

TUFANGANJ MAHAVIDYALAYA

Tufanganj:: Cooch Behar

PIN: 736160

Est.: 1971

(NAAC Accredited)



PROSPECTUS :: 2018-19

Choice Based Credit System (CBCS)

A. About the College:

Tufanganj Mahavidyalaya, established in 1971, is a General Degree College, offering as it does, scopes for prosecuting higher studies with Honours in twelve subjects, i.e., Bengali, English, History, Political Science, Sanskrit, Sociology, Economics, Botany, Geography, Philosophy, Chemistry & Zoology and General / Programme Course in all subjects including Geography, Mathematics, Education, Physics & Physical Education. Registered under (2) F & 12 (B) of the UGC Act and affiliated to the Cooch Behar Panchanan Barma University this college was assessed and accredited “B+” Grade by the National Assessment and Accreditation Council (NAAC) in 2007, which bears testimony to its academic status in the changing scenario in the sphere of higher education. In 2016 the college was re-assessed and re-accredited by NAAC. Since its inception this College promises to mete out quality education to its learners and render extension service to the people of the locality through NSS, NCC and various academic projects and activities.

The College is located at a spacious campus, surrounded and protected by a boundary wall at Tufanganj Newtown, twenty five kilometers away from Cooch Behar town. Situated in the calm, green and serene lap of nature, it offers an ideal environment for learning and developing personality as well. Presently housed in three main building, it offers courses in Arts, Commerce and Science, all running simultaneously at day time. The medium of teaching is Bengali / English. The College has five staff quarters, one teachers’ mess, a Girls’ Hostel, presently used by Jawahar Navodaya Vidyalaya, a pond and two playgrounds fluttering over 14 acres of land.

“Charaibati” or moving forward is motto of the college, which implies continuous effort to boost up academic improvement, infrastructural, expansion and development of soft skill of the learners of this institution. The sustainability of an academic institution, particularly in the context of globalization, squarely depends on its ability to adapt to the ongoing transformation, its preparedness to adjust itself to the shifting directions, and consistent and compatible quality of education can clinch the efficacy and prosperity of the institution.

B. Profile of the College:

College Name	TUFANGANJ MAHAVIDYALAYA
Address	Tufanganj Newtown, Tufanganj Dist: Cooch Behar, West Bengal, Pin: 736160
Contact Phone No.	03582 - 244263 (Off)
Website	www.tufanganjmahavidyalaya.net
E-mail	debasis_tfj@rediffmail.com / debasischatterjee08@gmail.com
Type	Degree College for Humanities, Science and Commerce(General) streams
Financial Category	Grant-in-aid
Establishment	1971
Affiliation	<ul style="list-style-type: none">• Affiliated to Cooch Behar Panchanan Barma University• Included under 2(f) and 12(B) of UGC Act

College at a Glance



C. Mission, Vision & Future Plan

Tufanganj Mahavidyalaya endorses and espouses the following:

Mission:

1. To foster interactive teaching-learning ambiance conducive to the quest and pursuit of higher studies
2. To infuse zeal, curiosity and adaptability to the contemporary challenges
3. To harness latent potentialities and to strive for holistic development of the young learners
4. To sensitize learners about gender discrimination, human rights and environmental issues
5. To impart moral, ethical and community oriented values and outlook
6. To prepare the learners for the emerging employment opportunities
7. To ensure optimal and effective use of available infrastructure and resources
8. To set benchmarks in teaching, learning and governance
9. And to uphold transparency in teaching and administration

Objectives:

1. To provide equitable and fair opportunity to the learners
2. To cater to the special needs of SC, ST, OBC, Minority and poor learners
3. To facilitate the learners to be responsible citizenry
4. To promote creativity and extra-curricular potentiality among learners
5. To develop and maintain peaceful, cordial relations among all stakeholders
6. To encourage cleanliness, friendship and cooperative efforts and orientation
7. To sustain research culture among the faculties
8. To establish linkage with civil society organisations and activists
9. To generate resources from external sources
10. To adapt to economic and technological changes and challenges
11. And to promote and preserve local culture through extensive activities

Future Plans:

1. Resource mobilisation from external sources for infrastructural expansion. For this purpose frequent approach to the political leaders, government authorities will be made,
2. More and more ICT enabled classrooms,
3. One central library with sufficient space, computerised services and networking
4. Introduction of

- i) value added course (communicative English),
- ii) self financing course (computer, competitive examinations coaching),
- iii) Post-Graduate courses in some subjects and study centre for open university like Nataji Subhas University and Rabindra Bharati University

5. Progressive reforms in teaching and learning process i.e. frequent seminar, quiz competitions, project works, debates, education tour, scholarship from endowment funds (as incentive),
6. To evolve this institution as one of the best and most sought after colleges in the district and region,
7. To make arrangement for annual audit for the Cash & Accounts section by the external auditor appointed by the government of West Bengal,
8. And to construct an indoor stadium

D. FACILITIES AVAILABLE:

- I. **Library:** The college Library is abundantly rich with quality books and reputed journals. Regular subscription of journals covers the streams of Science, Arts, Commerce, Social Science and Rural Development, students are provided with facilities for reading and using computers, Internet etc.

The College has a museum of its own, enriched with anthropological and ethnical specimens, historical documents and folklore of the district. The Library serves the need of the teachers, students, staff of the college as well as the research scholars of the locality. Computerized accession system and Internet facilities for students are also available.

- II. **Laboratory :** There are four well equipped laboratories for the Departments of Botany, Zoology. Chemistry & Geography where practical classes are conducted as well as research works on various projects are carried out.
- III. **Play Ground :** The college has two splendid playgrounds Students play football, cricket regularly there. Moreover, they are also used by other institutions for the purpose of games sports and cultural functions.
- IV. **Scholarship:** the college has four Endowment Funds three of which are donated by the retired professor in Sanskrit, Dr. Nibha Sen and one by Silver Jubilee Celebration Committee, the interest of which is used to award four scholarship to promote academic excellence among the students of the College.
 - (i) **Jadunath Sen Scholarship** – For B.A. part-III (Hons.) Regular male Topper.
 - (ii) **Sunitibala Sen Scholarship**- For B.A Part-II (Hons.)Regular Female Topper
 - (iii)**Maya Bhowmick Scholarship** – For B.A. Part-III (Gen) male and Female (Separately)Topper
(The candidate will have to obtain at least 50% marks at the B.A. part-III(gen.) exam.
 - (iv) **Silver Jubilee Memorial Scholarship**- For B.com / B.Sc. Part- III (Gen.) Topper (Among the Male & female Regular Candidates)
 - (v) **Rita Roy Smriti Puraskar**- B.A -History (Honours)-1st Year Topper Students(Male & Female Students separately)
- V. **Students' Welfare / Aid funds:** In addition to full / half free studentship, there are students' Aid Fund to help the poor and meritorious students and students' Welfare Fund to help the diseased students (for their treatment)
- VI. **Students' Common Rooms:** The college has separate common rooms for boys and girls which remain open during college hours. There are arrangements for indoor games, e.g. Carom, chess etc.
- VII. **Students' Union:** All students' of the college are members of the college students' Union whose office bearers are elected by the students' every year to conduct different extra-curricular activities & programmes to develop their soft skill.
- VIII. **College Canteen:** There is a canteen for college students, which remain open during college hours.
- IX. A Virtual Class Room has been built with Govt. grant for the benefit of the students.

X. UGC- Sponsored Schemes for Students

(a). *Coaching class for entry in Services:*

As approved by the University Grants' Commission the College has been conducting coaching class for entry in services for SC/ST/OBC (Non creamy layer) Minorities and other students of General Category to facilitate their preparation for appearing at different competitive Exam & facing Interviews / Personality Test as well.



(b). *Remedial Coaching:*

Special Classes for the students belonging to SC/ST/ OBC (Non-Creamy layer) Minorities and other general students are conduct with a view to improving their level of comprehension of basic subjects and providing a stronger foundation for further academic works.

(C). *Career and Counseling Cell:*

The Carrere and counseling Cell has been introduced to help the students to established linkages with the world of jobs in private & Govt. sector and locate career opportunities vis-à-vis the comparative academic works.

(D). *Conveyance and special stipend:* The College also offers Conveyance and Special Stipend to the eligible students, as and when available from the concerned authority.

E. College Administration/ Governing Body:

Sl.No.	Name of the Member	Designation
1.	Shri. Ananta Kr. Barma (Advocate & Chairman, Tufanganj Municipality)	President
2.	Dr. Debasish Chatterjee	Principal and Secretary (Ex-Officio)
3.	Prof. Firdous Islam	Member, University Nominee
4.	Prof. Rebati Roy	Member, University Nominee
5.	Dr. Amal Mandal	Member, Teacher Representative
6.	Prof. Dwijendra Nath Singha	Member, Teacher Representative
7.	Dr. Sidhartha Sankar Laha	Member, Teacher Representative
8.	Prof. Sanghamitra Chowdhury	Member, Teacher Representative
9.	Sri Biswajit Talukder	Member, NTS Representative
10.	Sri Dinabandhu Sarkar	Member, NTS Representative
11.	Sri Rasidul Miah	Students' Representative, GS, Students' Union

F. Course Curriculum:

F.1. Course Curriculum for Undergraduate Courses under Choice Based Credit System

As per guidelines of Cooch Behar Panchanan Barma University the Choice Based Credit System (CBCS) is introduced in Under Graduate course of studies and examinations from the academic year 2017-18.

f.1.1. Choice Based Credit System (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Advantages of the Choice Based Credit System:

1. Shift in focus from the teacher-centric to student-centric education.
2. Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
3. CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students).
4. CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
5. CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred.

Definitions:

1. **Academic Session** means academic year from July to June.
2. **Year** means the period commencing from 1st day of July and ending 30th June following.
3. **Semester** means a period of six months beginning from July to December and January to June of each academic session containing equivalent to 90 actual teaching days.
4. **Credit** means the unit by which the course work is measured. It is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practical work/Field work per week.
5. **Letter Grade** means an index of the performance of students in a said course. Grades are allotted by letters O, A+, A, B+, B, C, P and F.
6. **Grade Point** means a numerical weight allotted to each letter grade on a 10 point scale.

7. **Credit Point** means the product of grade point and number of credits for a course.
8. **Semester Grade Point Average (SGPA)** means a measure of performance of a student in a semester. It is the ratio of total credit point secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
9. **Grade Card or Transcript** means a certificate issued to all registered students after every semester displaying the course details along with SGPA of that semester.
10. **Cumulative Grade Point Average (CGPA)** means a measure of cumulative performance of students over all semesters. It is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal places.

Course of Studies:

- The admission to UG Degree courses will be governed by the guidelines of the university and the Higher Education Department of Govt. of West Bengal as framed from time to time.
- A Candidate shall be allowed to pursue any one of the Undergraduate Degree programs of the University (not more than one) at a time.

Scheme for Choice Based Credit System in B.A./ B.Sc. Honours Programme:

An undergraduate degree with honours in a subject may be awarded if a student completes-

- **14 Core Courses (CC)** in the honours subject. Suppose a student is pursuing honours in History, then he/she shall have to study 14 Core Courses in History honours.
- **4 Discipline Specific Core Courses (DSC)** from a pool of courses from the honours subject. If a student is pursuing honours in history, then he/she shall have to choose 4 DSC from his/her honours course in History.
- **4 Generic Elective Courses (GE)** from a pool of interdisciplinary courses offered by the college. If a student is pursuing honours in History, then he/she may/may not choose 4 GE courses related to History.
- **2 Ability Enhancement Compulsory Courses (AECC)**, namely (i) English/MIL Communication (ii) Environmental Studies. ('MIL' means Modern Indian Languages)
- **2 Skill Enhancement Courses (SEC)** from a pool of courses designed to provide value-based and/or skill-based knowledge.

Course Details:

Year	Semester	Core Course (14)			Discipline Specific Elective (DSE) Course (4)			Generic Elective (GE) Course (4)			Ability Enhancement Compulsory (AECC) Course (2)			Skill Enhancement (SEC) Course (2)		
		Course	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks
I	1	I	6	50				GE-I	6	50	ENVS	4	50			
		II	6	50												
	2	III	6	50				GE-2	6	50	ENG/ MIL	2	50			
		IV	6	50												
II	3	V	6	50				GE-3	6	50				SEC-1	2	50
		VI	6	50												
		VII	6	50												
	4	VIII	6	50				GE-4	6	50				SEC-2	2	50
		IX	6	50												
		X	6	50												
III	5	XI	6	50	DSC-I	6	50									
		XII	6	50	DSC-II	6	50									
	6	XIII	6	50	DSC-III	6	50									
		XIV	6	50	DSC-IV	6	50									
TOTAL			84	700		24	200		24	200		6	100		4	100

Total Credit: (84+24+24+6+4) = 142

Full Marks: (700+200+200+100+100) = 1300

Choice of Honours(Arts & Science) subjects at Tufanganj Mahavidyalaya:

Sl No.	Honours subject (Arts & Science)
1.	Bengali
2.	English
3.	Sanskrit
4.	History
5.	Political Science
6.	Economics
7.	Philosophy
8.	Sociology
9.	Geography
10	Botany
11	Zoology
12	Chemistry

Scheme for Choice Based Credit System in B.A./B.Sc./B.Com. Regular Programme:

An undergraduate degree with Regular Program in **Arts** may be awarded if a student completes-

- **12 Core Courses** which includes 4 core courses each in 2 disciplines of choice (**DSC**), i.e. $4 \times 2 = 8$ core courses, and 2 core courses each in English and MIL respectively ($2 \times 2 = 4$ core courses), which are referred to as **Language Core Courses (LCC)**.
- **2** courses each from a list of **Discipline Specific Elective (DSE)** courses ($2 \times 2 = 4$ courses) based on the 2 disciplines of choice selected in core course. Thus if a student has selected History and Philosophy as his/her core subject, then he/she has to choose his DSE courses from History and Philosophy as well.
- **2** interdisciplinary courses from the list of **Generic Elective Courses (GE)** offered by the college. If a student has selected History and Philosophy as his/her core subject, then he/she has to choose his **GE Courses** from subjects/disciplines other than History and Philosophy.
- **2 Ability Enhancement Compulsory Courses (AECC)**, namely (i) English/MIL Communication (ii) Environmental Studies.
- **4 Skill Enhancement Courses (SEC)** from a pool of courses designed to provide value-based and/or skill-based knowledge.

G.1.3.1. Course Details:

Year	Semester	Core Course (12)			Discipline Specific Elective (DSE) Course (4)			Generic Elective (GE) Course (2)			Ability Enhancement Compulsory (AECC) Course (2)			Skill Enhancement (SEC) Course (4)		
		Course/ Paper	Credit	Full Marks	Course/ Paper	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks
I	1	LCC-1(MIL)	6	50							ENVS	4	50			
		DSC-1A	6	50												
		DSC-2A	6	50												
	2	LCC-2(ENG)	6	50							MIL	2	50			
		DSC-1B	6	50												
		DSC-2B	6	50												
II	3	LCC-3(MIL)	6	50										SEC-1	2	50
		DSC-1C	6	50												
		DSC-2C	6	50												
	4	LCC-4(ENG)	6	50										SEC-2	2	50
		DSC-1D	6	50												
		DSC-2D	6	50												
III	5				DSE-1A	6	50	GE-1	6	50				SEC-3	2	50
					DSE-2A	6	50									
	6				DSE-1B	6	50	GE-2	6	50				SEC-4	2	50
					DSE-2B	6	50									

TOTAL	72	600		24	200		12	100		6	100		8	200
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Total Credit: (72+24+12+6+8) = 122

Full Marks: (600+200+100+100+200) = 1200

F.1.3.2. Choice of subjects in B. A./ B.Sc. Regular Course in Tufanganj Mahavidyalaya: Choice of subjects shall be purely merit based and on the availability of seats. DSC-1 and DSC-2 cannot be the same subject.

DSC-1	DSC-2
BENGALI	BENGALI
ENGLISH	ENGLISH
SANSKRIT	SANSKRIT
POLITICAL SCIENCE	POLITICAL SCIENCE
PHILOSOPHY	PHILOSOPHY
HISTORY	HISTORY
ECONOMICS	ECONOMICS
SOCIOLOGY	SOCIOLOGY
GEOGRAPHY	GEOGRAPHY
EDUCATION	EDUCATION
PHYSICAL EDUCATION	PHYSICAL EDUCATION
BOTANY	BOTANY
ZOOLOGY	ZOOLOGY
CHEMISTRY	CHEMISTRY
MATHEMATICS	MATHEMATICS
PHYSICS	PHYSICS

Examination details:

1. In the semester system, the under-graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester and Fifth & Sixth Semester for the second and third year students respectively. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June. Before each of the Semester Examinations, a student will enjoy study leave of 10-12 days for preparation.
2. A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the following essential condition:
 - **Minimum 75% attendance of lectures delivered.**
3. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s).

4. All courses irrespective of credits attached with it, will be assessed on the basis of full marks 50. Out of this 8/10 marks of each theoretical course / unit will be assessed through continuous evaluation during the semester and 40/42 marks in the end-semester examinations. All the internal continuous evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of tutorials, term papers, reports, seminar presentations, class tests or any combinations thereof, evenly distributed over the entire period of study, and on the basis of the percentage of a student's attendance in class. The modalities of such assessment will be recorded and documents will be preserved by the college.
5. The AECC courses will be assessed through continuous evaluation by the college and the related documents shall be preserved.
6. In the Semester system, there would be automatic progression right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.
7. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester it would be included within the stipulated three chances. Students who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on).
8. If a candidate secures qualifying grade (P grade) in all courses he/she will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he/she will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.

G.1.4.1. Duration of Examinations:

Subjects	Full Marks	Duration
Honours/Program Theoretical Paper	40/42	2 Hours
Honours/Program Practical Papers	Below 50	3 Hours (Maximum)

F.1.5. Results: Grading on 10 point scale

10 POINT SCALE		
LETTER GRADE	GRADE	% OF MARKS
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 – 89
A (Very Good)	8	70 – 79
B+ (Good)	7	60 - 69
B (Above Average)	6	55 - 59
C (Average)	5	50 – 54
P (Pass)	4	40 – 49
F (Fail)	0	x
Ab (Absent)	Ab	x

After publication of the results of each semester, the University will issue **Grade card** to each candidate, which will contain the list of papers, the grades and the credit points, actual obtained marks in percentage obtained by the student along with SGPA in that semester. Course code will be an alpha-numeric symbol that would signify the course, semester and the department.

SGPA is evaluated by the formula:

$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$, where C_i is the number of credit of a paper, G_i is the grade point.

On successful completion of the program, CGPA will be calculated as follows:

$CGPA = \sum (C_i \times S_i) / \sum C_i$

Illustration of SGPA & CGPA:

Computation of SGPA

Course	Credit (C_1)	Letter Grade	Grade Point (G_1)	Credit Point ($C_1 \times G_1$)
Course - 1	6	A	8	48
Course - 2	6	B+	7	42
Course - 3	6	B	6	36
Course - 4	2	O	10	20
	20			146

Thus, $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i = 146/20 = 7.30$

On successful completion of the program, CGPA will be calculated as follows:

$CGPA = \sum (C_i \times S_i) / \sum C_i$

Suppose a student has secured the following SGPA in 6 semesters:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22	Credit: 22	Credit: 22	Credit: 22	Credit: 22	Credit: 22
SGPA: 7.27	SGPA: 7.36	SGPA: 6.91	SGPA: 7.63	SGPA: 8.73	SGPA: 7.63

Thus, CGPA = $(22 \times 7.27 + 22 \times 7.36 + 22 \times 6.91 + 22 \times 7.63 + 22 \times 8.73 + 22 \times 7.63) / 122 = 8.21$

G. Intake Capacity:

HONOURS SUBJECTS & COMBINATIONS:

B.A. Honours Course (Intake capacity)

Subject	No. of Seats	Subject	No. of Seats
Bengali	120	Sociology	120
English	88	Sanskrit	53
History	120	Philosophy	48
Political Science	120	Geography	40
Economics	40		

B.A. General Course/ Programme Course [Elective subject/ DSC (1 or II)]:

Elective Bengali	Philosophy
Elective English	Political science
History	Economics
Sociology	Geography (32 seats)
Sanskrit	Mathematics (99 Seats)
Education	Physics (30 Seats)
Physical Education (150 Seats)	

B.Sc. Honours Course (Intake capacity):

Subject	No. of Seats	Subject	No. of Seats
Botany	20	B.Sc (Bio)	70
Zoology	32	B.Sc (Pure)	30
Chemistry	20		

c. General Course (Elective subjects) : (Merit Panel shall be prepared for general Course in Science and Arts)

Botany	Chemistry	Zoology	Mathematics	Physics
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Students from Science (Maximum) =50 (for Bio Science)
Students from Vocational Stream (maximum) =20 (for Bio Science)

NB: Reservation of seats :

SC	22%
ST	6%
OBC(A)	10%
OBC(B)	7%
PH	3% (for each category)
Reserved for candidate from outside India and West Bengal	2%

Important Note:

Filling in Registration Form in time as notified by the College authority confirms admission to 1st Year Classes. Change of subject will not be allowed after Registration form is filled in. A Candidate must submit the following documents at the time of Registration.

1. Attested copy of H.S. Marksheet
2. Attested Copy of M.P Marksheet
3. Attested Copy of Caste Certificate.
4. Migration Certificate, if applicable.

H..Criterion for getting Geography in the Regular Programme:

- a) Geography will be given only to candidates applying for Regular Programme.
- b) Candidates who have obtained 60% marks in Geography at 10+2 level can only apply for Geography as an Elective Subject.
- c) Selection of candidates will be done on the basis of marks obtained in Geography at 10+2 level (merit basis).

H. ADMISSION ELIGIBILITY:

- ☐ Students who have passed the Higher Secondary Examination (10+2) conducted by the West Bengal Council of Higher Secondary Education (W.B.C.H.S.E.) after a period of 12 years study or any other equivalent (10+2) pattern examination conducted by the I.S.C. or C.B.S.E. or any other Board recognized as equivalent by the Cooch Behar Panchanan Barma University, provided the student has passed in at least four subjects with English as Compulsory Subject, excluding Environmental Studies/Environmental Education. Those students who have obtained either (i) 55% marks in the aggregate or (ii) 50% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in general categories. However, the above criterion reduces to (i) 50% marks in the aggregate or (ii) 45% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in SC/ST categories.

For all laboratory-based subjects, the student must have passed in that subject at 10+2 level, if that subject exists in the HS subjects list, or equivalent subject if it does not exist in the HS list of subjects, as per existing NBU admission guidelines.

Reservation of Seats for admission into B.A. /B.Sc. / B.Com. (Honours and General) Courses for SC / ST / OBC and persons with disabilities are to be maintained as per the relevant G.O.'s. (3% Reservation of Seats for persons with disabilities vide G.O. No. ED-340/2012 Dt. Kolkata, the 4th July, 2012).

As per G.O. No. WB(part - i)/98/SAR-354 dated Tuesday, September, 1995 order and notifications by the Governor of West Bengal I Government of West Bengal Schedule caste and Tribes welfare Department, Writers Building, Calcutta - 1 "For admission to the Course B.A. (Hons.) B.Sc. (Hons.), B.Com. (Hons.) SC or ST candidates getting admission should have in the previous examinations qualifying marks which are not lower by more than 25% from the marks obtained, by the last candidate of the general category. The candidates included in the general merit list will not be counted towards these reserved quotas."

The provisions of this Act (Reservation in Admission) shall not apply to:

- (i) OBC-A and OBC-B students to creamy layer of the Society,
- (ii) A minority Educational Institution based on religion or language,
- ☐ **For General course:** H.S. (Class XII) passed or Equivalent Examinations.
- ☐ **For B.Sc. (General) Courses:** Passed H.S. or equivalent examinations with pass mark in Biology and Chemistry.

J. DOCUMENTS REQUIRED

DOCUMENTS REQUIRED WITH ADMISSION FORM:

- One attested copy of Admit card / certificate of Madhyamik or Equivalent Examination.
- One attested copy of Marksheet of H.s or Equivalent Examination.
- Attested copies of certificate against SC/ST/Physically handicapped.
- One copy of recent passport size photograph to be affixed in the admission form (without attested)
- School Leaving Certificate. (proforma given in the Admission Form)
- One Attested copy of BPL certificate / Minority Certificate.
- Residential certificate for home distance.

All the above mentioned documents are to be enclosed with the Admission Form at the time of its submission.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION:

- ❖ Original M.P. Admit & H.S. Marksheet.
- ❖ Original SC/ST/OBC/PH certificate.(Not below the rank of G.P. prodhan)
- ❖ One Copy of passport size Photograph(without attested)
- ❖ Acknowledgement Receipt.
- ❖ One stamp size photo for Identity card.
- ❖ Migraton Certificate(for the migrating candidates)
- ❖ Requisite Fees.
- ❖ One attested copy of H.S. passed Marksheet & Certificate for the registration Form.

K. ACADEMIC REGULATIONS:

University Registration: A student is required to submit registration Forms as prescribed by the CBPBU (to be obtained from the college office) within one month from the date of admission, failing which his/her admission shall be treated as cancelled.

Attendance: Daily attendance in the class is obligatory. No students will be allowed to sit for the University Examination unless he/she attends 75% of classes as per University Circular.

Test Exam: Students of B.A./B.Sc./B.Com, 1st, 2nd 3rd Yr. classes will have to sit for test Exams.

Class Test: For continuous evaluation of the students class tests are held. Before filling up forms for University Examinations, students will have to appear and qualify the class test/ Annual Examination.

Identity Card: Every student of the college will be given an Identity Card at the cost of Rs. 10,00 Duplicate Identity Card can be obtained, if the original is lost ,at the cost of Rs.10,00 only. One stamp size photo is required for Identity Card.

Subject Change: no change of subject will be allowed after filling in Registration Forms.

Stream Change: No change of stream will be allowed after admission.

L. ADMISSION SHALL BE DONE IN THE COLLEGE BOTH IN HONOURS AND REGULAR PROGRAMME STRICTLY THROUGH ON-LINE AS PER GOVT. RULES.

Eligibility to apply for Honours & Regular Programmes (as per University Regulations):

- A student may be admitted to B.A. three years Degree Course (Honours / Regular Programmes) after passing the Higher Secondary Examination **in the years 2018, 2017 and 2016** in the general stream conducted by the West Bengal Council of Higher Secondary Education in (10 + 2) pattern after a period of 12 years of study or examinations conducted by Indian School Certificate (ISC) or Central

Board of Secondary Education (CBSE) or any Other Board recognized as equivalent by the University (See list of Approved Boards below) provided he/she has passed in at least four subjects with English as Compulsory Subject, excluding Environmental Studies/Environmental Science/Environmental Education.

- As per the guidelines of Cooch Behar Panchanan Barma University, “all students of Higher Secondary (Vocational) Course [X + 2 levels] will be treated as equivalent with the course curriculum and syllabus of the West Bengal Council of Higher Secondary Education (WBCHSE) w.e.f. the session 2009 - 2010". Such students shall be admitted only in the 1st year Regular Programme of B.A. in the college.
- **To apply for Admission in Honours Programme in General Categories:**
 - 55% marks in the aggregate or
 - 50% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in general categories.
- **To apply for Admission in Honours Programme in SC/ST Categories:**
 - 50% marks in the aggregate or
 - 45% marks in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours in the subject concerned in SC/ST categories.

Registration for On-line Admission:

- a) **Candidates must register through a mobile no. The mobile no. must be -**
 - i) **authentic**
 - ii) **accessible to the candidate so that he/she can receive SMS alerts easily**

General Rules:

- i **Reservation of Seats** for admission into B.A., Honours and Regular Programmes, for SC / ST / OBC and persons with disabilities shall be maintained as per the relevant G.O.s. (3% Reservation of Seats for persons with disabilities vide G.O. No. ED-340/2012 Dt. Kolkata, the 4th July, 2012). As per G.O. No. WB (Part - i)/98/SAR-354 dated Tuesday, September, 1995 order and notifications by the Governor of West Bengal I Government of West Bengal Schedule caste and Tribes Welfare Department, Writers Building, Calcutta - 1 "For admission to the Course B.A. (Hons.) B.Sc. (Hons.), B.Com. (Hons.) SC or ST candidates getting admission should have in the previous examinations qualifying marks which are not lower by more than 25% from the marks obtained, by the last candidate of the general category. The candidates included in the general merit list will not be counted towards these reserved quotas."

- ii.** For seeking **admission in Honours Programme**, a candidate can apply for **3 (three) subjects**, i.e. Bengali, English, Sanskrit, Political Science and History **in 1 (one) Application Form**.
- iii.** A candidate may **apply for Honours & Regular Programmes in 1(one) form**.
- iv.** Mere submission of Application Form does not guarantee admission to the desired programme. Owing to limited number of seats in Honours programme, candidates seeking admission in Honours programme are advised to fill-in and submit Application Form in Regular programme as well. Otherwise, they will not get any chance for admission even in Regular programme after the last date of submission of Application Form in Regular programme is over.
- v.** All admissions will be strictly merit based.
- vi.** Merit will be calculated according to the following formula:
- vii.** For Honours Programme:

$$\text{Merit} = \frac{2S+T}{6}$$

T = Marks obtained in English + Marks obtained in the subject opted for Honours + best marks of other two subjects [excluding EVS, the subject opted for Honours and English].

S = Marks obtained in the subject opted for Honours.

- viii.** For Regular Programme:

$$\text{Merit} = \frac{T^1}{4}$$

T¹ = Marks obtained in English + best of 3 subjects excluding EVS.

- ix.** A single Merit List will be prepared taking applicants from all recognized boards together.
- x.** Unless a student submits his Registration Fee to the Bank, his/her Application Form will not be considered valid.
- xi.** AFTER SUBMITTING PRESCRIBED FEES FOR ADMISSION TO THE BANK, IT IS MANDATORY FOR A STUDENT TO COME TO THE COLLEGE FOR VERIFICATION OF HIS/HER MARK SHEET/TESTIMONIALS, ETC. BY THE COLLEGE AUTHORITY WITHIN ALLOTTED DAYS, FAILING WHICH HIS/HER ADMISSION WILL BE CANCELLED. THE CANDIDATE HIMSELF/HERSELF MUST BE PRESENT DURING PHYSICAL VERIFICATION. A SET OF SELF ATTESTED TESTIMONIALS WITH DULY FILLED APPLICATION FORM IS NEEDED TO SUBMIT during verification at college (See K.1.).
- xii.** IN CASE OF ANY DISCREPANCY FOUND DURING THE VERIFICATION THE CANDIDATURE OF THE CONCERNED CANDIDATE WILL BE CANCELLED AND ADMISSION FEES WILL BE FORFEITED.

- xiii.** Admission will be cancelled if it is in contravention to University Regulations and any rules framed by the college authority, or for any falsification of facts on the part of the candidate, even though detected afterward.
- xiv.** Under no circumstances, a candidate is entitled to get refund of fees already paid to the college.
- xv.** Students who are already graduate in one discipline shall not be allowed to take admission and registration again in any other Under – Graduate programme.
- xvi.** No admission will take place after expiry of the last date of admission as notified by the University.
- xvii.** If a candidate has already taken admission in another college in Honours/Regular programme and seeks admission in this college, he must cancel his admission in the earlier college and produce a certificate to that effect to the college authority. Similarly, if a candidate, who has taken admission in this college, seeks admission any other college, he has to submit a written application to the Principal of this college.
- xviii.** As per UGC guidelines a column for transgender under gender category is included in the Application form by the college.
- xix.** **For all matters not mentioned above, the decision of the college authority shall be final.**
- xx.** **University Registration:** Whenever a candidate is admitted for the first time, he/ she will forward to the Registrar through the Principal an application for registration as a student of the University unless his/ her name has already been so registered. **All admissions are provisional.** If registration is not offered by the University the student's admission is liable to be cancelled. In that case the students will not be entitled to any refund of fees already paid to the college. No change of subjects, and change from Regular to Honours Programme and vice versa shall be granted after the filling in the Registration forms by the candidates.

M. OBEDIENCE TO COLLEGE RULES & DISCIPLINE

The students must observe and follow the rules, regulations and traditional virtues of the college. Serious violation of college rules may lead to expulsion from the college and any misdemeanor on the part of a student may lead to the disciplinary action to be taken by the college authority. The college authority may also call on his/her guardian.

All students must conduct in befitting manner both within and outside the college campus in particular.

All students must possess and carry their college Identity Cards with them all the time inside the college campus. They may be asked to produce the same at any time.

Code of conduct for the students (as recommended by the governing Body)

- a) Every student must bring with him/her Identity Card.
- b) Students' organizations should use specific boards for affixing posters.
- c) Defacement of the college building by any type of writing is prohibited.
- d) No outsider can enter the college premises without the permission of the principal. He or she may enter the college with due permission for purely academic and official purpose for 30 minutes only.
- e) No Students' organizations can organize any procession during the hours of Examination and Admission. Allegation, if any, may be submitted in writing to the principal.
- f) Every students' organization must obtain prior permission from the principal for submission of deputation.
- g) Any violation of the above code of conduct may lead to punishment inflicted by the Governing Body of the college.

Declaration –

Each student must have to declare the following statement in the admission Form.

I do hereby declare that the particulars given in this form are true. I have carefully read the instructions mentioned in the prospectus and undertake to obey those. I'm not a registered student of any University other than North Bengal University. I swear to abide by the rules & regulation of the college mentioned in the college prospectus. I know the menace of ragging and I shall not get myself involved in any act of ragging inside the college premises. I shall remain bound to bear any kind of penal measure inflicted by the authority of the college, if any violation of college Rules & Regulations and Ragging activities is committed by me.

RAGGING:- prohibited in Tufanganj Mahavidyalaya.

'Vishwa jagriti Mission':-

"Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension there of in fresher or junior student or asking the student to do any act or perform something which such student will not in the ordinary course and which has the effect of causing of generating a sense of shame or embarrassment so as to affect the physique of a fresher or a junior student."

PUNISHMENT FOR RAGGING:

A) Hon'ble Supreme Court of India Orders:

"henceforth in every prospectus relating to admission of the students in any educational institution, it shall be clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not satisfactory, the authority would expel him/her from the institution."

B) PUNISHMENT (as recommended by the UGC & The Court of Law) :

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding /Withdrawing scholarship/ fellowship and other benefits.
4. Debarring from appearing at any test/ Examination or other evaluation process.
5. Withholding results.

6. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
7. Suspension or expulsion from the hostel.
8. Rustication from the institution for periods varying from I or more semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25000,00/-
11. Rigorous imprisonment up to three years (only by the court of Law)

N. Admission Schedule:

Important Date	Programme/Event
11.06.2018	Online Admission Registration for form fill up starts
18.06.2018	Online Admission Registration ends
19.06.2018	Last date of Online Admission Payment (through Bank Challan)
21.06.2018	Publication of Provisional Merit List
23.06.2018	Publication of Final Merit List
31.07.2018	Last date of Admission
01.08.2018	Last date of commencement of classes
25.08.2018	Registration (without fine)
28.08.2018	Last date of Registration (with fine)

O. Faculty Details

Dr. Debasish Chatterjee		Principal
TEACHING STAFF		
Department of Bengali		
Dr. Sulekha Pandit		Associate Professor
Prof. Ankita Mukherjee		Assistant Professor
Prof. Dwijendra Nath Singha		Assistant Professor
Sri Sasanka Shekar Ganguly		Part-time Teacher
Department of English		
Prof. Sumit Roy		Assistant Professor
Prof. Tuhin Sanyal		Assistant Professor
Md. Aharul Haque		Assistant Professor
Sri Asok Sarkar		Part-time Teacher
Sri Nirmal Dewry		Part-time Teacher

Department of Sanskrit

Prof. Hedayet Ulla Miah
Prof. Tapas Barman
Smt. Nivedita Chakraborty
Smt. Susmita adhikary

Assistant Professor
Assistant Professor
Part-time Teacher
Part-time Teacher

Department of Political Science

Dr. Amal Mandal
Prof. Sultan Lal Rahaman
Prof. Sanghamitra Choudhury
Prof. Narayan Sutradhar

Associate Professor
Associate Professor
Assistant Professor
Assistant Professor

Department of Philosophy

Dr. Sangita Raha
Smt. Laxmi Bhattacharya
Smt. Susmita Kar

Assistant Professor
Part-time Teacher
Guest Teacher

Department of History

Prof. Sushna Subba
Prof. Sanchari Roy
Shri Madhu Mangal Saha
Smt. Papiya Sen
Sri Swapan Dey

Assistant Professor
Assistant Professor
Part-time Teacher
Part-time Teacher
Part-time Teacher

Department of Sociology

Prof. Swapna Ghosh
Prof. Sayoni Biswas
Sri. Santosh Saha
Sri. Simul Ch. Das

Assistant Professor
Assistant Professor
Part-time Teacher
Part-time Teacher

Department of Commerce

Sri. Subhas Chandra Saha

Invitee Teacher

Department of Chemistry

Prof. Abhisek Saha
Dr. Babli Roy
Smt. Seema Sarkar (Bhattarchaya)

Assistant Professor
Assistant Professor
Part-time Teacher

Department of Botany

Dr. Ram Prasad Mukhopadhyay
Sri. Prasanta Paul
Sri. Jahanur Hossain

Reader
Part-time Teacher
Guest Teacher

Department of Economics

Prof. Kashi Kanta Barman
Dr. Sidhartha Sankar Laha

Assistant Professor
Assistant Professor

Department of Zoology

Dr. Debashis Das
Prof. Somnath Kundu
Smt. Sudipta Bhowmik
Sri. Debasish Mitra
Smt. Rinku Barman

Associate Professor
Assistant Professor
Whole time Contractual)
Part-time Teacher
Guest Teacher

Department of Geography

Prof. Deshbandhu Barman
Prof. Bhupen Barma
Sri. Amardip Roy
Sri. Dipak Barman
Sri. Shah Salim Rahaman
Abulkalam Azad

Assistant Professor
Assistant Professor
Guest Teacher
Guest Teacher
Guest Teacher
Guest Teacher

Department of Education

Sri. Bijoy Barman
Md. Chenner Miah

Guest Teacher
Guest Teacher

NON- TEACHING STAFF

Sri. Biswajit Talukder

Head Clerk

Sri. Apurba Saha

(Accountant)

Sri. Brajadulal Paul

Office-Superintendent

Sri. Jyotish Ch. Das

Guard- Day

Sri. Charitra Debnath

Peon

Smt. Jharna Barma

Peon

Sri Chotelal Bansfore

Sweeper

Sri. Swapan Rava

Mali

Smt. Anjali Mandal

Lady Attendant

Sri. Kamal Debnath

Skilled laboratory Attendant

Md. Omar Ali

Skilled laboratory Attendant

Sri. Tarini kanta Sarkar

Generator/Pump/Operator

Sri. Pradip sarkar

NCC Part time Clerk & Clerk (Casual)

Sri. Ganesh sarkar

Guard Night

Sri. Nandadulal Das

Peon

Smt. Afroza Khatun

Laboratory Attendant

Sri. Dinobandhu Sarkar

Guard

Sri. Avijit Karmakar

Laboratory Attendant, (Zoology)

Sri. Dalendra Barman

Laboratory Attendant, (Geography)

Smt. Tarulata Das

Clerk Casual

Sri. Sukomal Barman

Clerk Casual

Sri. Sanjay Barman	Clerk Casual
Sri. Anupam Chatterjee	Clerk Casual
Sri. Subrata Barman	Clerk Casual
Md. Gulshan Samrin Rahaman	Clerk
Sri. Mangal Rava	Clerk
Sri. Pradip Barman	Clerk
Mirajul Haque	Clerk Casual
Sri. Nitai Ch. Das	W/T Casual Group- D
Smt. Maya Rani Devnath (Pandit)	Laboratory Attendant, Casual (Physics)

LIBRARY STAFF

Sri. Sagar Sherpa	Librarian
Sri. Dipankar Chakraborty	Clerk Casual
Sri. Sanjib Mondal	Clerk Casual
Sri. Pratik Sarkar	Clerk Casual
Smt. Payel Saha	Clerk
Sri. Sisir Das	Peon

P. Fees

Registration Fees to be deposited in the bank once through Net Banking or through Debit/Credit card

Details of Registration Fees to submitted during admission

ITEM	B.A. (Gen) (In Rs.)	B.A.(Hons) (In Rs.)	B.Com (Gen) (In Rs.)	B.Sc.(Gen) (In Rs.)	B.Sc.(Hons) Geo. (H) (In Rs.)
Tution Fee (Monthly)	50.00	75.00	60.00	85.00	110.00
Admission Fee (Yearly)	50.00	75.00	60.00	85.00	110.00
Development Fee (Yearly)	250.00	250.00	250.00	250.00	250.00
College Exam.	40.00	40.00	40.00	40.00	40.00
Establishment Fee	40.00	40.00	40.00	40.00	40.00
Electricity Fee	80.00	80.00	80.00	80.00	80.00
Library Dev.	10.00	10.00	10.00	10.00	10.00
Student Aid Fund	20.00	20.00	20.00	20.00	20.00
Student Union Charge	100.0	100.0	100.0	100.0	100.0
Identity Card	10.00	10.00	10.00	10.00	10.00
Lib. Caution Money	20.00	20.00	20.00	20.00	20.00
Laboratory Fee (Yearly)					
Laboratory Caution Money					
University Registration Fee	400.00	400.00	400.00	400.00	400.00
Swarswati Puja	30.00	30.00	30.00	30.00	30.00
Note: Late Admission Fee	100.0	100.0	100.0	100.0	100.0
Note: Transfer Fee	50.00	75.00	60.00	85.00	110.00
Centre Fee	100.0	100.0	100.0	100.0	100.0
Release/money Receipt Certificate	20.00	20.00	20.00	20.00	20.00

Note: ***Fees structure may be changed**

Q. LIST OF HOLIDAYS

The college generally follows the Holidays List prescribed every year by the CBPBU & N.B.U. which is available with in office.

R. M. List of Approved Boards:

1. Andhra Pradesh Board of Intermediate Education
2. Assam Higher Secondary Education Council
3. Bihar School Examination Board
4. Bihar Intermediate Education Council
5. Goa Board of Secondary & Higher Secondary Education
6. Gujarat Secondary Education Board
7. Haryana Board of Education
8. Himachal Pradesh Board of School Education
9. J & K State Board of School Education
10. Karnataka Board of the Pre-University Education
11. Kerala Board of Public Examinations
12. Maharashtra State Board of Secondary and Higher Secondary Education
13. Madhya Pradesh Board of Secondary Education
14. Manipur Council of Higher Secondary Education
15. Meghalaya Board of School Education
16. Mizoram Board of School Education
17. Nagaland Board of School Education
18. Orissa Council of Higher Secondary Education
19. Punjab School Education Board
20. Rajasthan Board of Secondary Education
21. Tamil Nadu Board of Higher Secondary Education
22. Tripura Board of Secondary Education
23. U.P. Board of High School & Intermediate Education
24. West Bengal Council of Higher Secondary Education
25. Central Board of Secondary Education
26. Council for Indian School Certificate Examinations
27. National Open School
28. The West Bengal Council of Rabindra Open Schooling
29. West Bengal State Council of Vocational Education & Training
30. Northwest Accreditation Commission, USA

N. General Rules for the students of the college:

- ☐ Students must be punctual and regular in attending classes.
- ☐ Students must observe the college notice board everyday and comply, failing which, the college authority will not be responsible for any inconvenience faced by them.
- ☐ Students must keep the college premises clean and maintain the sanctity of the college. They should take proper care of the college furniture and property.
- ☐ Students are not allowed to use the college telephone, although incoming message may be delivered to them.
- ☐ Mobile phones are not allowed in class rooms, office rooms and corridors.
- ☐ Students will be liable to disciplinary action for violation of any rules of discipline as provided under the University of North Bengal.
- ☐ Students must have the College Identity Card with them when they are inside the college campus. They may be asked to produce the same at any time, if required.
- ☐ In matters not mentioned above, the decision of the Principal or college authority shall be final and abiding on the students.

Place: Tufanganj, Cooch Behar
Date: June 11, 2018

Sd/- Principal,
Tufanganj Mahavidyalaya



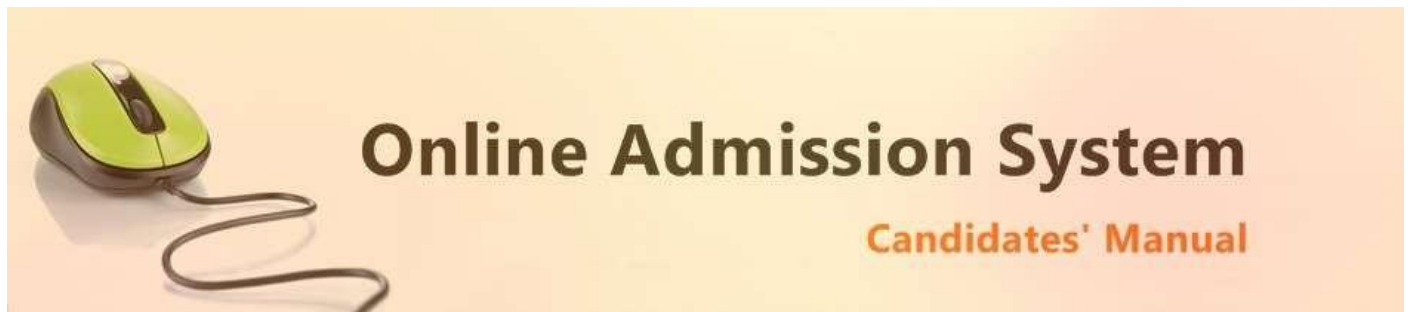
Online Admission System

Candidates' Manual

Online Admission System

Candidate's Interface

Manual

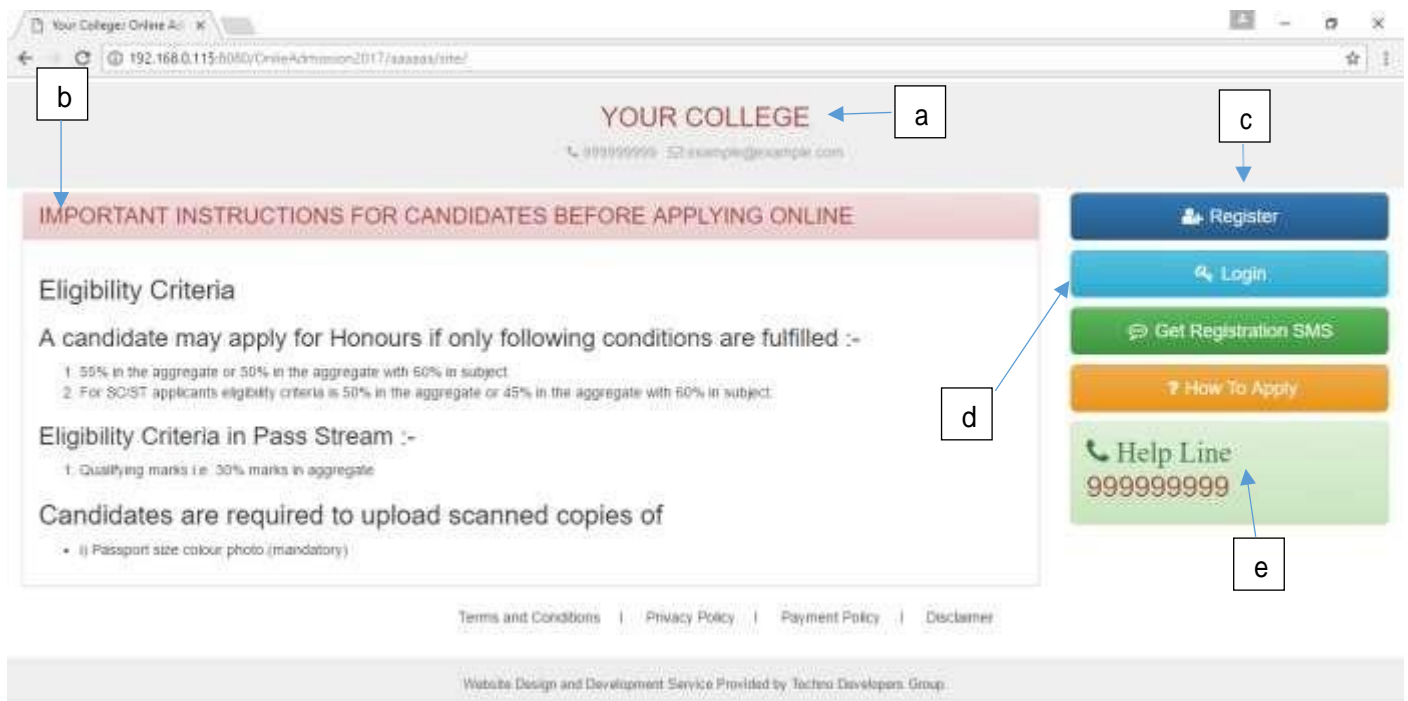


Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.

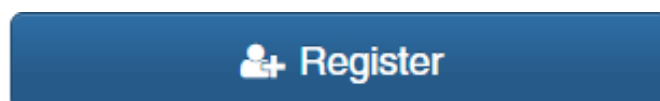
We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.



- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

How to Apply ?

To apply please click on the Register button and initiate the application process





Registration Step 1 of 4

- 1) To begin the online registration process please Select the Course and Course Type from the dropdown lists. Marked with **REDBorder**

- 2) Next provide the Applicant's Personal Details marked with **Green Border**.

Please type in the following details properly

- i) Your Full Name
- ii) Father's Name
- iii) Mother's Name
- iv) Guardian's Name (if any)
- v) Father's Occupation
- vi) Mother's Occupation
- vii) Annual Family Income
- viii) 10 Digit Mobile No. : Your Registration confirmation SMS will be sent to this mobile number & the same shall be used for all further correspondence with the applicant by the concerned authorities.
- ix) Alternate phone no. for contact
- x) Email address (if any): Email confirmation/notifications shall be sent to this email if provided
- xi) Date of Birth: The same shall be used as the password in the Candidate's Log in screen

Please note all the fields marked with * are compulsory



Online Admission System

Candidates' Manual

Aadhar and Bank related information (not compulsory)

- i) 12 digit Aadhar Number
- ii) Your bank name
- iii) Bank Address
- iv) Bank Account Number
- v) Bank IFSC Code
- vi) Bank MICR Code

[Note: The above information may not be available in your form as it is populated as per the preference & processes of the respective college or university]

3) Please provide your communication address and permanent address

Address For Communication					
House No./Street *	P.O. *	Ward No.			
Village/Town *	Block	District *			
P.S. *	State *	PIN *			

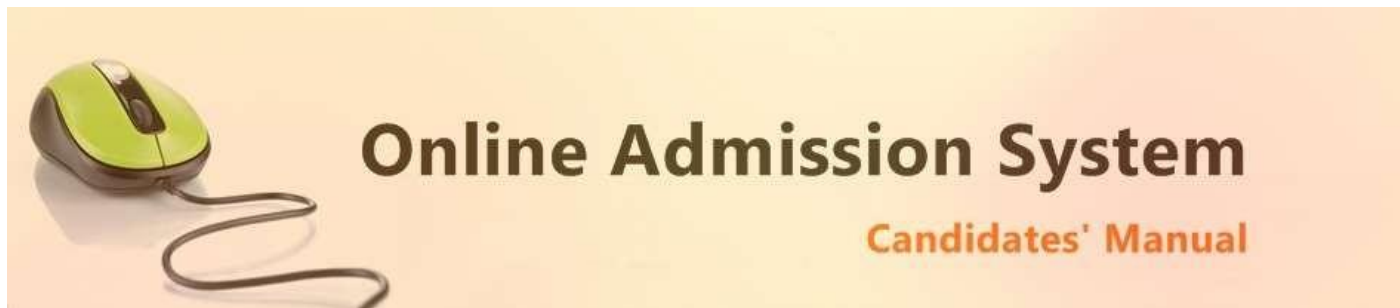
Permanent Address <input checked="" type="checkbox"/> Same as Above					
House No./Street *	P.O. *	Ward No.			
Village/Town *	Block	District *			
P.S. *	State *	PIN *			

Please provide the following details of your address

- a) House No./Street Name
- b) Post Office (P.O)
- c) Ward No. (if any)
- d) Village/Town Name
- e) Block (if any)
- f) District Name
- g) Police Station (P.S)
- h) State
- i) PIN

To have the same address copied to the Permanent Address fields please have the option “**Same as Above**” Ticked/Checked. Else Untick/Uncheck the same to provide separate details for Permanent Address.

<input checked="" type="checkbox"/> Same as Above



4) Applicant's Other Details

Applicant Other Details

Gender Select Gender *	Blood Group Select Blood Group *	Marital Status Select *
Religion Select *	Mother Tongue Select *	Nationality Indian *
Economic Status Select *	Other Specification Select *	Physically Challenged No *

☐ Tea Garden Residence

One way approx. distance from residence to college

Distance: In Kms.

☐ I undertake

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College Failing which the College may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

NB :

- Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
- Students must select one Elective subjects combination and two Compulsory subject options.
- Students should not select similar subjects between the Elective and Compulsory Subjects. For eg. if your Elective subjects combination has "English" then you cannot opt for "English" in Compulsory Subject options.
- The selection of the preferred subjects may be changed during the personal verification phase at the college.

- Select your gender
- Select your blood group
- Select your marital status
- Select your religion
- Select your mother language
- Select your Nationality
- Select your Economic Status [APL or BPL]
 - If you are in BPL [Below Poverty Level] category you must put your BPL card number
- Select other specification [If you are a cadre of NSS or NCC or if you are a recognised sports person, in case of sports person the institute may ask for a physical certificate issued by Govt./Renowned sports authority.]
- Select your Physically Challenged Status [Whether you are Physically Challenged or not]
 - If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.
- If you are a Residence of Tea garden then Tick on Checkbox, and declare the Name of Tea Garden
- Before you proceed next step by clicking on Submit Button, you have to tick checkbox just beside "I **undertake**" and confirm agreeing to the term of the admission to the institute and the online admission system.
- Click on "**Submit**" to save and proceed.



Registration Step 2 of 4

Step 2: Subject Details

Candidate: **NE (Unreserved)** Application No.: **123456789**

Applicant Academic Details

Last School Attended: Board: Year Of Pass:

Stream: 10+2 Roll No.: 10+2 Registration No.:

Category: Major Indian Language for Part III:

Provide Your 10+2 Subject & marks as per Mark sheet

Subject	Total Marks	Marks Obtained
ENGLISH	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks

Marks in ENVIRONMENTAL STUDIES / SCIENCE is not mandatory and not applied in merit calculation

Subject	Total Marks	Marks Obtained
ENVIRONMENTAL STUDIES / SCIENCE	Full Marks is	Obtained Marks

Select Subjects/Course You want to Apply

The subject preference can be modified till the payment for this application is complete.

- i) Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)
- ii) Select your Higher Secondary Board Name
- iii) Select the year of passing Higher Secondary Examination
- iv) Select your stream [Science, Arts or Commerce etc.]
- v) Your Higher Secondary Roll number.
- vi) Your Higher Secondary Registration Number
- vii) Select your category [General/Unreserved, SC, ST, OBC A or OBC B etc.]
 - i. If you are applying under any reserved category (i.e. other than General/Unreserved category) then please mention your respective category certificate number.
- viii) Select your Major Indian Language [MIL] for part III
- ix) Please provide your higher secondary examination marks appropriately as displayed in your marksheet.
- x) Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.
- xi) A few subjects may be preselected as mandatory subjects for the course selected.
- xii) **Please provide your actual marks as per your marksheet only. DO NOT input percentage or average marks. The system shall calculate the same as per its set criteria appropriately.**
- xiii) Also below put the marks of Environmental Science/Study subject in same manner above this is not mandatory and also not applied in merit calculation.



Course & Subject Selection

- Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the options where the candidate is eligible to apply for admission shall be populated.
- Select your desired Course and Elective Subject preferences accordingly.

Please note that any modification on the 10+2 (HS) subject marks would again revalidate the eligibility of the opted courses and elective subjects. Please verify and select your preferences again.

The screenshot shows a web form for course and subject selection. At the top, there are three input fields: "Select" (a dropdown menu), "Full Marks" (a text box with "100"), and "Obtained Marks" (a text box with "56"). Below these is a message: "Marks in ENVIRONMENTAL STUDIES : SCIENCE is not mandatory and not applied in merit calculation". Underneath is a table with two columns: "Course" and "Marks". The first row shows "ENVIRONMENTAL STUDIES : SCIENCE" and "100". Below the table is a yellow box with the text: "Select Subjects/Course You want to Apply. The subject preferences can be modified till the payment for this application is complete." Below this are two columns of dropdown menus. The first column is labeled "1st Preference" and "2nd Preference", with values "B.A. GEN" and "B.A. GEN(GEO)" respectively. The second column is labeled "Elective Preference" and "Elective Preference", with values "PHILOSOPHY,POLITICAL SCIENCE,SOCIOLOGY" and "GEOGRAPHY,HISTORY,PHILOSOPHY" respectively. At the bottom of the form are four buttons: a blue left arrow, a green "SUBMIT" button, a green "Reset" button, and a blue right arrow. Below the buttons are four links: "Terms and Conditions", "Privacy Policy", "Payment Policy", and "Disclaimer".

Click on the **“Submit”** button to save.



On clicking the “Submit” button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.

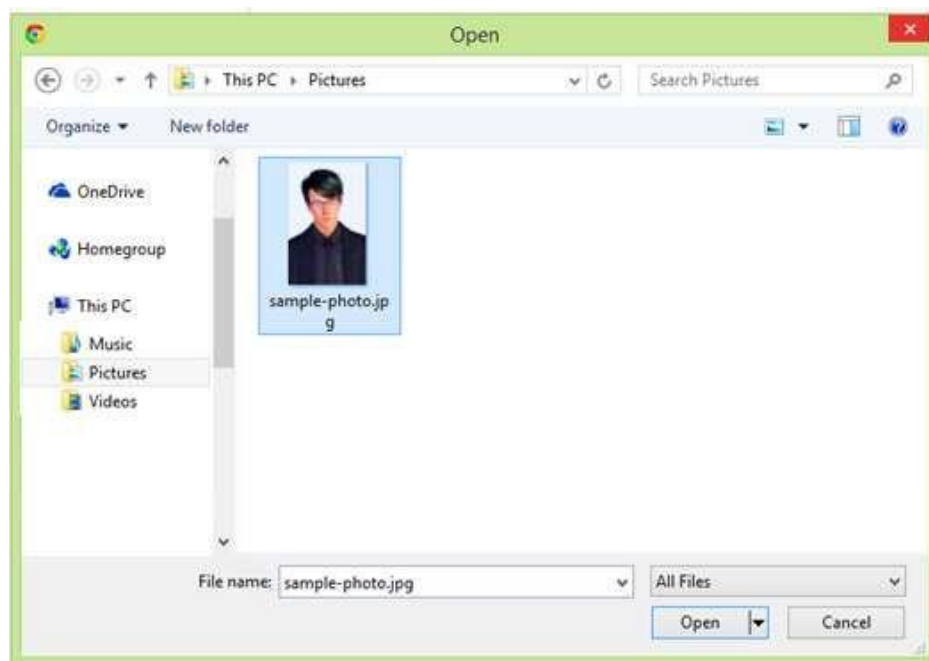


Registration Step 3 of 4

Documents upload section

The screenshot shows a web application titled "YOUR COLLEGE" with contact information "9999999999" and "example@example.com". A navigation bar includes "Personal Details", "Subject Details", "Documents Upload" (active), "Fee Payment", and "Admission". The main content area is titled "Step 3 : Documents Upload" and includes a "Logout" link. It displays "Candidate: HEADRY DEB" and "Application No: TW7891AS". A yellow box contains upload restrictions: "File Types: (.jpg, .jpeg, .gif, .png) only | Each File Size: Not More than 250.00 KB" and "Please choose file the click on Upload Button to upload your file". There are two upload sections: "Upload Your Colour Photo" and "Upload Your 10+2 Marksheet", each with a "Choose File" button, "No file chosen" text, and an "Upload" button. At the bottom are "Submit" and "Reset" buttons. A footer contains links for "Terms and Conditions", "Privacy Policy", "Payment Policy", and "Disclaimer", and a note: "Website Design and Development Service Provided by Techno Developers Group".

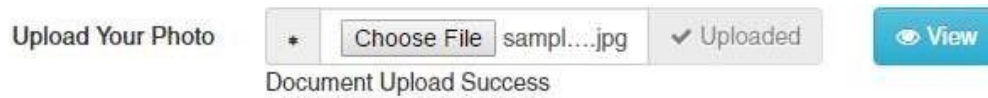
- i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the “Choose File” or “Browse” button to explore your PC.



- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.

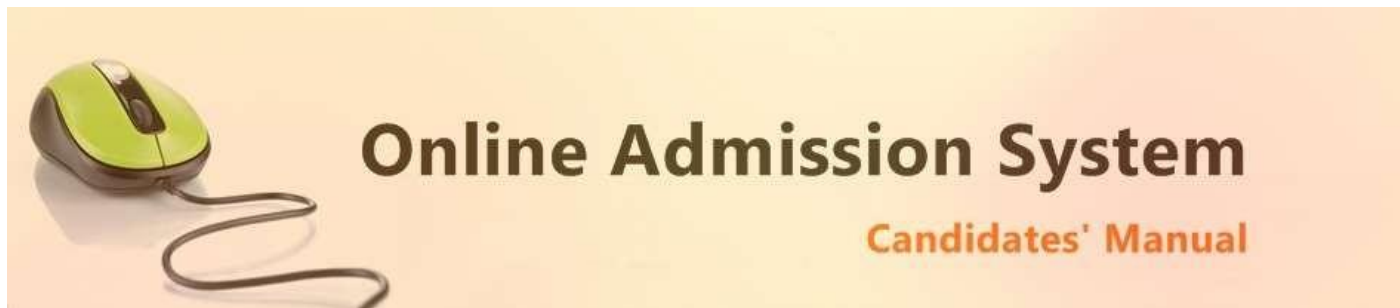


- iii) The select window shall close and the images shall be uploaded. The upload confirmation along with the “View” button will be visible.



Upload Documents:

Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.



Registration Step 4 of 4

The Step 4 of registration provides option to process the Fee payment and view/print the finalized application.

Personal Details ✓

Subject Details ✓

Documents Upload ✓

Fee Payment ?

Admission ?

Step 4 : Fee Payment Logout

Candidate : GAUTAM ROYRegistration No : KG168A7825

Congratulations! Your form has been submitted successfully

Important Note :

1. Please process your payment from the options given below & take a print of your Application Form.
2. Once your online payment successful or a Bank Challan is generated, the Candidate's Name and Category data cannot be modified.

Application Fee : Rs. 50.00

Payment Status : Not Paid

INSTANT ONLINE PAYMENT

Instant & Auto update of payment status.
Update of payment will take less than a minute.

PAY NOW

BANK DEPOSIT

Your payment status shall be updated once verified by the concerned authorities.

Print Bank Challan

Fee Payment Options

There may be multiple options from the following to process the Fee payment.

a) Online Fee Payment option for payment through

- Credit Cards
- Debit Cards
- Net Banking

This option enables instant payment and auto payment status update for any transaction when completed properly.

Please check Page 12 for further details.

INSTANT ONLINE PAYMENT

Instant & Auto update of payment status.
Update of payment will take less than a minute.

PAY NOW

Please click on the "Pay Now" button above to process your online payments with:

- Credit Cards
- Debit/ATM Cards
- Net Banking
- Mobile Payments

Please note:

1. You shall be automatically redirected back to our system once your payment is processed.
2. Transaction charges & taxes are applicable extra for the online payment mode.



b) Bank Challan

You may prefer to take a print out of the associated Bank's challan and pay in cash in the respective bank branches. Click on the "Print Bank Challan" button to option the printing dialog box with the appropriate bank challan.

BANK DEPOSIT

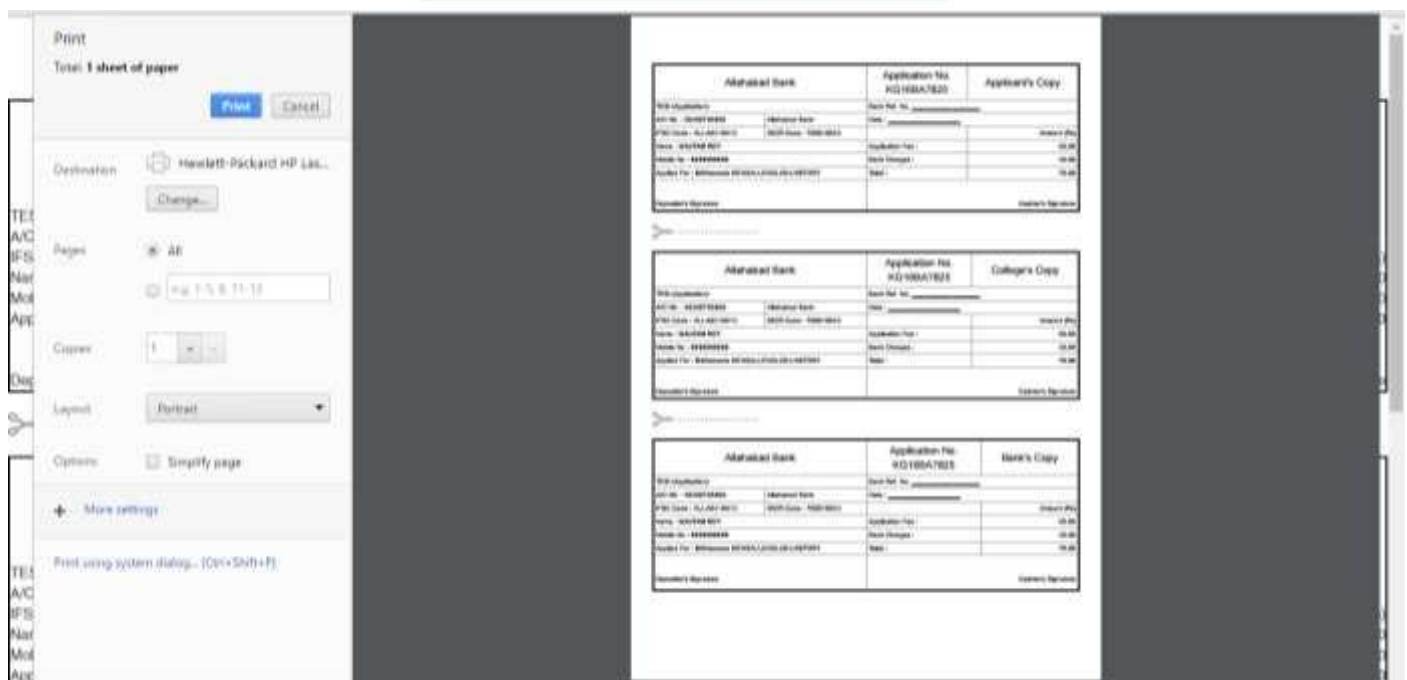
Your payment status shall be updated once verified by the concerned authorities.

Print Bank Challan

After depositing the amount in the bank, please upload your scanned copy of the deposit slip using your log in details at the website example.com for payment verification.

Upload your Bank Challan copy

Choose File
No file chosen
 Upload



Please note the payments made in this mode needs to manually verified by the college authorities before being approved as paid.

Please check Page 13 for further details.



Online Admission System

Candidates' Manual

Online Payments

This option is most preferred for automated payment status update. A candidate can proceed to the online payment gateway interface by clicking on the “**Pay Now**” button. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.

Payment Request Placed for INR 60.00

Transaction ID 2015-2016-BA-1

Billing Details

9999999999

example@example.com

(Please correct if above is not the Billing Mobile Number)

(Please correct if above is not the Billing E-Mail ID)

Payment Mode

Saved Cards

Credit Card

Debit Card

Net Banking

Debit Card Number*

Name on Card*

Card Expiry*

CVV / CVV2*

VISA

MasterCard

Monero

01

2015

Save card for future use ?

Transaction Charge: INR 0.66

Service Tax: INR 0.08

Total Transaction Amount: INR 60.74



Online Admission System

Candidates' Manual

The scanned copy of the challan will be displayed at an appropriate location on successful upload and the college authorities shall be intimated via mail. The candidates shall receive a mail confirmation on successful verification of their uploaded bank challan by the college authorities.

With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the institute. The candidates shall be intimated through SMS or website notification about the Merit list publication and Counselling dates and further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.