

Gokhale Memorial Girls' College

NAAC ACCREDITED



Prospectus 2017 - 2018

1/1, Harish Mukherjee Road
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CONTENTS

	Page
1. Location.....	1
2. Brief History.....	2
3. Vision & Mission.....	3
4. Objectives.....	3
5. Unique Features.....	4
6. Discipline.....	5
7. Code of Conduct.....	6
8. Members of the Governing Body.....	7
9. Faculty and Staff.....	8
10. Library.....	11
11. General Information.....	13
12. List of Holidays.....	16
13. Academic & Administrative Calendar(Student & Staff.....	
14. Admission.....	18
15. College Computer Centre.....	22
16. FEES.....	23
17. University Regulations.....	26

Gokhale Memorial Girls' College

1. Location

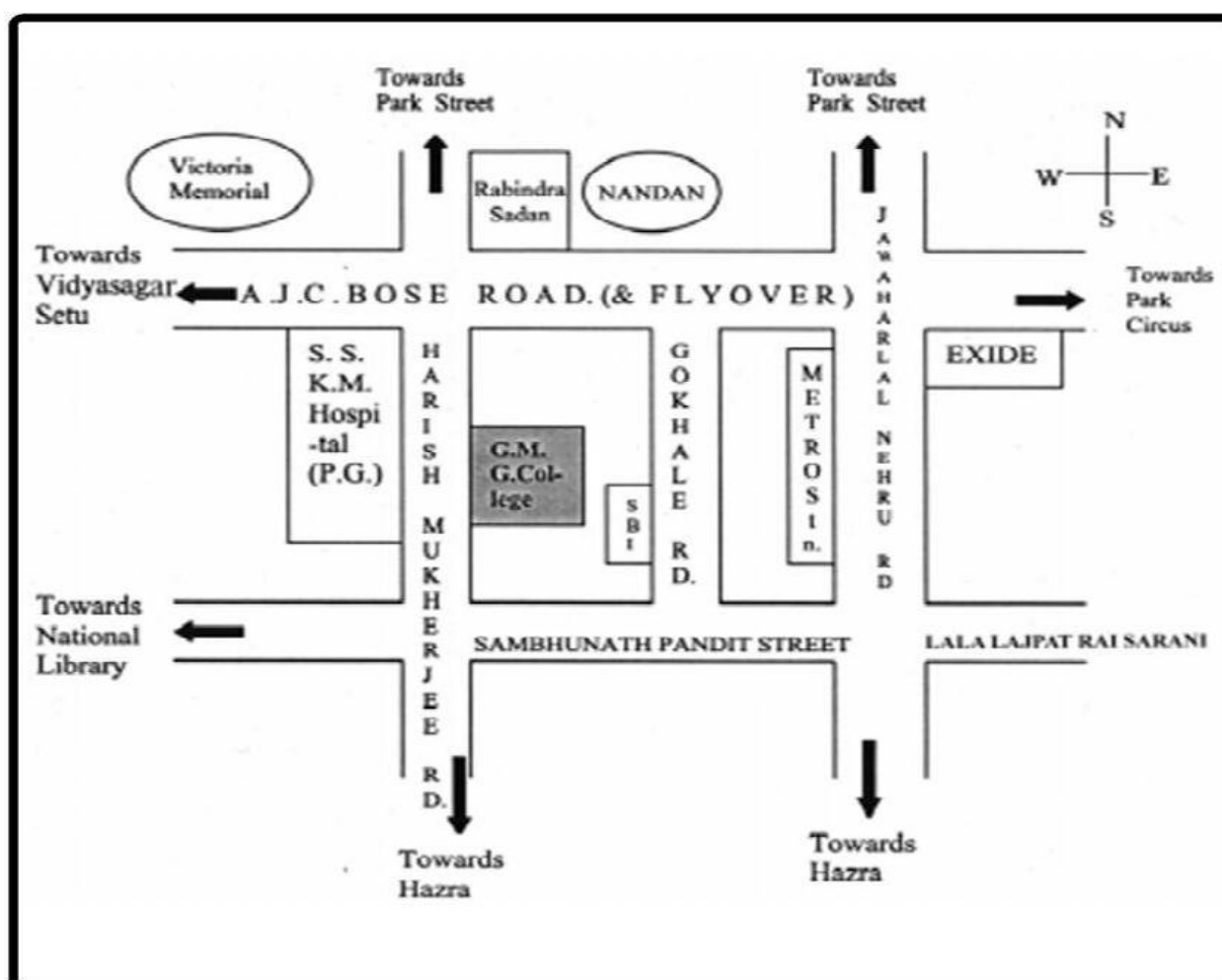
The Gokhale Memorial Girls' College is conveniently located on Harish Mukherjee Road, opposite SSKM Hospital and is easily accessible from different parts of Kolkata, Howrah and the suburbs by bus and metro.

Address: 1/1 Harish Mukherjee Road, Kolkata-700020

Phone: (033) 2223 8287/2355/3020

E- mails: gokhalecollegekolkata@gmail.com

MAP



2. Brief History

Gokhale Memorial Girls' College, a premier educational institution of India today, was established in 1938, as an extension of Gokhale Memorial Girls' School. Inspired by the ideals of the nationalist leader and educationist Gopal Krishna Gokhale, the school was established in 1920 by Sarala Ray, a pioneer among Bengali women to aspire for Higher Education. As a social reformer, Sarala Ray's primary objective was not merely to produce women graduates but to guide women to become worthy citizens, capable home-builders and conscientious workers in their chosen field of activity.

The College began its journey in 1938 under the able guidance of Dr. S.E.Rani Ghosh, an ardent disciple of Sarala Ray. Her untiring efforts helped the Institution to attain its present position of excellence. Beginning initially as an Intermediate College, today the Institution offers a number of Honours and Major Courses.

The Department of Psychology of this College enjoys the distinction of being the first to introduce undergraduate college under the University of Calcutta in 1957.

HONOURS SUBJECT

YEAR OF AFFILIATION

English	1965 - 66
Geography	1965 - 66
Political Science	1965 - 66
Psychology	1970 - 71
History	1984 - 85
Economics	1984 - 85
Education	1985 - 86
Mathematics	1986 - 87
Bengali	2002 - 03
Hindi	2002 - 03
Philosophy	2012 -13
Physics	2012-13
Chemistry	2015-16

MAJOR SUBJECTS

YEAR OF AFFILIATION

1) Communicative English	1994 - 95
2) Advertising, Sales Promotion and Sales Management	1994- 95
3) Clinical Nutrition and Dietetics.	1994 - 95

3. VISION & MISSION

The vision of Gokhale Memorial Girls' College is:

To develop and empower women through education that fosters knowledge and skills, promotes values of equality secularism and national integration, moulds character through discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West.

The mission statements of Gokhale Memorial Girls' College aim at translating its vision into action plans through:

- Dissemination of knowledge leading to academic excellence and personal growth
- Stimulation of the academic environment of the Institution for promotion of quality in teaching-learning.
- Maintenance of a balance between education that promotes knowledge per se and training that imparts skills for employability.
- Broadening the base of women's education in keeping with the framework of a pluralistic society.
- Inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty, discipline, courage, compassion, self respect as well as respect for others.

Promotion of all-round development of the students to face the emerging and futuristic challenges arising from complexities of the rapidly changing national and international scenario.

4. Objectives

In keeping with these broad vision and mission, the objective of the Institution is to enrich the society by creating women – intellectually astute, economically independent, socially aware, politically conscious, morally superior yet graceful, gentle and sensitive.

5. UNIQUE FEATURES

- Excellent teacher-student ratio
- Conducive academic environment
- Regular classes and continuous evaluation
- Well stocked, user-friendly library with reprographic facility
- Free Internet access
- Regular parent-teacher interface
- Regular intimation of attendance status
- Career counseling
- Intra-College and inter –College competitions
- Showcasing of student talents through Annual Cultural Programme etc.
- Sports and Games competitions
- Social Outreach activities
- Placement Cell
- Workshops, Seminars and Special Lectures
- Student managed Literary, Cultural and Social Awareness Fora
- Computer Training facility
- ICT- enabled teaching
- Student seminars, annual exhibition, debate etc.
- College Magazine
- Student contribution to College Academic Journal.
- Regular Feedback taken from students, guardians and alumni.
- Departmental Library for each Honours and Major subjects.
- Anti-Ragging and counselling cell for students.

6. DISCIPLINE

6.1 Admission of a student in this College implies adherence to the prescribed code of conduct and observance of the rules laid down by the College. Full co-operation in this regard is sought from the guardians. **Any student who fails to abide by these rules will be strictly dealt with.**

6.2 RULES

- Students must maintain discipline within college premises.
- Students must be punctual and regular in attending classes.
- Students must produce the College Identity Card at the gate everyday failing which they will be denied entry.
- **Students must not use cell phones for any purpose inside the college buildings.** Violation of this rule will be punished by confiscation of the mobile set and financial penalty.
- During college hours, no student is allowed to attend coaching classes, join other courses of study or engage herself in any other related activity outside the College premises.
- **Attendance in college examinations and tutorials is compulsory for the students.**
- Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves.

RAGGING IN ANY FORM IS STRICTLY PROHIBITED. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the proforma prescribed by the University of Calcutta related to ragging.

7. CODE OF CONDUCT

- Students shall strictly abide by the Rules and Regulations of the College.
- Students shall not, by their act or conduct, demonstrate any disrespect to the Principal, teaching or non-teaching staff of the college.
- Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students shall not damage property or cause financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Proposals for students' welfare and appeals for solution of problems connected with academic and co-curricular activities in the College shall be submitted in writing either to the Principal or to the Convener, Student Welfare Subcommittee. The decision of the Principal in such matters will be final.
- Students shall not in any manner try to influence or interfere with any decision taken by the academic bodies and the authority of the college.
- A student may submit a written representation to the College authority for redressal of grievance, if any. The decision of the College authority, in such matters, shall be final.
- A student shall not commit or cause breach of peace inside and around the College campus.

Attendance

In accordance with the Rules of the University of Calcutta (vide Notification No. CSR/54/09), The College strictly adheres to following norms of attendance to classes (theoretical, practical and tutorial)

- Attendance of 75% and above – Collegiate
- Attendance of 60% to 74%- Non –Collegiate or NC (allowed to sit for University Examinations on payment of a fine)
- Attendance below 60% -Discollegiate or DC (not allowed to sit for University Examinations under any circumstances.)

8. MEMBERS OF THE GOVERNING BODY

1	Mr. Satyendranath Ghosh	President
2	Sm. Sumita Sanyal	Hony. Secretary
3	Sm. Dr. Kumkum Mukherjee	Hony. Joint Secretary
4	Sri Swapan Kr. Chowdhury	Hony. Treasurer
5	Sri Bhaskar Sen	
6	Sm. Chitra Pal Choudhury	
7	Sm. Kumkum Banerjee	
8	Government Nominee (Vacant)	
9	Dr. Mrs. Atashi Kapha	Principal

Members from the Teaching Staff

11	Dr. Mala Bhattacharya	
12	Dr. Sanchita Sen	
13	Sm Kamalini Dasgupta	
14	Dr. Mausumi Mukherjee	

Members from the Non-Teaching Staff

15	Sri Tapan Nag	
16	Sri Sudip Khan	

9. FACULTY AND STAFF

Principal : Dr. Atashi Karpha

HONOURS & GENERAL DEPARTMENT

<u>BENGALI:</u> Dr. Ballari Roy Choudhury Dr. Rakhi Mitra Sm Shampa Sarkar and Guest faculty	<u>Hindi:</u> Dr. Reshmi Panda Mukherjee Dr. Kuldeep Kaur Dr. Palashi Biswas And Guest Faculty
<u>CHEMISTRY:</u> Dr. Goutam Mahata Dr. Mahua Dhara Ganguly And Guest Faculty <u>Laboratory Attendant</u> Sri Shankar Roy Chowdhury Sri Tapan Chowdhury (Contractual)	<u>HISTORY:</u> Dr. Sharmi Chakraborty Dr. Sarmila Sarkar Sri Prasanta Kumar Pal And Guest Faculty
<u>ECONOMICS:</u> Dr. Sanchita Sen Dr. Sarthak Roy Chowdhury And Guest Faculty	<u>MATHEMATICS:</u> Dr. Mala Bhattacharya Dr. Jayjayanti Ray Sri Gokul Saha Sri Sougata Biswas And Guest Faculty
<u>EDUCATION:</u> Dr. Srabanti Mukhopadhyay Sm Ivy De Sri Newton Biswas	<u>PHILOSOPHY:</u> Sm Krishnakali Chakraborty Banerjee Dr. Lalita Agrawal And Guest Faculty

Sk Sariful Islam	
<u>ENGLISH:</u> Sri Rajkumar Barman Sri Shubham Dutta Sri Sumalya Mukhopadhyay(Contractual)	<u>PHYSICS:</u> Sri Biswajit Chowdhury Sm Gopa Dutta Pal(Contractual) Sm Papiya Saha(Contratual) Dr. Saurabh Neogi And Guest Faculty <u>Laboratory Attendant</u> Sri Tapan Nag Sri Samar Naskar
<u>GEOGRAPHY:</u> Sm Kamalini Dasgupta Sm Zupati Hembram And Guest Faculty <u>Laboratory Attendant</u> Sri Ranjit Ghosh Sri Goutam Sen Sri Shankaer Lal Mishra (Contractual)	<u>POLITICAL SCIENCE:</u> Sm Sarmistha Mondal Chowdhury Dr. Mausumi Mukherjee Sm Barnali Barman Dr. Chandrima Ghosh
<u>PSYCHOLOGY:</u> Dr. Leena Nair Sengupta Sm Moonmoon Dutta Dr. Nabamita Chakraborty <u>Laboratory Attendant</u> Sri Karunakar Mallick Sm Krishna Mondal Sm Shyamali Pal (Conrtractual)	
<u>SANSKRIT:</u> Sm Reba Bhattacharya	

MAJOR DEPARTMENTS

ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT

Sm Sangeeta Sen (Course Co-ordinator)

and Guest Faculty

CLINICAL NUTRITION & DIETETICS

Dr. Gautam Mahata (Course Co-ordinator)

Sm Pratyasha Agrawal

And Guest Faculty

Communicative English

Sri Rajkumar Barman

Sri Shubham Dutta

Sm Monami Ghosh

And Guest Faculty

BURSAR: Sm Sarmistha Mondal Chowdhury

LIBRARY

Librarian

Sm. Sarama Das

Library Assistant

Sm Lalima Pramanik (Casual Staff)

Library Attendant

Sri Sudip Khan

Sm. Preeti Dutta

Office Staff

Clerk

Sm Mamta Ray

Sri Pradip Kumar Mondal

Sm Minati Das (Casual Staff)

Sri Rupankar Bhadra (Casual Staff)

Sri Ashok Kr. Kar (Casual Staff)

Office Assistant

Sri Shibraj Sarkart (Casual Staff)

Sri Subhodip Mazumder (Casual Staff)

Sri Sumanto Samanta (Casual Staff)

Data Entry Operator

Sri Palash Mopndal (Casual Staff)

Sm Piyali Ray Basu (Casual Staff)

Bearer

Shri Gouranga Poddar

Shri Netai Kumar Das (Casual Staff)

Office Attendant

Sri Bapi Halder (Casual Staff)

Staff Room Attendant

Sm Sonali Mahapatra (Casual Staff)

Sweeper

Sri Ajoy Sardar (Casual Staff)

Sri Nanda Kishore Das(Casual Staff)

Sm Saraswati Naskar(Casual Staff)

Sm Tapasi Biswas(Casual Staff)

Sm Lata(Casual Staff)

Security Durwan

Sri Abhijit Banerjee (Casual Staff)

Night Watchman

Sri Kesri Prasad Pandey

Electrician –Cum- Caretaker

Sri Barun Kumar Das

Maintenance

Caretaker

Sri Ranajit Banerjee (Casual Staff)

Gardening

Sri Shyamal moyra (casual Staff)

10. LIBRARY

The College has a well-stocked library with more than 25,000 books. There is an open-shelf Library system from which, the students may borrow books; there is an air-conditioned reading-room as well. The library has a Network Resource Centre which the students may access during library hours, free of additional charge. The library also subscribes to academic journals. Books that are not allowed to be issued may be photocopied from the College Reprographic Centre.

10.1 Library Hours:

Monday to Friday – 10.00 am to 4.30 pm

Saturday – 10.00 am to 2.00 pm

10.2 RULES OF THE LIBRARY

1. On production of the [Identity Card](#), each student will be provided with Borrower's Cards against which books will be issued.
2. Library Cards are non-transferable. Loss of this card must be reported immediately to the Librarian and a fresh card will be issued on payment of fine.
3. Students may borrow two books at a time. Books must be returned within 15 days from the date of issue, failing which a fine will be charged on a per day basis. Till the payment of the fine, borrowing facility will be withdrawn.
4. Students must ensure that the borrowed book is in proper condition. Any book lost, damaged or defaced must be replaced by the borrower. Till the damage is made good, the borrower will have no right to use the library.
5. Students must renew their library cards after taking fresh admission in the Second year and Third year.
6. Students must return their library books before appearing for the Selection Tests (applicable to all years) or else their examination results will be withheld.
7. Students seeking transfer and students appearing in Part I, Part II and Part III Examinations must obtain a clearance certificate from the librarian before a [transfer certificate](#) or admit card is issued.

The College Library has book bank facility which caters to the requirements of the needy students of the college. Under this facility, books specified as texts and/or references in the Course Syllabi of different subjects are earmarked for use by the deserving students. The College Library also has provision for alumni to avail of reading facilities against nominal charges.

11. GENERAL INFORMATION

11.1 COLLEGE HOURS

9: 45 a.m. - 4:50 p.m.: Monday - Friday

9: 45 a.m. - 2:15 p.m.: Saturday

- Practical classes may extend beyond normal college hours.
- Classes allotted to Guest Lecturers may begin at 8.45 a.m.
- Co-curricular activities may continue after 2.00 pm on Saturdays.

11.2 COURSES

The College offers Honours & Major Courses in the following subjects.

HONOURS SUBJECTS

- BENGALI
- CHEMISTRY
- ECONOMICS
- EDUCATION
- ENGLISH
- GEOGRAPHY
- HINDI
- HISTORY
- MATHEMATICS
- PHILOSOPHY
- PHYSICS
- POLITICAL SCIENCE
- PSYCHOLOGY

MAJOR SUBJECTS

- ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT
- CLINICAL NUTRITION AND DIETETICS
- COMMUNICATIVE ENGLISH

OTHER SUBJECTS

- SANSKRIT
- ENVIRONMENTAL STUDIES

11.3 FACILITIES

- OPEN ACCESS AIR CONDITIONED LIBRARY
- INSTITUTIONAL MEMBERSHIP OF BRITISH COUNCIL
- REPROGRAPHIC CENTRE
- COMPUTER TRAINING CENTRE
- CANTEEN
- STUDENTS' COMMON ROOM
- AIR CONDITIONED ICT-ENABLE CONFERENCE ROOM
- SMART CLASS ROOM
- POWER BACK UP
- FREE ACCESS TO AUDITORIUM WITHIN COLLEGE PREMISES.
- SMS ALERT
- STUDENT ACTIVITY CLUBS-LITERACY, CULTURAL AND SOCIAL AWARENESS.

11.4 PRIZES

- *The P.C. Chandra Award of Excellence* for outstanding all-round performance.
- *The Kumud Kr. Bhattacharya Memorial Prize* awarded to the student securing highest marks in Bengali Honours in B.A University Examination.
- *The Abha Mukhopadhyay Memorial Prize* awarded to the student securing highest marks in Education Honours in B.A. University Examination.
- *The Abhijit Bhattacharya Memorial Prize* awarded to the student securing highest marks in Geography Honours in the B.A./B.Sc. University Examination.
- *The Pranjal Kumar Bhattacharya Memorial Prize* awarded to the student securing highest marks in History Honours in the B. A. University Examination.
- *The Mukul Mohan Ganguly Memorial Prize* awarded to the student securing highest marks in Mathematics Honours in the B.Sc. University Examination.
- *The Maya Chakravarty Memorial Prize* awarded to the student securing highest marks in Philosophy in the B.A. University Examination.
- *The Sachindranath Bandyopadhyay Memorial Prize* awarded to the student securing highest marks in Physics Honours in the B.Sc. University Examination.
- *The Nilima Banerjee Memorial Prize* awarded to the student securing second highest marks in Physics Honours in the B.Sc. University Examination.

- *The Sudeshna Chatterjee (Ganguly) Memorial Prize* awarded to the student securing highest marks in Political Science Honours in the B.A. /B.Sc. University Examination.
- *The Priyangshu Shekhar Bhattacharya Memorial Prize* awarded to the student securing highest marks in Psychology Honours in the B.A. /B.Sc. Part III Examination.
- *The Kulada Prasad Choudhury Prize* awarded to the student securing highest marks in Psychology Honours in the B.A. / B. Sc. Part-III Examination.
- *The Suruchi Choudhury Memorial Prize* awarded to the student securing highest marks in Psychology Honours in the B.A. / B. Sc. Part II Examination.
- *The Chandrima Goswami Memorial Prize* awarded to the student securing highest marks in Psychology Honours in the B.A. / B.Sc. Part II Examination.
- *The Surendranath Bhattacharjee Memorial Prize* awarded to the student securing highest marks in Psychology Honours in the B.A./B.Sc. Part I University Examination.
- *College awards Prizes to students securing highest marks in other Honours and Major subjects in the B.A. / B.Sc. Examinations.*

11.5 Student Assistance

1. The Sibani Chatterjee Memorial Fund has been created to provide [financial](#) assistance to needy students who apply for the same and are found eligible
2. The College offers tuition fee waiver to a maximum of five students declared eligible for such benefits by a Project called UDAAN undertaken by Terapanth Professional Forum of Kolkata provided their position in the merit list satisfies the Admission norms of the College.

11.6 Memorial Lecture

Satyendra Prasanna Mukherjee Annual Memorial Lecture in Social Science and Literature.

11.7 Clubs

Students may take the membership of any two of these clubs:

1. Social Awareness Club
2. Literary Club
3. Cultural Club

LIST OF HOLIDAY FOR THE YEAR 2017

OCCASION	DAY	DATE	NO. OF DAYS
NEW YEAR'S DAY (ENGLISH)	SUNDAY	01.01.2017	0
SWAMI VIVEKANANDA'S BIRTHDAY	THURSDAY	12.01.2017	01
NETAJI'S BIRTHDAY	MONDAY	23.01.2017	01
UNIVERSITY FOUNDATION DAY	TUESDAY	24.01.2017	01
MAGHOTSAV	WEDNESDAY	25.01.2017	01
REPUBLIC DAY	THURSDAY	26.01.2017	01
SARASWATI PUJA	WEDNESDAY & THURSDAY	01.02.2017 & 02.02.2017	02
MAHA SHIVRATRI	FRIDAY	24.02.2017	01
DOLJATRA	SUNDAY	12.03.2017	0
HOLI	MONDAY	13.03.2017	01
GOOD FRIDAY/AMBEDKAR BIRTHDAY/ CHAITRA SANKRANTI	FRIDAY	14.04.2017	01
BENGALI NEW YEAR/ EASTER SATURDAY	SATURDAY	15.04.2017	01
MAY DAY	MONDAY	01.05.2017	01
RABINDRA JAYANTI	TUESDAY	09.05.2017	01
BUDDHA PURNIMA	WEDNESDAY	10.05.2017	01
RATH YATRA	SUNDAY	25.06.2017	0
ID-UL-FITRE	MONDAY	26.06.2017	01
JANMASTHAMI	MONDAY	14.08.2017	01
INDEPENDENCE DAY	TUESDAY	15.08.2017	01
ID-UZ-ZUHA	SATURDAY	02.09.2017	01
MAHALAYA	TUESDAY	19.09.2017	01
PUJA HOLIDAY & BHATRIDIWITIYA (MUHARRAM,GANDHI JAYANTI)	MONDAY TO SATURDAY	25.09.2017 TO 21.10.2017	27
JAGADDHATRI PUJA	SUNDAY	29.10.2017	0
GURU NANAK BIRTHDAY	SATURDAY	04.11.2017	01
FATEH DOAZ DAHAM	SATURDAY	02.12.2017	01
COLLEGE FOUNDATION DAY	MONDAY	18.12.2017	01
CHRISTMAS	MONDAY	25.12.2017	01
PRINCIPAL'S DISCRETION			05
			55

VALUE ADDED COURSES

THE COLLEGE COMPUTER CENTRE

1) VALUE ADDED FEATURES OF THE COLLEGE COMPUTER CENTRE

- The computer course is compulsory for the students of Advertising, Sales Promotion and Sales Management (ASPSM), and Communicative English (Major).
- This course is also suitable for the students of Mathematics, Economics, English, Geography and Psychology Honours. However, any interested student can enrol in any one of the above courses. The Computer Courses have certification by Pranavananda Institute of Management of Technology and Gokhale Memorial Girls' College.

TRAINING PROGRAMME DETAILS

YEAR	COURSE	ANNUAL CHARGES
First Year	Computer Fundamentals Ms-Office (Word, Excel, Power Point), Internet & Projects	3050/-
Second Year	DeskTop Publishing i.e. (Page Maker, Corel Draw, Photoshop) & Projects	3350/-
Third Year	Web Designing – Concept and Application HTML and DHTML Scripting	3550/-

2) Supervisory Skills & HR Associate

Pranavananda Institute of Management and Technology (Govt. Recognized), an initiative of Bharat Sevashram Sangha, will conduct the following employable skill development courses.

Duration: 2 Years

Course Fee: Rs. 2,250/- per Year

3) Business English & Communication Skills

This course will enable the students to grasp the common structures and nuances of speaking and writing English correctly and effectively. It will prepare students to face effectively professional and business situations with verbal and non-verbal expertise.

Duration: 1 Year

Course Fee: Rs. 1,200/- + Exam fee

4) Chinese Mandarin Course

People's Republic of China currently boasts of the fastest growing economy in the world and is potentially the biggest global market of the twenty first century. Proficient speakers of Mandarin Chinese are likely to find jobs as translators and interpreters that already fetch up to Rs 5000 per day. Jobs will also open up in business, government, international relations, IT, tourism, education and related areas. Chinese Mandarin is spoken by the largest number of people in the world and the Indian Government has recognized its importance as CBSE schools began offering this language to their students 2011-12 session onwards. The Consul General of PRC has signed a MoU with Government of West Bengal for collaboration in agricultural area. Therefore, Chinese Mandarin (beginners' course) to be taught at Gokhale Memorial Girls' College now presents an attractive opportunity to aspiring job seekers.

Level-1

Course Fee- Rs. 2,500/- + Exam fee

Level 2

Course Fee- Rs. 2,500/- + Exam fee

Academic Calendar 2017-2018 (Tentative)		
MONTH	COLLEGE ACTIVITIES	PROGRAMMES
JULY	Commencement of classes for 1st year and 3rd year B.A/B.Sc. Part I Examination	
AUGUST	Commencement of classes for 2nd year , Satyendra Prasanna Mukherjee Annual Memorial Lecture in Social Science and Literature	
SEPTEMBER	Regular Class	Students Activity
OCTOBER	Regular Class(in the last week)	
NOVEMBER	Mid-term Examination	18th November-Death Anniversary of Dr. S.E.Rani Ghosh, Blood Donation Programme, Health Checkup Camp, 26th November- Birth Anniversary of Sarala Ray, Social Outreach programme
DECEMBER	Parent teacher meetings,	18th December-College Annual Day
JANUARY	Part -III Selection Test	Annual Sports
FEBRUARY	Mock Test for III year , Part II Selection Test, Remedial Classes for 3rd year, Placement Interview	
MARCH	i) Part I Selection Test ii)Special Lectures	
APRIL	B.A/B.Sc. Part III Examination, Mock Test for 2nd year, Remedial Classes for 2nd year, Special Lectures	
MAY	Summer Recess from May 15, B.A/B.Sc. Part II Examination ,Remedial Classes for 1st Year, Mock Test for 1st Year	
JUNE	B.A/B.Sc. Part II Examinations	

Administrative Calendar 2017-2018 (Tentative)		
MONTH	STUDENT ACTIVITIES	STAFF ACTIVITIES
JULY	Part III Admission, Part-I University examination	HRA declaration
AUGUST	Part II Admission, Change in General & MIL subject Combination.	Pay packet claim
SEPTEMBER	Registration	PF declaration
OCTOBER	Puja Vacation	Puja Vacation
NOVEMBER	Identity Card distribution	
DECEMBER	Preparation of Routine & Duty Roster for Selection Test- Part III	
JANUARY	Preparation of Routine & Duty Roster for Selection Test- Part II Part III Selection Test Result Part III form fillup	IT Declaration Pay packet claim
FEBRUARY	Preparation of Routine & Duty Roster for Selection Test- Part I Result of Part II Selection Test Part II form fillup Part I MIL & Compulsary examination Admit Card distribution	
MARCH	Part I Selection Test result Part I form fillup Part II University Examination Admit Card distribution	IT declaration PF declaration
APRIL	Registration Card distribution Admission related work	Pay packet claim

MAY	Part II University examination, Admit card distribution	
JUNE	Part I University examination,Admit card distribution	Form 16 distribution
		Service book preperation before eight months of retirement

Courses Offered with Intake Capacity 2017

Honours Courses	Gen	SC	ST	OBC-A	OBC-B	TOTAL	PH
Bengali	15	6	2	3	2	28	1
Chemistry	11	5	2	3	1	22	1
Economics	34	11	3	4	2	54	2
Education	20	7	2	3	2	34	1
English	34	11	3	4	2	52	2
Geography	26	9	3	4	2	44	1
Hindi	15	6	2	3	2	28	1
History	24	8	3	3	2	40	1
Mathematics	20	7	2	3	2	34	1
Philosophy	15	6	2	3	2	28	1
Physics	8	4	1	2	1	16	1
Political Science	34	11	3	4	2	54	2
Psychology	32	11	3	4	2	52	2

Major Courses	Gen	SC	ST	OBC-A	OBC-B	TOTAL	PH
Advertising, Sales Promotion and Sales Management	29	10	3	2	2	46	1
Communicative English	20	7	2	2	2	33	1
Clinical Nutrition and Dietetics	15	6	2	2	2	27	1

