



NAAC accredited Institution
DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Affiliated to West Bengal State University (Barasat, North 24 Pgs.)



208/B/2, Dum Dum Road, Kolkata 700 074



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PROSPECTUS

2025

PROSPECTUS 2025

**ADMISSION REGULATIONS
For
Eight Semester B.A. / B.Sc. / B.Com (Hons. / Hons. with Research)
&
Six Semester B.A. / B.Sc. / B.Com (Multidisciplinary Programme)
Under National Education Policy (NEP) 2020**



NAAC 3rd Cycle Accredited Institution

DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Affiliated to West Bengal State University (Barasat, North 24 Pgs.)
Registered under Section 2(f) & 12B UGC Act / Government Aided

HISTORY OF THE COLLEGE

Dum Dum Motijheel Rabindra Mahavidyalaya, a degree College was established on **5th August, 1968** under the name of Dum Dum Motijheel Evening College of Commerce with affiliation from the Calcutta University.

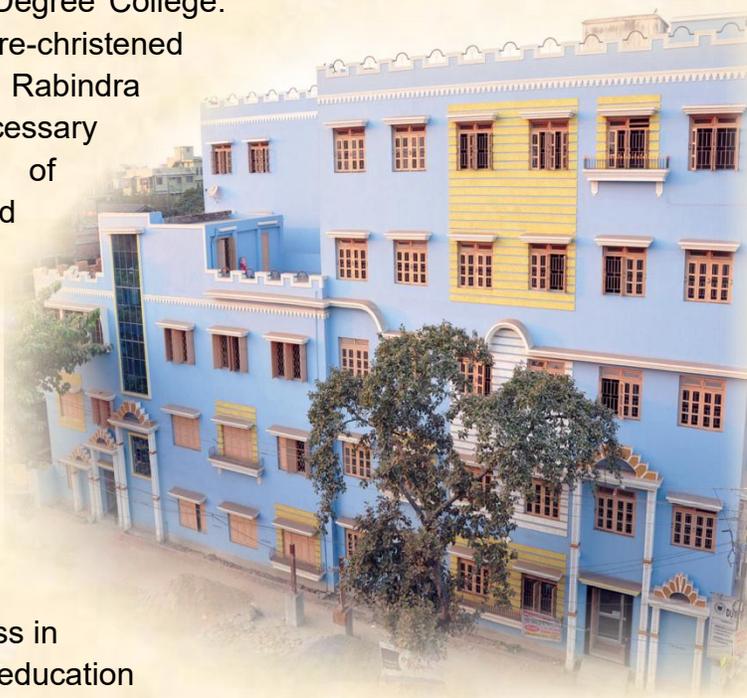
This institution saw its dawn through the untiring efforts of such respected educationists as **Dr. B. B. Dutta, Sri B. K. Sen, Sri Sukumar Bhattacharya, Sri Santi Dasgupta and Sri Kumares Basu**, the founder Principal.

To start with, it was founded with the modest aim of providing facilities for studying Commerce Degree Course, General and Honours under Calcutta University and to cater to the needs of the working students through evening classes. Subsequently, under local demand and pressure, a full-fledged day Commerce College came into being, and the evening shift was done away with. Thus, the College was converted into a Day College in 1974 and accordingly it came to be known as Dum Dum Motijheel College of Commerce.

Further, to face the challenges of globalization in the field of higher education and to suit the emerging need of the society at local, regional and national level, the Governing Body of the College resolved to convert the present College of Commerce into a multifaculty Degree College.

The College, accordingly was re-christened Dum Dum Motijheel Rabindra Mahavidyalaya in 2004 and the necessary approval from the University of Calcutta for introduction of Arts and Science streams was received. B.A./B.Sc. courses were introduced w.e.f. 2006-07. Now the college is affiliated to the West Bengal State University, Barasat, North 24 Parganas.

Thus, from its very inception, this educational institution has always been on the path of steady progress in aptly fulfilling the needs of higher education in the vast and densely populated area of Dum Dum.



AIMS AND OBJECTIVES

Spread of education is the goal and mission of Dum Dum Motijheel Rabindra Mahavidyalaya. The college can boast of its peaceful academic atmosphere, its quality of teaching and the dedication of the teachers.

The contribution of this College towards the making of a healthy society is worth mentioning as the College does assure quality development and need based as well as value-based education.

Rabindranath Tagore did not conceive of education as merely a manufacturer of earning human machines, rather who could attend to the calls of the society and the larger world with a spirit of **ananda** enlivened with the urges of creativity. Accordingly, our aim is to instill self-respect and a sense of good life among our students besides guiding them in their pursuit for academic brilliance and to lead them to such development of their minds and thoughts:

"Where the mind is without fear and
the head is held high;
Where knowledge is free;
Where the world has not been broken up
into fragments by narrow domestic walls."

Our College will never halt to impart such education to its students.

ACHIEVEMENTS

The College has successfully completed the third cycle of **NAAC reaccreditation** and has been awarded **B+ Grade**. This Institution is a recipient of Grant under Rashtriya Uchchar Shiksha Abhiyan (a Centrally Sponsored Scheme).

COLLEGE SESSION

The College session begins on 1st of July every year or as per Government notification and continues upto 30th June, every year.

COURSES OFFERED

National Education Policy (NEP) 2020 Implementation

Education plays a significant role in building a nation. Our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally.

The 21st Century has opened up many new challenges in the field of Higher Education. The present alarming situation necessitates transformation and/or redesigning of the system, not only by introducing innovations but developing learner-centric approach. The National Education Policy (NEP) 2020 is one such approach which has brought several reforms in Indian education that includes broad based multidisciplinary Undergraduate Education with 21st Century skills while developing specialized knowledge with disciplinary rigor.

NEP Structure and Credit Score

The undergraduate degree under NEP will be a multi-disciplinary program with multiple exit and entry options.

Credit distribution for 4-year UG Programme (Honours/ Honours with Research)

Description	Degree Type	Minimum Credits Required
The successful completion of 2 semesters	UG Certificate	54
The successful completion of 4 semesters	UG Diploma	98
The successful completion of 6 semesters	3-year UG Degree with Major	138
The successful completion of 8 semesters	4-year UG Degree (Honours/ Honours with Research)	182

Credit distribution for 3-year UG Programme (Multidisciplinary)

Description	Degree Type	Minimum Credits Required
The successful completion of 2 semesters	UG Certificate	42
The successful completion of 4 semesters	UG Diploma	84
The successful completion of 6 semesters	3-year Multidisciplinary UG Degree	126

Students will have the option to exit from UG Programs after one year with a certificate, two-years with award of the diploma and after three-years with the award of the bachelor degree. Successful completion of the four-year program will lead to award of the bachelor degree with honours in particular subjects. Continuation of the undergraduate programs into the fourth year (honours) is optional, especially if the college is not offering

postgraduate degrees in those subjects. But it is a preferred option. This is because the present postgraduate programs will be restructured into one-year Master's degree for honours degree holders. The candidates shall complete courses equivalent to a minimum of 138 credits to become eligible for the Regular Bachelor Degree and 182 credits to become eligible for the Bachelor Degree with Honours.

Points to note

In every Semester, students have to complete a certain number of credits. On an average, a course having 4 hours of class per week is equal to 4 credits. One hour per week is equal to one credit.

Honours are not equal to master's; a student needs to take another year to get their master's. Once the NEP is implemented, the Credit score earned can be carried from one College or University to another, but from the degree granting institution, the student should have completed 50% of their classes. Example: If WBSU is the granting university, a student under WBSU needs to have a minimum of 50% credits from WBSU, not from other places.

Choice of Courses

- A. **4-Year UG (Honours/Honours with Research) programme of study:** Candidates will have to choose a single major discipline and any two minor disciplines and the requisite numbers of AEC, SEC, MDC & VAC along with internship. The combination of major and two minor disciplines for the students admitted in 4-year UG (Honours/Honours with research) will be decided by the concerned college.
- B. **3-Year Multidisciplinary Undergraduate (UG) programme of study:** A candidate is required to choose **any three subjects** from **one or two broad** category of disciplines as offered by the concerned college.

For details about the structure please visit <https://wbsu.ac.in/web/wp-content/uploads/2024/01/NEP-2020 Draft-Advisory w.e.f.-2023-24.pdf>

Languages

The Candidates shall study two languages in the first three semesters of the programs. The students will study English or Modern Indian Language (In our college Bengali and Sanskrit are offered). In the second semester they shall opt for another language from

the languages offered in college (other than English) and in the third semester English is a mandatory requirement.

Evaluation and Grades

Total marks for each course shall be based on continuous internal assessments and semester-end examinations. For theory examinations 50 marks come from internal assessment (consisting of Attendance 10, Presentation/Home Assignments 20, CA/IA (Written Examination)-20) and 50 marks from Semester End examinations evaluated by WBSU. And for Lab based subjects 25 marks come from Internal Assessments (consisting of Attendance 5, CA/IA 20), 25 marks come from End-semester practical examination (consisting of Lab Note book 5, End semester evaluation 20) and 50 from semester end examinations evaluated by WBSU. Internal assessment includes Internal Exams in the prescribed by respective Board of studies of the University, Attendance, Assignments and Presentations.

Pass Criteria

No candidate shall be declared to have passed the Semester Examination each course/paper unless he/she obtains not less than 40% marks in Internal Assessment and 40% marks in End Semester Examination separately. It is to be noted that students have to pass in Internal Assessment and End Semester Examination separately.

The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the completion of all the eight semesters of the programme. If some candidates exit at the completion of first, second or third year of the four years Undergraduate Programmes, with Certificate, Diploma or the Basic Degree, respectively, then the results of successful candidates at the end of second, fourth or sixth semesters shall also be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in the two, four, six or eight semesters, respectively.

ACADEMIC ACTIVITIES

- ✓ At the commencement of each academic session, the syllabus is divided into different modules as per the Academic Calendar and the teacher follow them systematically to complete the syllabus within the given time frame.

- ✓ Students are provided with detailed information about the modules of the syllabus and the Academic Calendar to be followed in each term.
- ✓ Departmental meetings are held periodically to monitor / assess the proper implementation and progress of the schedules.
- ✓ The effective teaching days in the college in preceding two years were 185 and 183 days respectively, the number of working days is obviously much higher.
- ✓ The infrastructural facilities of the College are conducive to quality teaching.
- ✓ Class teaching is supplemented by tutorials and class tests.
- ✓ Teachers remain available to the students beyond class hours.
- ✓ The College also organises seminars and special lectures by distinguished academicians to upgrade the standard of teaching and learning.
- ✓ Students' attendance in the classes is reviewed periodically and the guardians are apprised of the academic performance as well as the class-attendance of their wards.

ATTENDANCE

- Attendance at lectures, practical classes, tutorials, class tests and college examinations are compulsory.
- A student must attend at least 75% of the total classes held (theoretical and practical separately).
- Students with attendance below 75% but not less than 60%, will be considered as Non-collegiate students and will have to pay the requisite fees as fixed by the West Bengal State University at the time of being sent up for the University Examination.
- Students securing less than 60% attendance will be treated as Dis-collegiate students and they will not be permitted to appear in the University Examinations as per University rules.
- Records of students' attendance are strictly maintained in the College and no relaxation regarding the percentage of attendance is allowed.
- Students with particularly bad records of attendance and/or of performance at College Test will have to take transfer from the College or the College authority will strike off their names from the College register.

- Field Trip (wherever applicable) is mandatory.
- Attendance in the Practical classes is strictly dealt with as per university norms.
- For all subjects marks for Attendance will be sent to university.

FEES CHART (IN RUPEES): 2025-26

Sl. No.	Programme	Admission Fees	Total Fees
I	4 - Year B.Sc. (Hons/Hons. with Research) in ECONOMICS		
1.	Minor 1: Mathematics Minor 2: Education	3215	17075
2.	Minor 1: Mathematics Minor 2: Sociology	3215	17075
3.	Minor 1: Geography Minor 2: Mathematics	3815	21875
4.	Minor 1: Mathematics Minor 2: Political Science	3215	17075
II	4 - Year B.SC. (Hons/Hons. with Research) in Geography		
5.	Minor 1: Economics Minor 2: Political Science	4655	28595
6.	Minor 1: Economics Minor 2: Education	4655	28595
7.	Minor 1: Economics Minor 2: Bengali	4655	28595
8.	Minor 1: Economics Minor 2: English	4655	28595
9.	Minor 1: Economics Minor 2: Mathematics	4655	28595
10.	Minor 1: Political Science Minor 2: Bengali	4655	28595
11.	Minor 1: Political Science Minor 2: English	4655	28595
12.	Minor 1: Political Science Minor 2: Mathematics	4655	28595
13.	Minor 1: Education Minor 2: Bengali	4655	28595
14.	Minor 1: Education Minor 2: English	4655	28595
15.	Minor 1: Education Minor 2: Mathematics	4655	28595
III	4 - Year B.Com. (Hons/Hons. with Research) in ACCOUNTANCY		
16.	Minor 1: Principles and Practice of Management Minor 2: Marketing Management and Human Resource Management	3215	17075
IV	4 - Year B.A. (Hons/Hons. with Research) in BENGALI		
17.	Minor 1: History Minor 2: Education	3155	16595
18.	Minor 1: History Minor 2: Journalism & Mass Communication	3755	21395
19.	Minor 1: History Minor 2: Sanskrit	3155	16595
20.	Minor 1: Education Minor 2: Journalism & Mass Communication	3755	21395
21.	Minor 1: Education Minor 2: Sanskrit	3155	16595
22.	Minor 1: Political Science Minor 2: History	3155	16595

23.	Minor 1: Political Science Minor 2: Journalism & Mass Communication	3755	21395
24.	Minor 1: Political Science Minor 2: Sanskrit	3155	16595
25.	Minor 1: Philosophy Minor 2: History	3155	16595
26.	Minor 1: Philosophy Minor 2: Education	3155	16595
V	4 - Year B.A. (Hons/Hons. with Research) in EDUCATION		
27.	Minor 1: Bengali Minor 2: History	3155	17645
28.	Minor 1: Bengali Minor 2: Sociology	3155	17645
29.	Minor 1: Bengali Minor 2: Political Science	3155	17645
30.	Minor 1: Philosophy Minor 2: History	3155	17645
31.	Minor 1: Philosophy Minor 2: Sociology	3155	17645
32.	Minor 1: Philosophy Minor 2: Political Science	3155	17645
33.	Minor 1: English Minor 2: History	3155	17645
34.	Minor 1: English Minor 2: Sociology	3155	17645
35.	Minor 1: English Minor 2: Political Science	3155	17645
36.	Minor 1: History Minor 2: Sociology	3155	17645
37.	Minor 1: History Minor 2: Political Science	3155	17645
VI	4 - Year B.A. (Hons/Hons. with Research) in ENGLISH		
38.	Minor 1: History Minor 2: Education	3155	16595
39.	Minor 1: History Minor 2: Sociology	3155	16595
40.	Minor 1: History Minor 2: Political Science	3155	16595
41.	Minor 1: History Minor 2: Journalism & Mass Communication	3755	21395
42.	Minor 1: Education Minor 2: Economics	3155	16595
43.	Minor 1: Education Minor 2: Journalism & Mass Communication	3755	21395
44.	Minor 1: Economics Minor 2: Sociology	3155	16595
45.	Minor 1: Economics Minor 2: Political Science	3155	16595
46.	Minor 1: Economics Minor 2: Journalism & Mass Communication	3755	21395
47.	Minor 1: Sociology Minor 2: Political Science	3155	16595
48.	Minor 1: Sociology Minor 2: Journalism & Mass Communication	3755	21395
49.	Minor 1: Political Science Minor 2: Journalism & Mass Communication	3755	21395
VII	4 - Year B.A. (Hons/Hons. with Research) in HISTORY		
50.	Minor 1: Bengali Minor 2: Sociology	3155	16595
51.	Minor 1: Bengali Minor 2: Education	3155	16595
52.	Minor 1: Bengali Minor 2: Political Science	3155	16595
53.	Minor 1: Philosophy Minor 2: Sociology	3155	16595

54.	Minor 1: Philosophy Minor 2: Education	3155	16595
55.	Minor 1: Philosophy Minor 2: Political Science	3155	16595
56.	Minor 1: English Minor 2: Sociology	3155	16595
57.	Minor 1: English Minor 2: Education	3155	16595
58.	Minor 1: English Minor 2: Political Science	3155	16595
VIII	4 - Year B.A. (Hons/Hons. with Research) in JOURNALISM & MASS COMMUNICATION		
59.	Minor 1: Bengali Minor 2: Political Science	4355	26195
60.	Minor 1: Bengali Minor 2: Education	4355	26195
61.	Minor 1: Bengali Minor 2: History	4355	26195
62.	Minor 1: English Minor 2: Political Science	4355	26195
63.	Minor 1: English Minor 2: Education	4355	26195
64.	Minor 1: English Minor 2: History	4355	26195
65.	Minor 1: Political Science Minor 2: History	4355	26195
66.	Minor 1: Education Minor 2: History	4355	26195
IX	3 - Year B.Sc. Multidisciplinary		
67.	Minor 1: Geography Minor 2: Economics Minor 3: Mathematics	3815	16715
68.	Minor 1: Geography Minor 2: Economics Minor 3: Political Science	3815	16715
69.	Minor 1: Geography Minor 2: Mathematics Minor 3: Political Science	3815	16715
70.	Minor 1: Economics Minor 2: Mathematics Minor 3: Political Science	3215	13115
X	3 - Year B.Com. Multidisciplinary		
71.	Minor 1: Financial Accounting Minor 2: Principles and Practice of Management Minor 3: Cost Accounting	3065	12215
XI	3 - Year B.A. Multidisciplinary		
72.	Minor 1: Bengali Minor 2: Journalism & Mass Communication Minor 3: Political Science	3605	15455
73.	Minor 1: Bengali Minor 2: Journalism & Mass Communication Minor 3: History	3605	15455
74.	Minor 1: Bengali Minor 2: Journalism & Mass Communication Minor 3: Education	3605	15455
75.	Minor 1: Bengali Minor 2: Philosophy Minor 3: Political Science	3005	11855
76.	Minor 1: Bengali Minor 2: Philosophy Minor 3: History	3005	11855
77.	Minor 1: Bengali Minor 2: Philosophy Minor 3: Education	3005	11855

78.	Minor 1: English Minor 2: Philosophy Minor 3: History	3005	11855
79.	Minor 1: English Minor 2: Philosophy Minor 3: Education	3005	11855
80.	Minor 1: Sanskrit Minor 2: Journalism & Mass Communication Minor 3: Political Science	3605	15455
81.	Minor 1: Sanskrit Minor 2: Journalism & Mass Communication Minor 3: History	3605	15455
82.	Minor 1: Sanskrit Minor 2: Journalism & Mass Communication Minor 3: Education	3605	15455
83.	Minor 1: History Minor 2: Sociology Minor 3: English	3005	11855
84.	Minor 1: History Minor 2: Sociology Minor 3: Political Science	3005	11855
85.	Minor 1: Geography Minor 2: Education Minor 3: Bengali	3605	15455
86.	Minor 1: Geography Minor 2: Education Minor 3: English	3605	15455
87.	Minor 1: Geography Minor 2: Education Minor 3: Political Science	3605	15455
88.	Minor 1: Economics Minor 2: Sociology Minor 3: Bengali	3005	11855
89.	Minor 1: Economics Minor 2: Sociology Minor 3: English	3005	11855
90.	Minor 1: Economics Minor 2: Sociology Minor 3: Political Science	3005	11855
91.	Minor 1: Bengali Minor 2: Sociology Minor 3: History	3005	11855
92.	Minor 1: English Minor 2: Journalism & Mass Communication Minor 3: Political Science	3605	15455
93.	Minor 1: English Minor 2: Journalism & Mass Communication Minor 3: History	3605	15455
94.	Minor 1: English Minor 2: Journalism & Mass Communication Minor 3: Education	3605	15455
95.	Minor 1: English Minor 2: Philosophy Minor 3: Political Science	3005	11855
96.	Minor 1: English Minor 2: Sociology Minor 3: History	3005	11855
97.	Minor 1: Sanskrit Minor 2: Philosophy Minor 3: Political Science	3005	11855
98.	Minor 1: Sanskrit Minor 2: Philosophy Minor 3: History	3005	11855
99.	Minor 1: Sanskrit Minor 2: Philosophy Minor 3: Education	3005	11855
100.	Minor 1: History Minor 2: Education Minor 3: Bengali	3005	11855
101.	Minor 1: History Minor 2: Education Minor 3: English	3005	11855

102.	Minor 1: History Minor 2: Education Minor 3: Political Science	3005	11855
103.	Minor 1: Geography Minor 2: Sociology Minor 3: Bengali	3605	15455
104.	Minor 1: Geography Minor 2: Sociology Minor 3: English	3605	15455
105.	Minor 1: Geography Minor 2: Sociology Minor 3: Political Science	3605	15455
106.	Minor 1: Economics Minor 2: Education Minor 3: Bengali	3005	11855
107.	Minor 1: Economics Minor 2: Education Minor 3: English	3005	11855
108.	Minor 1: Economics Minor 2: Education Minor 3: Political Science	3005	11855

Note: Courses with Journalism and/or Computer Application in any semester will have to pay extra Rs. 600/- for that semester

INTAKE CAPACITY

Programme	Intake Capacity
B.Sc. (Multidisciplinary)	22
B.Com. (Multidisciplinary)	150
B.A. (Multidisciplinary)	284
B.Sc. Economics (Hons / Hons with Research)	25
B.Sc. Geography (Hons / Hons with Research)	30
B.Com. (Hons / Hons with Research)	100
B.A. Bengali (Hons / Hons with Research)	30
B.A. Education (Hons / Hons with Research)	27
B.A. English (Hons / Hons with Research)	55
B.A. History (Hons / Hons with Research)	27
B.A. Journalism & Mass Communication (Hons / Hons with Research)	30
Total	780

WHY WOULD YOU CHOOSE OUR COLLEGE?

- Academic Rigor
- Ragging-free Campus
- Highly Qualified, dedicated and sincere faculty
- MoU & Collaboration with various institutes including institute at abroad
- Active Career Counselling & Placement Cell offering assistance in placement of eligible successful candidates
- Mandatory free Certificate Courses offered with high employability
- Internship facility
- Helpful office and support staff
- Wi-Fi enabled Campus
- Assistance for Govt. Scholarships (Kanyashree, Aikyashree, SVMCM etc.)
- Student Aid from college for poor meritorious students
- Safe campus with 24 hours CCTV surveillance
- Smart Classroom
- Virtual Class room with LCD Projector
- Online learning materials
- Well equipped Library with a huge collection of Books and Journals
- Digitalized Library
- Active NSS & NCC unit for both boys and girls
- Opportunities to participate in inter-college competitions and social work
- Opportunities to participate in seminars, special lectures, field tours, and cultural events
- Accident Coverage for students within the campus
- Drama Club
- Yoga & Meditation Centre
- Separate Boys and Girls Common room
- Solar Power
- Located at prime location in **Dum Dum, Kolkata**, with good connectivity via metro, buses, auto, and railway

PROPOSED CERTIFICATE COURSES TO BE OFFERED IN 2025

Data Science for Beginners for Economics Honours students (Board Infinity)
Data Processing and Visualisation for Economics Honours students (Accenture)

Exploratory Data Analysis for Economics Honours students (Accenture)

Acquiring Data for Economics Honours students (Accenture)

Artificial Intelligence & Machine Learning for Economics & Commerce students (ExcelR)

Prompt Engineering and ChatGPT for Economics & Commerce students (ExcelR)

Aiwozo RPA Business Analyst for Economics & Commerce students (Aiwozo)

UiPath Automation Business Analyst Training for Economics & Commerce students (UiPath)

Cybersecurity Essentials for ALL students (CISCO)

Introduction to Cybersecurity for ALL students (CISCO)

Software Programmer - Java for ALL students (NASSCOM)

Software Programmer - HTML5 for ALL students (NASSCOM)

Software Programmer - Python for ALL students (NASSCOM)

Mobile App Development for Science students (ExcelR)

****100% FREE OF COST | GUARANTEED PLACEMENT****

****CERTIFIED BY NASSCOM****

Along with we also offer certificate courses on AI literacy, Digital Marketing, Basics of Excel, Advance Excel, Proof reading, Mobile Photography, Documentary making,



Career Counselling and Placement Cell

Our initiatives

- We conduct placement drives every year
- We arrange for Job fairs
- We arrange different career counselling sessions by industry experts
- We train students how to be ready for jobs in Government, Banking, finance, teaching and beyond



Our recent Success stories

Our students are presently placed in

TCS

HDB Finance

Flipkart

UNICEF India

CAG (HR) Audit Department

IndusInd Bank

Our Events



Our students participate in Career-Counselling Seminars



Our students participate in Career-Awareness Programs

& Many other.....



ccpcddmrm@gmail.com

FACILITIES

Our college has different facilities for the students.

LIBRARY

Rules of the library

- Each student has to be a member of library for using the college library.
- Unauthorized persons/non-member of the library shall have no access into the college library.
- Signature on the library **“Daily Use Register”** is must for entering the library.
- Talking, sleeping, smoking, waiting are not allowed within the Central library campus.
- Without obtaining special permission from Principal/ Librarian anybody cannot enter in the stack area or any other part of the library (except the faculty members).
- Students have to keep their personal materials in the **Property counter** at their own risk.
- This library has **closed access** for the students.
- The library cards are not transferrable.
- **Loss of Library Card**
In case of loss/ damage of library card, a duplicate one will be issued on payment of payment of Rs. 100/- (if, not produced the FIR record).
- **Library Hours**
 - i. The college library remains open from 10.30 a.m. to 5.00 p.m. from Monday to Friday and from 10.30 a.m. to 2.30 p.m. on Saturday.
 - ii. Requisition for issuing books must be submitted within from 10.30 to 1.30 p.m. from Monday to Saturday.



- iii. Issued books must be collected within 2.00 p.m. to 3.30 p.m. from Monday to Friday and 2.00 p.m. to 2.30 p.m. on Saturday.
- iv. Books will be taken for reading purpose within 10.30 a.m. to 3.30 p.m.

- **Lending Service**



The student may borrow maximum 2 (two) books for 10 (ten) days and may renew the same for additional 10 (ten) days for maximum 2(two) times. Additional copy of same book (with same title) will not be issued to the same student.

At the time of issuing books, every user should examine it carefully and in case of distort, defacement/ damage, if any, should immediately submit to the

concern library staff at the issue counter, afterwards the person to whom the book was issued lastly will be held responsible for the condition of the book and he/she must compensate either by binding/ repairing of the book as decided by the college Librarian.

The reference books, rare books, periodicals and special collections of books as well as career guidance books **“NOT TO BE LENT OUT”** from the library.

- **Overdue Charges**

Retaining books for more than 10 days is liable for a fine of Rs. 1.00/day/book.

- **Reading and Reference room Service**

The college library has a comfortable reading room, where user can read documents as well as newspapers. Generally, not more than 1 (one) book at a time will be allowed by deposit of reading card to the respective library staff and details of documents must keep an entry in the **“Reading room register”**.



- **Loss of library books**

Person held responsible for loss/ damage/ defacement or mutilation of library books shall be liable to compensate the library by replacing with a new copy i.e. current edition of the lost book(s). And if the book is not available in the market, he/she must pay twice price of the original book(s) and he/she has to submit the publisher's reference about the unavailability of the respective book(s).

- **Library clearance**

It is mandatory for every library member to collect his/her library clearance from the college library at the end of his/ her study/service.

- Violation of library rules and misbehaviour with library staff may cause Cancellation of library use.

Note: The library rules framed above are subject to change, may be altered and amended from time to time or new rules may be added by the college authority and that will be effective to all concerned.

INTERNET FACILITIES

- ✓ Free internet and computer access is available for the students, faculty and staff during the college hours.

✓

SMART CLASS

- ✓ There is a SMART Class room where our teachers take class and enable student participation.



CANTEEN



- ✓ A canteen is available for refreshment of the students.

GYMNASIUM



- ✓ Separate Gymnasium facility is available for the boys and girls.



SPORTS, GAMES & CO-CURRICULAR ACTIVITIES

- ✓ The recognized Students' Union of the College has devoted itself to the task of furthering the cause of the student community both inside the College premises as well as outside it. Different extra-curricular and co-curricular activities are arranged by the Students' Union from time to time under supervision of members of the College staff.



- ✓ The College also holds seminars regularly with active participation of the students.
- ✓ Facilities for indoor and outdoor games are given to all students.



- ✓ Annual Sports is held regularly.



- ✓ The N.S.S. unit has been for functioning since from 2006. N.C.C. unit is also in place. Every student mandatorily must be registered either in NSS or in NCC.

SOME OTHER ASPECTS

- ✓ There are separate Common Rooms for boys and girls.
- ✓ Filtered drinking water is provided in the College.

- ✓ The College also has a system of concession of fees for poor but meritorious students. Such concession is subject to a student's good conduct, satisfactory performance in the class tests and college examinations and regularity in attendance.
- ✓ The College facilitates the availing of Government Scholarships like Kanyashree, Aikyoshree, Swami Vivekananda Merit-cum-Means Scholarship & Oasis.
- ✓ The college has functional Anti-Ragging Cell & Internal Complaint Committee (ICC). Any sort of complaints related to ragging and sexual harassment may be reported to these committees.
- ✓ Career Counselling & Placement Cell is active and arranges for different career counselling sessions and workshops for the students. The Cell also takes placement drives for the final semester students.
- ✓ The college organizes various internship programs for the students to make them ready for the job market.

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Sri Tanuj Sarkar	:	Member, Government Nominee
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Smt. Doyel Chatterjee	:	Teachers' Representative
Sri. Asish Mandal	:	Teachers' Representative
Sri Banibrata Chakraborty	:	Non-teaching staff Representative

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