

# 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**

2023 - 2024

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 followed by the Second Cycle in 2016 and lastly the third cycle in 2022. The College has been awarded B grade in its last cycle of accreditation 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.

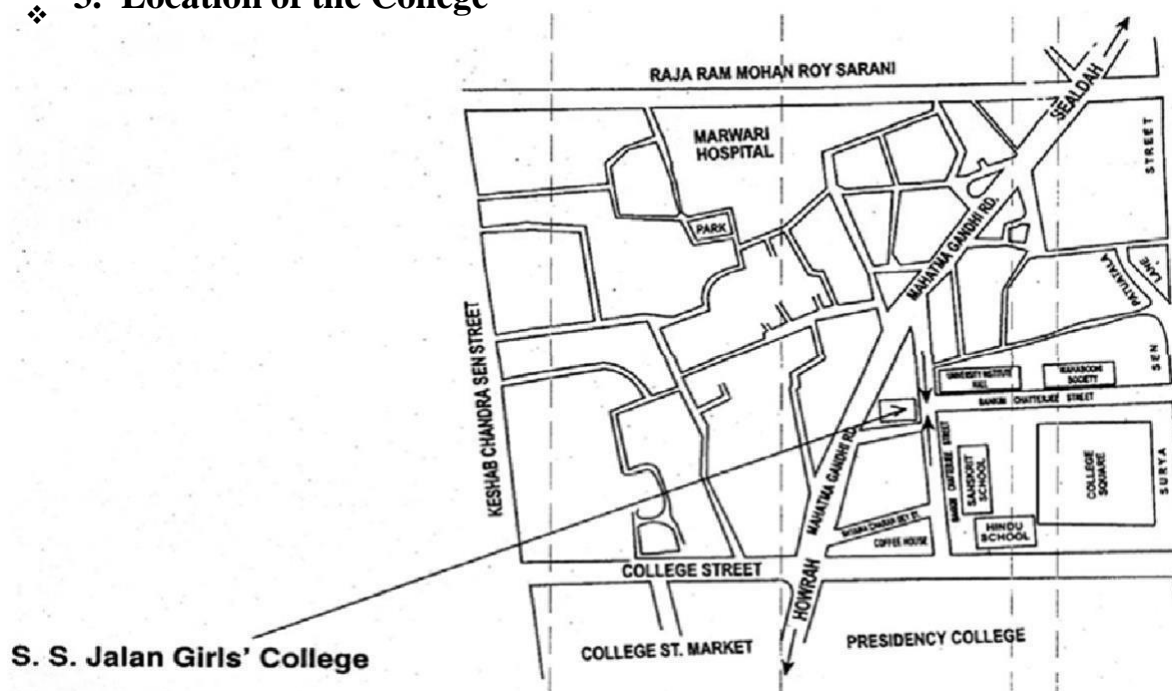
## **2. Mission & Goals**

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 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.

### ❖ 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 is presently offering UG Courses under Curriculum and Credit Framework 2022 (CCF-2022) along with ongoing three year Bachelor Degree (Honours & General) courses under CBCS examination system in various disciplines of Humanities & Commerce.

#### 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 1<sup>st</sup> 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.org.in](http://www.ssjalangirlscollege.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)**

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

**Bachelor of Arts (General) CC/GE**

Hindi / Bengali Political Science / History Education / Economics Philosophy / Geography
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**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
<b>Core Course (CC)</b>	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
<b>Generic Elective (GE)</b>	1TH+1P/TU  GE-1	1TH+1P/TU  GE-2	1TH+1P/TU  GE-3	1TH+1P/TU  GE-4		
<b>Discipline Specific Elective (DSE)</b>					2TH+2P/TU  DSE-A(1) B(1)	2TH+2P/TU  DSE- A(2) B(2)
<b>Ability Enhancement Compulsory Course (AECC)</b>	1TH+oP/TU  AECC-1	1TH+oP/T U  AECC-2				
<b>Skill Enhancement Course(SEC)</b>			1TH+oP/TU  SEC-A(1)	1TH+oP/TU  SEC-B(2)		
<b>Total No. of Courses and Marks</b>	4 ×100  =400	4 ×100  =400	5 ×100  =500	5 ×100  =500	4 ×100  =400	4 ×100  =400
<b>Total Credits</b>	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

### 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.

<b>FEES STRUCTURE - 2023-2024</b>	
FOR COLLEGE	1 <sup>st</sup> Year
	B.A. and B.Com.
	1 <sup>st</sup> Semester (At the time of Admission)
Application Form	0
	Per annum
Admission Fee	₹ 2,000
Session Fee	₹ 600
Magazine Fee	₹ 70
Students' Association Fee	₹ 50
Identity Card	₹ 50
Students' Health Home Card	₹ 10
Library Fees	₹ 100
Caution Money-Library	₹ 300
Games and Sports Fees	₹ 30
College Examination Fees	₹ 100
Tuition Fees	1 <sup>st</sup> Semester
B.A. / B.Com. Honours	₹ 1,500
B.A / B.Com. General	₹ 1,100
Development Fees	₹ 1,200
<b>Geography Practical Fees</b>	₹ 100
<b>Computer Practical Fees for B.Com. (Hons &amp; Gen)</b>	-
<b>TOTAL FEE SUMMARY</b>	
<b>B.Com. Honours</b>	₹ 6,010
<b>B.Com. General</b>	₹ 5,610
<b>B.A. Honours</b>	₹ 6,010
<b>B.A. General</b>	₹ 5,610
<b>B.A. Honours with Geography</b>	₹ 6,110
<b>B.A. General with Geography</b>	₹ 5,710

**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, 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.

## 11. 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.



## **12. 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.

## **13. 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: 6289835475**

**E-mail: [ssjalncollege@yahoo.co.in](mailto:ssjalncollege@yahoo.co.in)**

**Website: [www.ssjalangirlscollege.org.in](http://www.ssjalangirlscollege.org.in)**

## LIST OF HOLIDAYS (January to December 2023)

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

Date	Day	Occasion	No. of Days
1 <sup>st</sup> January	Sunday	New year's day	-
12 <sup>th</sup> January	Thursday	Birthday of Swami Vivekananda	1
23 <sup>rd</sup> January	Monday	Birthday of Netaji Subhas Chandra Bose	1
24 <sup>th</sup> January	Tuesday	University Foundation Day	1
25 <sup>th</sup> January	Wednesday	Day before Saraswati Puja	1
26 <sup>th</sup> January	Thursday	Republic Day/Saraswati Puja	1
14 <sup>th</sup> February	Tuesday	Birthday of Thakur Panchanan Barma	1
18 <sup>th</sup> February	Saturday	Shivaratri	1
7 <sup>th</sup> March	Tuesday	Dol Jatra	1
8 <sup>th</sup> March	Wednesday	Holi	1
4 <sup>th</sup> April	Tuesday	Mahavir Jayanti	1
7 <sup>th</sup> April	Friday	Good Friday	1
14 <sup>th</sup> April	Friday	Birthday of B.R.Ambedkar	1
15 <sup>th</sup> April	Saturday	Bengali New Year's Day (Nababarsha)	1
21 <sup>st</sup> April	Friday	Day before Eid-Ul-Fitr	1
22 <sup>nd</sup> April	Saturday	Eid-Ul-Fitr	1
1 <sup>st</sup> May	Monday	May Day	1
5 <sup>th</sup> May	Friday	Buddha Purnima	1
9 <sup>th</sup> May	Tuesday	Birthday of Rabindranath Tagore	1
20 <sup>th</sup> June	Tuesday	Rathayatra	1
29 <sup>th</sup> June	Thursday	Id-Ud-Zoha (Bakriid)	1
29 <sup>th</sup> July	Saturday	Muharram	1
2 <sup>nd</sup> August	Tuesday	College Foundation Day	1
15 <sup>th</sup> August	Tuesday	Independence Day	1
30 <sup>th</sup> August	Wednesday	Raksha Bandhan	1
6 <sup>th</sup> September	Wednesday	Janmastami	1
28 <sup>th</sup> September	Thursday	Fateha: Dwaz-Daham	1
2 <sup>nd</sup> October	Monday	Birthday of Gandhiji	1
14 <sup>th</sup> October	Saturday	Mahalaya	1
18 <sup>th</sup> October to 16 <sup>th</sup> November	Wednesday to Thursday	Durga Puja, Lakshmi Puja, Kali Puja, Deepawali, Bhatridwitiya	30
19 <sup>th</sup> November	Sunday	Chhat Puja	-
20 <sup>th</sup> November	Monday	Additional Day for Chhat Puja	1
27 <sup>th</sup> November	Monday	Birth Day of Guru Nanak	1
25 <sup>th</sup> December	Sunday	Christmas Day	-

**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 day May 16 and end on the 30<sup>th</sup> of June. During the period of recess only classes will 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. Shyamali Dasgupta, M.A.

## Hindi

Prof. Dr. Indira Chakraborty, M.A, M Phil., Ph.D.  
Prof. Suchita Kujur, M.A., B.Ed.

## Philosophy

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

## Bengali

Prof. Soma Chattopadhyay, M.A., M. Phil.

## Economics

Prof. Mira Halder, M.A., M. Phil.  
Prof. Nupur Nag, M.Sc., M.Phil.

## 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. Dr. Lutfun Nisha, 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 Roy, 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.,  
Sri Indrajit Dey (Librarian) MLIS, M. A.  
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  
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 30<sup>th</sup> 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. Asis Ghosh, 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