-	-	-	3300	2300	5600

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

Calcutta University Examination Fee will be notified later on.

SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA



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

2019-2020

1. Genesis of the Seth Soorajmull Jalan Trust

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

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

History of the College

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

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

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

Mission & Goals

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

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

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

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

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

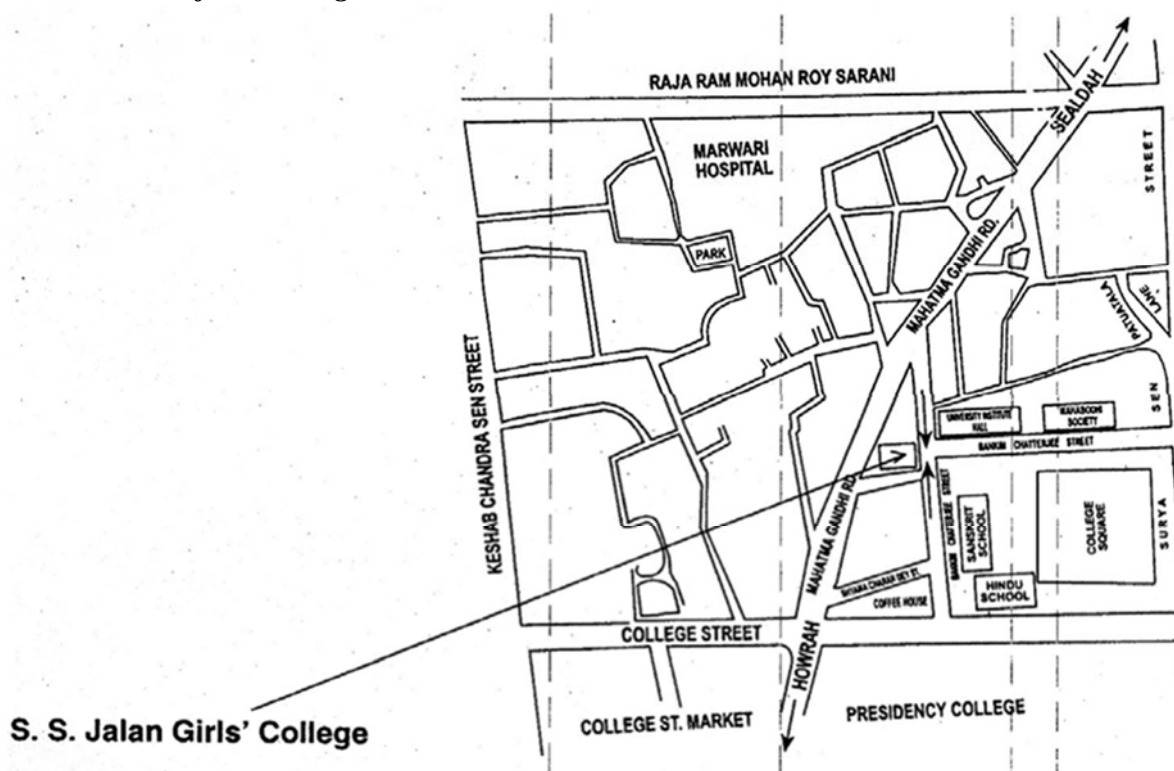
To develop learning-teaching materials and ICT materials.

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

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

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

2. Location of the College



3. *Profile of the College*

i) **Affiliation and courses of study**

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

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

4. *Academic Profile*

i) **Admission to the College**

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

Subject combinations offered by the College Bachelor of Arts

(Honours)

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

Bachelor of Arts (General) CC/GE

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

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

TH= Theory P= Practical TU=Tutorial

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

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

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

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

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

TH= Theory P=Practical TU= Tutorial

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

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

Bachelor of Commerce (Honours & General)

Honours in Accounting &

Finance

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

1.Types of Courses

A) B.Com. Honours

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

B) B.Com. General

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

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

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

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

Year I: Semester I

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

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Year 1: Semester II

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

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Year 2: Semester III

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

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Year 2: Semester IV

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

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Year 3: Semester V

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

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Year 3: Semester VI

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

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

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

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

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Year 1: Semester II

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

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Year 2: Semester III

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

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Year 2: Semester IV

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

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Year 3: Semester V

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

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Year 3: Semester VI

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

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

Computer Course

The College provides Computer Courses to the students of:

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

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

iii) Procedure for Admission

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

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

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

Students seeking admission to the College must note the following:

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

iv) Rules for Payment of Fees

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

SCHEDULE OF FEES -2019-20

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

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

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

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

V) Lesson Plan

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

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

Vi) Attendance:

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

as per University of Calcutta regulation:

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

Rules for Eligibility for University Examination:

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

(h) Strict measures shall be taken against students found using "Unfair Means".

viii) Computerized progress reports showing the marks obtained in the Mid Semester / Mid Term Examination and Test Examination are issued to the students of all the streams

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

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

6. Infrastructure & facilities provided by the College

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

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

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

6. Some unique features of the College

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

7. Discipline and Conduct of the College

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

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

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

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

their wards to be regular and punctual in attendance.

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

8. *Duties of the Students*

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

9. *Visiting Hours*

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

Further particulars may be obtained from the College Office at:

8/9, Bankim Chatterjee Street, Kolkata - 700073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalncollege@yahoo.co.in

Website: www.ssjalangirlscollege.ac.in

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

ACADEMIC STAFF

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

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

English

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

Hindi

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

Philosophy

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

Bengali

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

Economics

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

Political Science

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

History

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

Geography

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

Education

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

Commerce

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

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

Computer Department

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

Library Staff

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

OfficeStaff

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

Class IV Staff

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

Sri. Dilip Dutta, Night Guard

GOVERNING BODY

Shri Bharat Kumar Jalan, *President*

Shri Nandlal Singhanian, *Hony. Secretary*

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

Shri R. N. Jhunjhunwala

Shri Girish Kumar Khaitan

Shri Rajeevalochan Kanoria

Smt. Anusree Jalan

Shri Hemant Kumar Jalan

Prof. Chandana Dutta, *Teachers' Representative*

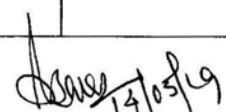
Prof. Madhulata Gupta, *Teachers' Representative*



UNIVERSITY OF CALCUTTA

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

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


14/05/19
Secretary
U. G. Councils



UNIVERSITY OF CALCUTTA

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

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

Secretary

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

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

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

Calcutta University Examination Fee will be notified later on.

SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA



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

2020-2021

Seth SoorajmullJalan Girls' College founded in 2nd August 1954 is a Government Aided General Degree College affiliated to University of Calcutta. The College also follows guidelines set by the Department of Higher Education, Government of West Bengal and University Grants Commission (UGC).

The College has completed its sixty-sixth year. In our pursuit of excellence, the College is assessed and accredited by the National Assessment and Accreditation Council (NAAC). The first accreditation cycle was held in 2006 and the Second Cycle in 2016 and in both cycles the College has been awarded B+ grade for all around development. NAAC is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. Our College also received the RUSA Grant. As an organized effort for self-improvement, the College has established the **Internal Quality Assurance Cell (IQAC)** on 26th July, 2006, which is a body that helps in defining and guiding sustenance activity.

College Hours: 7:30 am – 2:00 pm.

Medium of instruction - English

History of the College

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

Seth SoorajmullJalan Trust, a charitable and religious institution, owns the building which is used by Seth SoorajmullJalan Girls' College as its campus under the Agreements of License made between the trust and the College. The College pays License Fees to the Trust every month for using the building.

1. Mission & Goals

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

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

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

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

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

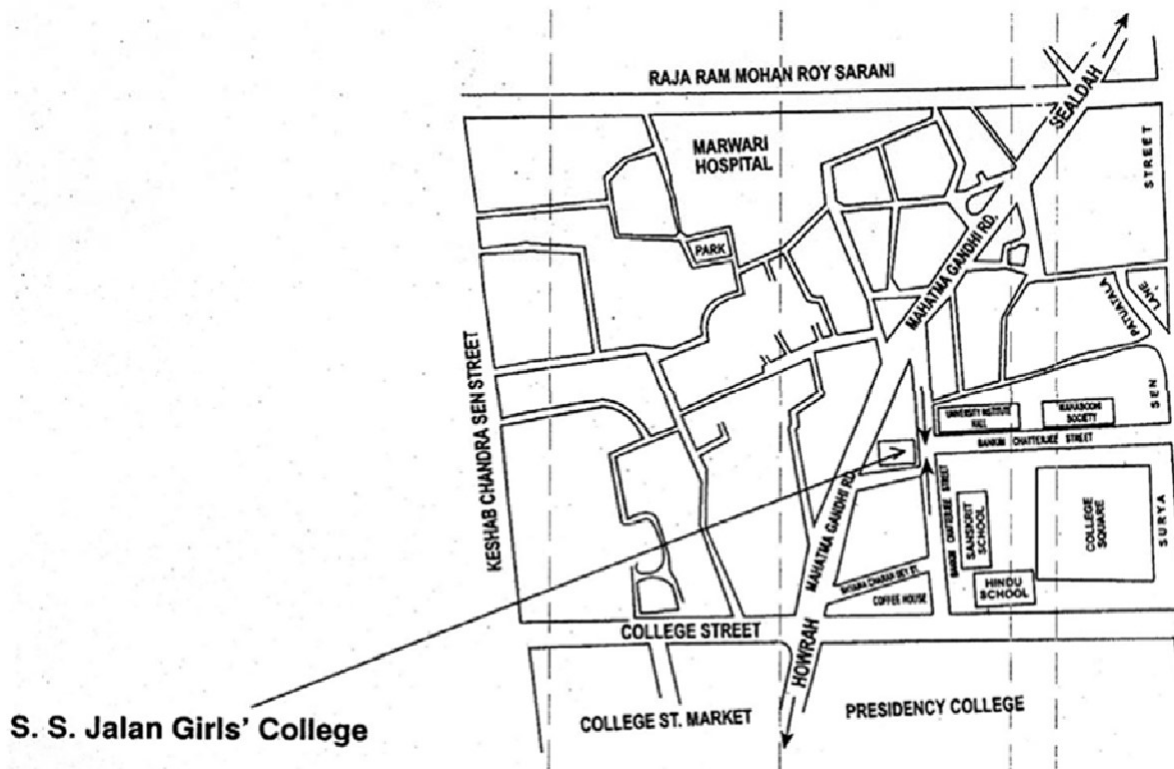
To develop learning-teaching materials and ICT materials.

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

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

To develop *a* system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions.

2. Location of the College



3. *Profile of the College*

i) Affiliation and courses of study

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

ii) Procedure for Admission

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

Candidates who passed H.S. (10+2) Examination conducted by the W.B.C.H.S.E. or its equivalent Examination are eligible to seek admission to the 1st Semester.

Students seeking admission to B.A. / B.Com.Honours and General will be admitted on the basis of Merit List after submission of application forms Online as per the Schedule given by the College in its Website: www.ssjalangirlscollege.ac.in.

Students coming from other State Boards are required to pay a Migration Fee of Rs. 100 for admission to B.A./B.COM. & furnish the office with the information regarding particulars specified in the prescribed form to be had from the College office. Students from other States board also has to submit migration certificate at the time of admission.

iii) Subject combinations offered by the College

Bachelor of Arts (Honours)

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

Bachelor of Arts (General) CC/GE

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

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

TH= Theory P= Practical TU=Tutorial

(CSR/12/18, dated- 28/05/18)

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

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

❖ CC/GE/ DSE : Each Theory and Practical Course have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively

❖ GE: Covering two subjects with two courses each; any subject in any semester; CC of a different subject in General course is to be treated as GE for Honours Course

❖ DSE/SEC: Group (A & B) for specified semesters

❖ AECC/SEC: Each Course has 2 Credits

❖ AECC-1: Communicative English/MIL; AECC-2: Environmental Studies

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

(CSR/12/18, dated- 25/5/18)

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

TH= Theory P=Practical TU= Tutorial

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

- ❖ CC/LCC/GE/DSE : Each Theory and Practical Course have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively
- ❖ CC : 4 courses each from 2 subjects (one course from each subject under each semester)
- ❖ GE : Two courses from one subject different from core subjects including LCC
- ❖ DSE : 2 courses each from 2 subjects
- ❖ AECC/SEC : Each Course has 2 Credits

❖ SEC : 4 courses; 2 courses each from two subjects

❖ DSE/SEC : Group (A & B) for specified semesters

9(b) Semester-wise Courses for B.Sc. (General)

	Sem- 1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6
Core Course (CC)	3TH+3P/TU CC-1	3TH+3P/TU CC-2	3TH+3P/TU CC-3	3TH+3P/TU CC-4		
Discipline Specific Elective (DSE)					3TH+3P/TU DSE-A (1A+2A+3A)	3TH+3P/TU DSE-B (1B+2B+3B)
Ability Enhancement Compulsory Course (AECC)	1TH+0P/TU AECC-1	1TH+0P/TU AECC-2				
Skill Enhancement Elective (SEC)			1TH+0P/TU SEC-A	1TH+0P/TU SEC-B	1TH+0P/TU SEC-A	1TH+0P/TU SEC-B
Total No of Courses and Marks	4x100 =400	4x100 =400	4x100 =400	4x100 =400	4x100 =400	4x100 =400
Total Credits	20	20	20	20	20	20

TH= Theory P= Practical TU= Tutorial

- ❖ CC/DSE : Each Theory and Practical Courses have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively
- ❖ CC: 4 courses each from 3 subjects (one course from each subject under each semester)
- ❖ DSE: 2 courses each from 3 subjects (one from each subject under each semester)
- ❖ AECC/SEC: Each Course has 2 credits
- ❖ AECC-1: Communicative English/ MIL; AECC-2 Environmental Studies
- ❖ SEC: 4 courses; two courses each from two subjects
- ❖ DSE/SEC: Group (A & B) for specified semesters

Bachelor of Commerce (Honours& General)

Honours in Accounting & Finance

1. Types of Courses

A) B.Com. Honours

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

B) B.Com. General

		Marks	Credit Hours	
Ability Enhancement Compulsory	Two Papers	200	$2 \times 2 = 04$	

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

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

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

Year I: Semester I

		Marks	Credit Hours	
AECC 1.1Chg	Language: Communicative English - 50 Indian Language - 50	100	2	
GE 1.1Chg	Microeconomics I & Statistics (50+50)	100	6	
CC 1.1 Chg	Business Laws	100	6	
CC 1.2 Chg	Principles of Management	100	6	
CC 1.1Ch	Financial Accounting – I	100	6	
			26	

Year 1: Semester II

		Marks	Credit Hours	
AECC 2.1Chg	Environmental Studies	100	2	
GE 2.1Chg	E-Commerce & Business Communication (50+50)	100	6	
CC2.1Chg	Company Law	100	6	
CC2.2Chg	Marketing Management and Human Resource Management (50+50)	100	6	
CC 2.1Ch	Cost and Management Accounting – I	100	6	
			26	

Year 2: Semester III

		Mark s	Credit Hours	
SEC3.1 Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GE 3.1Chg	Business Mathematics & Statistics (50+50)	100	6	
CC3.1 Ch	Financial Accounting II	100	6	
CC3.2Ch	Indian Financial System	100	6	
			22	

Year 2: Semester IV

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

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Year 3: Semester V

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

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Year 3: Semester VI

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

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

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

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

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Year 1: Semester II

		Marks	Credit Hours	
AECC 2.1Chg	Environmental Studies	100	2	
GE 2.1 Chg	E-Commerce & Business Communication (50+50)	100	6	
CC 2.1 Chg	Company Law	100	6	
CC 2.2 Chg	Marketing Management & Human Resource Management (50+50)	100	6	
CC 2.1Cg	Cost and Management Accounting I	100	6	

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Year 2: Semester III

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

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Year 2: Semester IV

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

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Year 3: Semester V

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

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Year 3: Semester VI

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

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

iv) Rules for Payment of Fees

- Fee is to be paid in advance, (half-yearly / semester- wise) to State Bank of India, Calcutta University Branch.
- Library and other deposits cannot be refunded except at the end of the session.
- Before the start of academic session in every semester, the students have to take admission to semester respectively. The students should check the notice given in the College Notice Board.

FEES STRUCTURE - 2020-2021

FOR COLLEGE	1 st Year B.A. and B.Com.		2 nd Year B.A. and B.Com.		3 rd Year B.A. and B.Com.	
	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester
	(At the time of Admission)	(Jan to June)	(July to Dec)	(Jan to June)	(July to Dec)	(Jan to June)
Application Form	200					
	Per annum		Per annum		Per annum	
Admission Fee	₹ 2,000				-	
Session Fee	₹ 600	-	₹ - 600	-	₹ 600	-
Magazine Fee	₹ 70	-	₹ 70	-	₹ 70	-
Students' Association Fee	₹ 50	-	₹ 50	-	₹ 50	-
Identity Card	₹ 50	-	-	-	-	-
Students' Health Home Card	₹ 10	-	₹ 10	-	₹ 10	-
Library Fees	₹ 100	-	₹ 100	-	₹ 100	-

Cautious Money Library	₹ 300	-	-	-	-	-
Games and Sports Fees						
College Examination Fees	₹ 100	-	₹ 100	-	₹ 100	-
Syllabus Plan Fees	₹ 25	-	₹ 25	-	₹ 25	-
Tuition Fees	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester
B.A. / B.Com. Honours	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500
B.A / B.Com. General	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100
Development Fees	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200
Geography Practical Fees	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100
Computer Practical Fees for B.Com. (Hons & Gen)	-	-	₹ 500	-	-	₹ 500

Transfer Certificate Fees	₹ 50
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Stipend and Freeship : 10% of students are awarded full freeship and half-free studentship. Financially weak students are eligible for this benefit provided they have satisfactory attendance and marks in the previous Semester Examination. Students who wish to avail this facility should apply within 1st to 15th December with necessary documents.

V) Lesson Plan

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

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

vi) Attendance

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

as per University of Calcutta regulation.

The class attendance:

- **6 marks for attending 60% or above but less than 75% of the number of lectures delivered in each subject.**
- **8 marks for attending 75% or above but less than 90% of the number of lectures delivered in each subject.**
- **10 marks for attending 90% or above of lectures delivered in each subject and such attendance will be calculated from the date of commencement of classes or date of admission whichever is later).**
- **Students attending lectures in each subject below 60% will not be allowed to sit for Internal Assessment and subsequently will not be allowed in University Examination. Medical certificate is no substitute for attendance.**

(a) Absence from Tutorial and Internal Assessment will not be condoned.

(b) Selection of students for being sent up for University Examinations will be made strictly in accordance with the rules laid down by the College under direction of University of Calcutta.

(c) The decision made on the basis of and in accordance with the relevant rules in force shall be final and binding.

(e) There shall not be any revision or re-consideration except in case where an error of any kind has been detected.

(f) Any attempt on the part of the students and / or their parents or guardians to bring any kind of influence or pressure for promotion or for sending up their wards; who have failed to qualify themselves for the same under the rules; will not only affect but will tend to prejudice their cases. However, when a genuine error is detected, the case should be brought to the notice of Head of Department/Teacher-in-Charge for enquiry and rectification

(g) Strict measures shall be taken against students found using "Unfair Means".

4. Parent-Teacher Meet for the students are conducted in the due course of Academic Session, dates of which shall be conveyed later.

5. Infrastructure & facilities provided by the College

1. **Library:** The College has a well-equipped computerized library consisting of approximately 32,000 books covering all subjects, journals, periodicals, magazines, newspapers adequately to meet the requirement of both students and teachers. The Inflib-net facility is also available. Students can search books through user-terminal and Open Access to library stacks with OPAC (Online Public Access Catalogue).
2. **Book Bank:** Book Bank facilities are available to the students.
3. **Reading Room:** A large well equipped reading room for students and separate reading room for teachers are there.
4. **Class Room:** ICT facilitated smart classrooms are used for teaching.
5. **Departmental Seminar Library:** Each Honours Department possesses a seminar library to provide students with text and reference books in addition to the facility provided by the main library.
6. **UGC Network Resource Centre:** Funded by UGC, it aims to provide students with internet facilities.
7. **Students' Counseling Desk:** Student friendly teachers are always available to sort out specific academic problems as well as for personal & social problems.
8. **Personality Test:** Personality Test of the students are arranged by the College through Indian Institute of Psychometric.
9. **Career Guidance:** The College adopts several measures to secure bright future for the students. Teachers involved in the counseling cell provide students with information through different papers like Employment News and brochures sent by different organizations. From time to time, entrepreneurship development programmes and different other training programmes are organized for the benefit of the students.

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

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

6. Some unique features of the College

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

7. Discipline and Conduct of the College

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

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

Passages adjoining class rooms. Any violation of this is liable for a fine of Rs: 500 and forfeiture of the phone till the fine is paid. In some cases, guardian can also be called. The fine so collected is deposited in Student Association Fund.

2. Late Attendance: Late attendance is not acceptable. All the teachers have been authorized to disallow a student from attending a class if the student comes late.

3. Identity Card: Identity Card must be carried by students while attending the College.

4. Gross misconduct or breach of College discipline, copying or communicating with other students during examination and impersonation at Roll call will be severely dealt with. A student will not be promoted or sent up if she is found using unfair means in the Examination Hall.

5. Disfiguring of walls, furniture or any of the properties of the College with writing or in any other manner will be viewed seriously and may result in imposition of fine, suspension from classes or dismissal or expulsion from the College.

6. Students should not leave the class without the permission of the teacher.

7. No student shall leave the College at any time during the working hours without the permission of the Teacher-in-Charge. Permission will be granted to the student according to the discretion of the Authority.

8. Students who remain absent from the College for a month without taking prior permission, will have their names struck off from the Register.

9. Attendance at all functions of the College whether on working days or on holidays is compulsory and absence from the same without valid reasons will be strictly dealt with.

10. Change of address and telephone numbers must always be notified in writing to the Teacher-in-Charge.

11. It is compulsory for the students to attend Assembly and Independence Day, Sports Day, Annual Functions and any other event organized by the College.

12. Student must not gather in front of class room before classes are over, nor should they loiter in the corridor when classes are being held.

13. Concessions in tuition fees, free studentships or stipend granted are tenable only on condition of good conduct, regular attendance and satisfactory progress in studies.

14. Students requiring certificates should submit applications with relevant particulars at least one week before the certificates are required. Papers for attestation and railway concession forms for signature should similarly be submitted at least one working day before they are required.

15. Students must not enter College office except during the stipulated time.(10 A.M. to 12.30 P.M.)

16. Parents / Guardians are requested to co-operate with the College Authorities by urging

their wards to be regular and punctual in attendance.

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

8. *Duties of the Students*

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

9. *Visiting Hours*

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

Further particulars may be obtained from the College Office at:

8/9, Bankim Chatterjee Street, Kolkata - 700 073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalncollege@yahoo.co.in

Website: www.ssjalangirlscollege.ac.in

LIST OF HOLIDAYS (2020 -2021) There will be no further notification of Holidays given below by the Teacher-in-Charge

Date	Day	Occasion	No. of days
1 st August 2020	Saturday	Id-uj-Zoha	1
2 nd August	Sunday	College Foundation Day	1
3 rd August	Monday	RakshaBandhan	1
12 th August	Wednesday	Janmashtami	1
15 th August	Saturday	Independence Day	1
30 th August	Sunday	Muharram	1
17 th September	Thursday	Mahalaya	1
2 nd October	Friday	Gandhi Jayanti	1
21 st October To 17 th November	Wednesday Tuesday	Durga Puja, Lakshmi Puja, Fateh – Daulat - Doham, Kali Puja, Deepabali, Bhadratritiya.	28
20 th November	Friday	Chhat Puja	1
23 rd November	Monday	Jagaddhatri Puja	1
30 th November	Monday	Guru Nanak Jayanti	1
25 th December	Friday	Christmas Day	1
1 st January 2021	Friday	New Year's Day	1
12 th January	Tuesday	Swamiji Jayanti	1
23 rd January	Saturday	Netaji Jayanti	1
24 th January	Sunday	Calcutta University Foundation Day	1
26 th January	Tuesday	Republic Day	1
16 th February & 17 th February	Tuesday & Wednesday	Saraswati Puja	2
11 th March	Thursday	Shivaratri	1
28 th March	Sunday	Dolyatra	1
29 th March	Monday	Holi	1
2 nd April	Friday	Good Friday	1
3 rd April	Saturday	Easter Saturday	1
14 th April	Wednesday	Chaitra Sankranti	1
15 th April	Thursday	Bengali New Year's Day	1
1 st May	Saturday	May Day	1
9 th May	Sunday	Rabindra Jayanti	1
26 th May	Wednesday	Buddha Purnima	1

Recess : Winter Recess shall be for a period of 8 days commencing on the 25th day of December and ending on the 1st day of January. The **Summer Recess** shall commence on May

16 and shall end on the 30th day of June. During the period of recess, only classes shall remain suspended. **Muslim Festivals are subject to change.**

ACADEMIC STAFF

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

Vice - Principal: Prof. DebjaniSanyal, M.A, M. Phil.

English

Prof. Chandana Dutta M.A. B. Ed
Prof. DebjaniSanyal, M.A., M. Phil.
Prof. Ramita Paul, M.A. M. Phil.
Prof. ShyamaliDasgupta, M.A.

Hindi

Prof .Madhulata Gupta, M.A
Prof. Dr. Indira Chakraborty, M.A, M Phil., Ph.D.
Prof. SuchitaKujur, M.A., B.Ed.
Prof. Dr. Vivek Singh M.A. Ph.d.(Lien)

Philosophy

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

Bengali

Prof. Dr. SanjuktaGuha, M.A, Ph.D.
Prof. Soma Chattopadhyay, M.A., M. Phil.

Economics

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

Political Science

Prof. Dr. Debarati Sen, M.A., Ph.D.
Prof. Dr. MaitrayeeGuha, M.A., M.Phil. Ph.D.
Prof. ArunavaMondal, M.A., M. Phil
Prof. Dr. Yang LhamuBhutia, M.A .Ph.D.
Prof. Simanti Banerjee, M.A.
Prof. SoumiNiyogi, M.A., M.Phil
Prof. DebanjaliDey, M.A., M.Phil

History

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

Geography

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

Education

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

Commerce

Prof. Mousumi Pathak M.Com.
Prof. Soma Sarkar M.A.(Economics)
Prof. Dr. LutfunNesha, M.Com.Ph.D.FCMA
Prof. MousumiChowdhuri. M.Com. B.Ed.
Prof. Arundhati Mullick, MCA
Prof. IffatjahanQaiser, M.Com, M.Phil
Prof. TripshitaSaha, M.Com.
Prof. Puja Yadav, M.Com, B. Ed

Computer Department

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

Library Staff

Smt. RekhaSaha, B. Sc. M. Lib. Sc., Librarian
Dr.Md. AjimuddinSk, M. A., M. LIS, Librarian, Ph.D.
Smt. TanimaBhattacharjee, M. A., Lib. Asstt. Sri
Ganga SagarMahto, M. Com., Lib. Peon
Smt. Manju Mondal, B. A. Certificate in Computer Fundamentals,
Lib. Peon

OfficeStaff

Sri ShyamBabu Bharti, M. A., Head Clerk
Cashier
Sri Prantik Banerjee, B. A., I.T.I. Electrician cum
Caretaker
Smt. Srabani Dutta, B. Com., PGDCA, Clerk
Smt. Sarika Hela, M.Com., DCA, Clerk
Sri ParthaBanerjee.,B. Com (Hons.) Casual Clerical Staff.

Class IV Staff

Smt. Anima Sardar– Sweepress
Sri Ram Prasad Hela–Sweeper
Sri Satya Prakash Shaw–Guard
Sri SajjanMahato- Lab. Attendant
Sri Somenath Das- Peon
Sri SoumikKuila– Casual staff
Smt Nisha Khatick, Attendant
Smt. Manju Gupta, Attendant
Sri PrasantaSamai,. Lift man
Smt. Sandhya Shaw, Guard
Sri Dilip Kumar Singh, Guard

Sri. Dilip Dutta, Night Guard

Governing Body

As per Government order (No. 1782/1(9) Edn (CS)/IC-452 L/2014) dated 30th September, 2019, issued by the Department of Higher Education, Government of West Bengal, the Governing Body of the College has been dissolved with immediate effect and Dr. Shampa Datta Gupta, Joint Director of Public Instruction, Education Directorate has been appointed as Administrator of the College. Teacher-in- Charge of the college thereby directed to take steps for reconstitution of the Governing Body of the college in terms of the provisions of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, under the same Government order.

SETH SOORAJMULL JALAN GIRLS' COLLEGE

8/9, BANKIM CHATTERJEE STREET, KOLKATA - 700073

Course wise Schedule of Fees - 2020-2021

Sl. No.	Class	1st Semester (At the time of Admission)	2nd Semester (Jan to June)	3rd Semester (July to Dec)	4th Semester (Jan to June)	5th Semester (July to Dec)	6th Semester (Jan to June)
		₹	₹	₹	₹	₹	₹
1	B.Com. Honours	6185	2700	4185	2700	3685	3200
2	B.Com. General	5785	2300	3785	2300	3285	2800
3	B.A. Honours	6185	2700	3685	2700	3685	2700
4	B.A. General*	5785	2300	3285	2300	3285	2300

Students studying Geography have to pay ₹100 as Geography Practical Fee for each semester.

Calcutta University Examination Fee will be notified later on.

SETH SOORAJMULL JALAN GIRLS' COLLEGE, KOLKATA

Accreditation by NAAC: B+



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

2021-22

Seth Soorajmull Jalan Girls' College founded in 2nd August 1954 is a Government Aided General Degree College affiliated to University of Calcutta. The College also follows guidelines set by the Department of Higher Education, Government of West Bengal and University Grants Commission (UGC).

The College has completed its sixty-sixth year. In our pursuit of excellence, the College is assessed and accredited by the National Assessment and Accreditation Council (NAAC). First accreditation cycle was held in 2006 and the Second Cycle in 2016 and in both cycles the College has been awarded B+ grade for all around development. NAAC is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. Our college also received the RUSA Grant. As an organized effort for self-improvement, the College has established the Internal Quality Assurance Cell (IQAC) on 26th July, 2006, which is a body that helps in defining and guiding sustenance activity.

College Hours: 7:30 am – 2:00 pm.

Medium of instruction – English

1. History of the College

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

Seth Soorajmull Jalan Trust, a charitable and religious institution, owns the building which is used by Seth Soorajmull Jalan Girls' College as its campus under the Agreements of License made between the trust and the College. The College pays License Fees to the Trust every month for using the building.

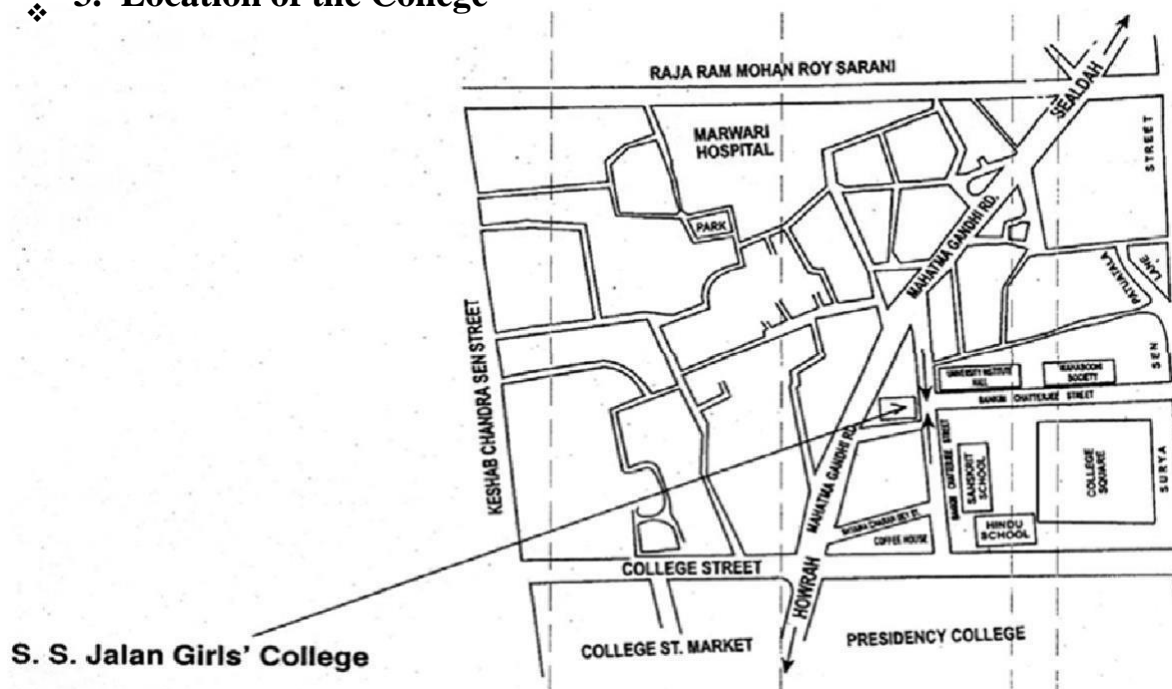
2. Mission & Goals

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

- ❖ To fulfill the mission of the Institution by offering complete education, which meets not only the academic aspirations of the students but also prepares them for a happy and healthy life.
- ❖ To impart, promote and spread holistic education among girls to make them self-reliant and responsible members of the community.
- ❖ To develop curricula reflecting modern outlook combined together with Indian cultural values, keeping pace with the changing scenario of the world.
- ❖ To raise academic standards and to bring cultural integration, equal salience is accorded to all the three languages.
- ❖ To develop learning-teaching materials and ICT materials.

- ❖ The co-curricular activities of the College are also geared to fulfill the mission and goals of the institution.
- ❖ To create an atmosphere of academic excellence, to facilitate creative skills, enhancing opportunities for further studies and research activities through the ble guidance of the College Staff.
- ❖ To develop a system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution as per the guidelines of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions.

❖ 3. Location of the College



4. Profile of the College

i) Affiliation and courses of study

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

ii) Procedure for Admission

Admission to the College is provisional till the registration is confirmed by the University of Calcutta. Candidates who passed H.S. (10+2) Examination conducted by the W.B.C.H.S.E. or its equivalent Examinations are eligible to seek admission to the 1st Semester.

Students seeking admission to B.A. / B.Com. Honours and General will be admitted on the basis of Merit List after submission of application forms Online as per the Schedule given by the College in its Website: www.ssjangirlscollege.org.in

Students coming from other State Boards are required to pay a Migration Fee of Rs. 100 for admission to B.A./B.COM. & furnish the office with the information regarding particulars specified in the

prescribed form to be had from the College office. Students from other States board also have to submit migration certificate at the time of admission.

iii) Subject combinations offered by the College Bachelor of Arts (Honours)

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

Bachelor of Arts (General) CC/GE

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

Semester- wise Courses for B.A. /B.Sc. (Honours)
(CSR/12/18, dated- 28/05/18)

TH= Theory P= Practical TU=Tutorial

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

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

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

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

(CSR/12/18, dated- 25/5/18)

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

TH= Theory P=Practical TU= Tutorial

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

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

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

	Sem- 1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6
Core Course (CC)	3TH+3P/TU CC-1	3TH+3P/TU CC-2	3TH+3P/TU CC-3	3TH+3P/TU CC-4		
Discipline Specific Elective (DSE)					3TH+3P/TU DSE-A (1A+2A+3A)	3TH+3P/TU DSE-B (1B+2B+3B)
Ability Enhancement Compulsory Course (AECC)	1TH+0P/TU AECC-1	1TH+0P/TU AECC-2				
Skill Enhancement Elective (SEC)			1TH+0P/TU SEC-A	1TH+0P/TU SEC-B	1TH+0P/TU SEC-A	1TH+0P/TU SEC-B
Total No of Courses and Marks	4x100 =400	4x100 =400	4x100 =400	4x100 =400	4x100 =400	4x100 =400
Total Credits	20	20	20	20	20	20

- ❖ CC/DSE: Each Theory and Practical Courses have 4 and 2 Credits respectively/ Each Theory and Tutorial Course have 5 and 1 Credit(s) respectively
- ❖ CC: 4 courses each from 3 subjects (one course from each subject under each semester)
- ❖ DSE: 2 courses each from 3 subjects (one from each subject under each semester)
- ❖ AECC/SEC: Each Course has 2 credits
- ❖ AECC-1: Communicative English/ MIL; AECC-2 Environmental Studies
- ❖ SEC: 4 courses; two courses each from two subjects
- ❖ DSE/SEC: Group (A & B) for specified semesters

Bachelor of Commerce (Honours & General)

Honours in Accounting & Finance

1. Types of Courses

A) B.Com. Honours

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

B) B.Com. General

		Marks	Credit Hours	
Ability Enhancement Compulsory Course (AECC)	Two Papers	200	$2 \times 2 = 04$	
Skill Enhancement Elective Course (SEC)	Two Papers	200	$2 \times 4 = 08$	
Generic Elective (GE)	Four Papers	400	$4 \times 6 = 24$	
Core Course (CC)	Eleven Papers	1100	$11 \times 6 = 66$	
Discipline Specific Elective (DSE)	Four Papers	400	$4 \times 6 = 24$	
Total		2300	126	

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

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

Year I: Semester I

		Marks	Credit Hours	
AECC 1.1Chg	Language: Communicative English - 50 Indian Language - 50	100	2	
GE 1.1Chg	Microeconomics I & Statistics (50+50)	100	6	
CC 1.1 Chg	Business Laws	100	6	
CC 1.2 Chg	Principles of Management	100	6	
CC 1.1Ch	Financial Accounting – I	100	6	
			26	

Year 1: Semester II

		Marks	Credit Hours	
AECC 2.1Chg	Environmental Studies	100	2	
GE 2.1Chg	E-Commerce & Business Communication (50+50)	100	6	
CC2.1Chg	Company Law	100	6	
CC2.2Chg	Marketing Management and	100	6	
	Human Resource Management (50+50)		6	
CC 2.1Ch	Cost and Management Accounting – I	100		
			26	

Year 2: Semester III

		Marks	Credit Hours	
SEC3.1 Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GE 3.1Chg	Business Mathematics & Statistics (50+50)	100	6	
CC3.1 Ch	Financial Accounting II	100	6	
CC3.2Ch	Indian Financial System	100	6	
			22	

Year 2: Semester IV

		Marks	Credit Hours	
GE 4.1 Chg	Microeconomics II & Indian Economy (50+50)	100	6	
CC4.1Chg	Entrepreneurship Business Ethics (50+50)	100	6	
CC 4.1Ch	Taxation I	100	6	
CC 4.2 Ch	Cost and Management Accounting –II	100	6	
			24	

Year 3: Semester V

		Marks	Credit Hours	
CC 5.1Ch	Auditing & Assurance	100	6	
CC 5.2 Ch	Taxation II	100	6	
DSE 5.1 A*	Macroeconomics and Advanced Business Mathematics (50+50)	100	6	
DSE 5.2 A*	Corporate Accounting	100	6	
			24	

Year 3: Semester VI

		Marks	Credit Hours	
SEC6.1Chg	Computerized Accounting and e-Filing of Tax Returns	100	4	
CC 6.1Ch	Project Work	100	6	
DSE 6.1 A**	Financial Reporting and Financial Statement Analysis	100	6	
DSE 6.2 A**	Financial Management	100	6	
			22	

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

B) B.Com. General Course Structure under CBCS

Year I: Semester I

		Marks	Credit Hours	
AECC 1.1Chg	Language: Communicative English – 50 Indian Language - 50	100	2	
GE 1.1 Chg	Microeconomics I & Statistics (50+50)	100	6	
CC 1.1 Chg	Business Laws	100	6	
CC 1.2 Chg	Principles of Management	100	6	
CC 1.1 Cg	Financial Accounting – I	100	6	
			26	

Year 1: Semester II

		Marks	Credit Hours	
AECC 2.1Chg	Environmental Studies	100	2	
GE 2.1Chg	E-Commerce & Business Communication (50+50)	100	6	
CC 2.1Chg	Company Law	100	6	
CC 2.2Chg	Marketing Management & Human Resource Management (50+50)	100	6	
CC 2.1Cg	Cost and Management Accounting I	100	6	
			26	

Year 2: Semester III

		Marks	Credit Hours	
SEC 3.1Chg	Information Technology & Its Application in Business (Theory -50 + Practical- 50)	100	4	
GE 3.1Chg	Business Mathematics & Statistics (50+50)	100	6	
CC 3.1 Cg	Financial Accounting II	100	6	
			16	

Year 2: Semester IV

		Marks	Credit Hours	
GE 4.1Chg	Microeconomics II & Indian Economy (50+50)	100	6	
CC 4.1Chg	Entrepreneurship Development and Business Ethics (50+50)	100	6	
CC 4.1Cg	Taxation I	100	6	
CC 4.2Cg	Cost and Management Accounting –II	100	6	
			24	

Year 3: Semester V

		Marks	Credit Hours	
CC 5.1 Cg	Auditing & Assurance	100	6	
DSE 5.1 A*	Taxation II	100	6	
DSE 5.2 A*	Corporate Accounting	100	6	
			18	

Year 3: Semester VI

		Marks	Credit Hours	
SEC 6.1Chg	Computerized Accounting and e-Filing of Tax Returns	100	4	
DSE 6.1 A**	Financial Reporting and Financial Statement Analysis	100	6	
DSE 6.2 A**	Financial Management	100	6	
			16	

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

5. Rules for Payment of Fees

- Fee is to be paid in advance, (half-yearly /semester- wise) to State Bank of India, Calcutta University Branch.
- Library and other deposits cannot be refunded except at the end of the session.
- Before the start of academic session in every semester, the students have to take admission to semester respectively. The students should check the notice given in the College Notice Board.

FEES STRUCTURE - 2021-2022

FOR COLLEGE	1 st Year B.A. and B.Com.		2 nd Year B.A. and B.Com.		3 rd Year B.A. and B.Com.	
	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester
	(At the time of Admission)	(Jan to June)	(July to Dec)	(Jan to June)	(July to Dec)	(Jan to June)
Application Form	200					
	Per Annum		Per annum		Per annum	
Admission Fee	₹ 2,000	-	₹ - 600	-	₹ - 600	-
Session Fee	₹ 600	-	₹ 600	-	₹ 600	-
Magazine Fee	₹ 70	-	₹ 70	-	₹ 70	-
Students' Association Fee	₹ 50	-	₹ 50	-	₹ 50	-
Identity Card	₹ 50	-	-	-	-	-
Students' Health Home Card	₹ 10	-	₹ 10	-	₹ 10	-
Library Fees	₹ 100	-	₹ 100	-	₹ 100	-
Caution Money Library	₹ 300	-	-	-	-	-
Games and Sports Fees	₹ 30	-	₹ 30	-	₹ 30	-
College Examination Fees	₹ 100	-	₹ 100	-	₹ 100	-
Syllabus Plan Fees	₹ 25	-	₹ 25	-	₹ 25	-
Tuition Fees	1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.	5 th Sem.	6 th Sem.
B.A. / B.Com. Honours	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500	₹ 1,500
B.A / B.Com. General	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100	₹ 1,100
Development Fees	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200	₹ 1,200
Geography Practical Fees	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100	₹ 100
Computer Practical Fees for B.Com. (Hons & Gen)	-	-	₹ 500	-	-	₹ 500

Transfer Certificate Fees	₹ 50
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Stipend and Free-ship: 10% of students are awarded full freeship and half-free studentship. Financially weak students are eligible for this benefit provided they have satisfactory attendance and marks in the previous Semester Examination. Students who wish to avail this facility should apply within 1st to 15th December with necessary documents.

6. Lesson Plan

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

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

7. Attendance

Regular and punctual attendance is compulsory for every student of the College as per University of Calcutta regulation.

The class attendance:

- 6 marks for attending 60% or above but less than 75% of the number of lectures delivered in each subject.
 - 8 marks for attending 75% or above but less than 90% of the number of lectures delivered in each subject.
 - 10 marks for attending 90% or above of lectures delivered in each subject and such attendance will be calculated from the date of commencement of classes or date of admission whichever is later).
 - Students attending lectures in each subject below 60% will not be allowed to sit for Internal Assessment and subsequently will not be allowed in University Examination. Medical certificate is no substitute for attendance.
- (a) Absence from Tutorial and Internal Assessment will not be condoned.
- (b) Selection of students for being sent up for University Examinations will be made strictly in accordance with the rules laid down by the College under direction of University of Calcutta.
- (c) The decision made on the basis of and in accordance with the relevant rules in force shall be final and binding.
- (e) There shall not be any revision or re-consideration except in case where an error of any kind has been detected.
- (f) Any attempt on the part of the students and / or their parents or guardians to bring any kind of influence or pressure for promotion or for sending up their wards; who have failed to qualify themselves for the same under the rules; will not only affect but will tend to prejudice their cases. However, when a genuine error is detected, the case should be brought to the notice of Head of Department/Teacher-in-Charge for enquiry and rectification
- (g) Strict measures shall be taken against students found using "Unfair Means".
- (h) Parent-Teacher Meet for the students is conducted in the due course of Academic Session, dates of which shall be conveyed later.

8. Infrastructure & facilities provided by the College

1. **Library:** The College has a well-equipped computerized library consisting of approximately 32,000 books covering all subjects, journals, periodicals, magazines, newspapers adequately to meet the requirement of both students and teachers. The Inflib-net facility is also available. Students can search books through user-terminal and Open Access to library stacks with OPAC (Online Public Access Catalogue).
2. **Book Bank:** Book Bank facilities are available to the students.
3. **Reading Room:** A large well equipped reading room for students and separate reading room for teachers are there.
4. **Class Room:** ICT facilitated smart classrooms are used for teaching.
5. **Departmental Seminar Library:** Each Honours Department possesses a seminar library to provide students with text and reference books in addition to the facility provided by the main library.
6. **UGC Network Resource Centre:** Funded by UGC, it aims to provide students with internet facilities.
7. **Students' Counseling Desk:** Student friendly teachers are always available to sort out specific academic problems as well as for personal & social problems.
8. **Personality Test:** Personality Test of the students are arranged by the College through Indian Institute of Psychometric.
9. **Career Guidance:** The College adopts several measures to secure bright future for the students. Teachers involved in the counseling cell provide students with information through different papers like Employment News and brochures sent by different organizations. From time to time, entrepreneurship development programmes and different other training programmes are organized for the benefit of the students.
10. **Grievance Redressal Cell:** A grievance redressal cell with complaint box has been set up to look into all types of grievances of students and accept suggestions from teachers, students, guardians & staff for better functioning of the College.
11. **Legal Literacy Club:** The College has a legal Literacy Club to create awareness amongst the students regarding their legal rights.
12. **Aqua guard:** Purified drinking water is supplied from aqua guard in each floor and Water-Cooler with proper sanitation.
13. **Medical Facility:** A separate Medical Room with provision of first aid is made available to the students. The medical practitioner is attached with the College for any kind of medical problem of the student. The College is associated with The Students' Health Home where a student can do health check –up by paying Rupees 10 per year.
14. **Fire Extinguisher:** A few fire extinguishers have been installed on each floor of the College premise as a precautionary measure to deal with any probable calamity caused by fire.
15. **College Magazine & Wall Magazine:** To encourage original thought & Expression among students and to make them aware of the recent events of the outside world, the College publishes a printed magazine of its own every year. Also, there is provision for wall magazine published by the students.
16. **Co and Extra. Curricular Activities:** It covers Inter & Intra-College competitions in Debate, Drama, Elocution, Music, Drawing, Short story, College social, Freshers' Welcome and Farewell Programme are held regularly. Extension programmes like environmental awareness, medical camp, blood donation camp, thalassemia screening camp, AIDS awareness is taken care of every year.
17. **Games & Sports:** It opens scope to express the students' ability in sports. Students take part in various Inter-College competitions. Annual sports are held every year.
18. **Students' Association:** Every year several students are selected as class representatives. All class representatives together form the students' association. Students' views are expressed through this platform and it works in unison with the teaching and non-teaching staff.
19. **Students' enclave:** It consists of: a) Common room with Table-Tennis Board and other indoor games like badminton, carom boards, etc where the students can spend their leisure time, b) Canteen, the students' food corner.

20. **Academic Tour:** Academic Tours are arranged by several departments as part of their education.
21. **Facilities for Physically Challenged:** Self-operative wheel chair for physically challenged is provided and lift/elevator is available.
22. **Orientation Programme:** Orientation Programme for the Freshers on their first day of the College is held.
23. **Incinerator machine:** Facility of Incinerator and vending machine for sanitary purpose is available.
24. **The Annual Function** is held every year. Our enthusiastic students participate in a medley of cultural events under the guidance of the teachers. Students securing 90%.

9. Some unique features of the College

1. Remedial classes for academic redressal of backward students and slow learners.
2. Additional care and attention for deserving students.
3. Regular tutorial classes for intensive studies.
4. Parent - Teacher Meet is held every year/ semester for better understanding of students' progress. In addition, parents are called for intimating them about the performance of the students as and when necessary.
5. Overall evaluation of the College through feedback by parents and students is done.
6. Special lectures by persons of eminence are arranged for students.
7. UGC sponsored seminars, departmental seminars.
8. Active participation of students in civic awareness programme.
9. Picnic and Saraswati Puja is organized every year.
10. Audio-visual screenings are held for better teaching- learning process.
11. There is scope for scholarships like Kanyashree, National Scholarship Scheme for Minority Students, Swami Vivekananda Merit-Cum-Means Scholarship, Chief Minister Relief Fund (Nabanna) Scholarship, Talent Support Programme (For Minority Girls') West Bengal Minorities Development and Finance Corporation Scholarship for successful and meritorious students.
12. **Institutional Membership of Students Health Home, Kolkata:** The College has an institutional membership of the Students Health Home located at 142/2, A.J.C. Bose Road, Kolkata. Medical facilities to students such as free consultation at their polyclinic (for eye, Dental Extraction. Scaling, E.N.T., Surgery, Medicine, skin, Psychiatry, Orthopedics, Gynaecology, Neurology, Cardiology, Plastic Surgery, Thoracic Surgery, Metabolism, Chest Medicine, Nephrology, Hematology, Urology, Pediatrics, Clinical Oncology and Dermatology), medicines, vaccination, pathological tests, X-ray; E.C.G. E.E.G., Endoscopy and other tests, surgery etc. and the treatment at their hospital are provided at a very nominal rate. And also miscellaneous services like optics available, dressing, OPD surgery and injection are provided.
For further inquiry please contact:
Prof S. Chattopadhyay (Dept. of Bengali)
Prof. S. Bannerjee (Dept. of Political Science)
Prof. D. Dey (Dept. of Political Science)
Prof. Iffat Jahan (Dept. of Commerce)

13. NSS: The College runs NSS Wing under University of Calcutta. The College is the Headquarter of District.

10. Discipline and Conduct of the College

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

1. **Mobile Phone:** Use of Mobile phone is banned in the class room and Passages adjoining class rooms. Any violation of this is liable for a fine of Rs: 500 and forfeiture of the phone till the

fine is paid. In some cases, guardian can also be called. The fine so collected is deposited in Student Association Fund.

- 2. Late Attendance:** Late attendance is not acceptable. All the teachers have been authorized to disallow a student from attending a class if the student comes late.
- 3. Identity Card:** Identity Card must be carried by students while attending the College.
- 4.** Gross misconduct or breach of college discipline, copying or communicating with other students during examination and impersonation at Roll call will be severely dealt with. A student will not be promoted or sent up if she is found using unfair means in the Examination Hall.
- 5.** Disfiguring of walls, furniture or any of the properties of the College with writing or in any other manner will be viewed seriously and may result in imposition of fine, suspension from classes or dismissal or expulsion from the College.
- 6.** Students should not leave the class without the permission of the teacher.
- 7.** No student shall leave the College at any time during the working hours without the permission of the Teacher-in-Charge. Permission will be granted to the student according to the discretion of the Authority.
- 8.** Students who remain absent from the College for a month without taking prior permission, will have their names struck off from the Register.
- 9.** Attendance at all functions of the College whether on working days or on holidays is compulsory and absence from the same without valid reasons will be strictly dealt with.
- 10.** Change of address and telephone numbers must always be notified in writing to the Teacher-in-Charge.
- 11.** It is compulsory for the students to attend Assembly and Independence Day, Sports Day, Annual Functions and any other event organized by the College.
- 12.** Student must not gather in front of class room before classes are over, nor should they loiter in the corridor when classes are being held.
- 13.** Concessions in tuition fees, free studentships or stipend granted are tenable only on condition of good conduct, regular attendance and satisfactory progress in studies.
- 14.** Students requiring certificates should submit applications with relevant particulars at least one week before the certificates are required. Papers for attestation and railway concession forms for signature should similarly be submitted at least one working day before they are required.
- 15.** Students must not enter College office except during the stipulated time. (10 A.M. to 12.30 P.M.).
- 16.** Parents / Guardians are requested to co-operate with the College Authorities by urging their wards to be regular and punctual in attendance.
- 17.** For library, students will have to pay a fine of Re. 1 per day if they keep books beyond the time limit. They will have to pay Re. 1 per issue of duplicate library card.
- 18.** A Caution Money of Rs. 300 shall be payable for the College Library which shall be refundable as the student leaves the College. Application for refund should be submitted to office within six months after it is due.
- 19.** A Caution Money of Rs.500 shall be payable by the student according to the rules of the Book Bank Library which shall be refundable within six months as the student leaves the College.
- 20.** For Caution money will be forfeited if not claimed within two years from the publication of result.
- 21.** Guardians will get prior intimation by circular for all excursions / study tour/ picnics

arranged by the College.

11. Duties of the Students

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

12. Visiting Hours

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

Further particulars may be obtained from the College Office at:

8/9, Bankim Chatterjee Street, Kolkata - 700 073

Phone: 2241-5256, Fax: 2219-9171

E-mail: ssjalancollege@yahoo.co.in

Website: www.ssjalangirlscollege.org.in

LIST OF HOLIDAYS (2021-2022)

There will be no further notification of Holidays given below by the Teacher-in-Charge

Date	Day	Occasion	No. of Days
12th July	Monday	Rathayatra	1
21st July	Wednesday	Id-UI-Zuha	1
2nd August	Monday	College Foundation Day	1
11th August	Wednesday	Teej	1
15th August	Sunday	Independence Day	1
19th August	Thursday	Muharram	1
22nd August	Sunday	Raksha Bandhan	1
30th August	Monday	Janmastami	1
2nd October	Saturday	Gandhi Jayanti	1
6th October	Wednesday	Mahalaya	1
11th October to 7th November	Monday to Sunday	Durga Puja, Fateha-Dwaz-Daham, Lakshmi Puja, Kali Puja, Deepawali, Bhatridwitiya	27
9th November & 10th November	Tuesday and Wednesday	Chhat Puja	2
13th November	Saturday	Jagaddhatri Puja	1
19th November	Friday	Guru Nanak Jayanti	1
12th January '22	Wednesday	Swami Vivekananda Jayanti	1
23th January	Sunday	Netaji Jayanti	1
24th January	Monday	Calcutta University Foundation Day	1
26th January	Wednesday	Republic Day	1
5th February & 6th February	Saturday and Sunday	Saraswati Puja	1 1
2nd March	Wednesday	Shivaratri	1
18th March	Friday	Dolyatra	1
19th March	Saturday	Holi	1
4th April	Monday	Gangour	1
10th April	Sunday	Rama Navami	1
14th April	Thursday	Anbedkar Jayanti, Mahavir Jayanti, Chaitra Sankranti	1
15th April	Friday	Bengali New Year's Day (1429 Bangabda), Good Friday	1
16th April	Saturday	Easter Saturday	1
1st May	Sunday	May Day	1
3rd May	Tuesday	Id-UI-Fitar	1
9th May	Monday	Rabindra Jayanti	1
16th May	Monday	Buddha Purnima	1

Recess: Winter Recess shall be for a period of 8 days commencing on the 25th day of December and ending on the first day of January. The **Summer Recess** shall commence on May 16 and shall end on the 30th day of June. During the period of recess, only classes shall remain suspended. **Muslim Festivals are subject to change.**

ACADEMIC STAFF

Teacher-in-Charge: Prof. Chandana Dutta M.A., B.Ed.

English

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

Hindi

Prof. Dr. Indira Chakraborty, M.A, M Phil., Ph.D.
Prof. Suchita Kujur, M.A., B.Ed.
Prof. Dr. Vivek Singh M.A. Ph.d.(Lien)

Philosophy

Prof. Dr. Uday Sarkar, M.A.(Gold Medalist), Ph.D.
Prof. Nirranjan Adhikary, M.A.

Bengali

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

Economics

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

Political Science

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

History

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

Geography

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

Education

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

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

Commerce

Prof. Soma Sarkar M.A.(Economics)
Prof. Dr. Lutfun Nesha, M.Com.Ph.D.FCMA
Prof. Mousumi Chowdhuri. M.Com. B.Ed.
Prof. Dr. Raghavendra Ray, M.Com, Ph.D, FCMA
Prof. Arundhati Mullick, MCA
Prof. Iffatjahan Qaiser, M.Com, M.Phil
Prof. Tripshita Saha, M.Com.
Prof. Puja Yadav, M.Com, B. Ed

Environmental Studies

Prof. Dr. Madhurima Bakshi M.Sc., Ph.D.

Computer Department

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

Library Staff

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

Office Staff

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

Class IV Staff

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

Governing Body

As per Government order (No. 1782/1(9) Edn (CS)/IC-452 L/2014) dated 30th September, 2019, issued by the Department of Higher Education, Government of West Bengal, the Governing Body of the College has been dissolved with immediate effect and Dr. Shampa Datta Gupta, Joint Director of Public Instruction, Education Directorate has been appointed as Administrator of the College. Teacher-in- Charge of the college thereby directed to take steps for reconstitution of the Governing Body of the college in terms of the provisions of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, under the same Government order.