

SITALKUCHI COLLEGE

PROSPECTUS

Session-2016-17



SITALKUCHI COLLEGE

Sitalkuchi College was established in the year 1999, with the aim of providing the scope for higher education to the aspiring students of the remote areas of Sitalkuchi and Sitai Community Development Blocks of the District of Cooch Behar. With this aim in the mind, the college came into being mainly with the enthusiasm of the local educationists, committed social workers and other patronisers of the Sitalkuchi- Sitai area. From September, 1999, the academic activities of the college were started in a one storied school building near Sitalkuchi Hospital. Then in the year 2007, the college was shifted to its own premises. The college having a campus area of 3.33 acres of land, a big playground on the opposite side of the PWD Road, now functions from a three winged two-storied building. As the college is socially committed to upgrade its academic mission infra-structural construction work is still going on.

The Mission of the College:

The college is dedicated and devoted to materialize the dream with which it was initially set up. It has an inherent desire to serve quality education to its students. It also believes in the total development of the students who, after the completion of their studies at the college, can contribute meaningfully to the society.

The less focused area of higher education in the locality needs special care and attention. The college, being wants to contribute to the development of the human values and academic enhancement of the locality.

Academics:

The college, under the control of Directorate of Public Instruction, Department of Higher Education, Govt. of West Bengal is affiliated to the **Cooch Behar Panchanan Barma University**. The college is recognized by the University Grants Commission under section 2 (f) and 12B of the UGC Act, 1956. At present it offers the B.A Honours and General courses in the following subjects:

1. Honours Subjects: **Bengali, English, History, Geography, Philosophy and Political science**
2. General Subjects: Elective Bengali, Elective English, History, Geography, Philosophy and Political science, Sociology, Sanskrit, Physical Education, Education, Arabic and Economics
3. Compulsory Subject: Environmental Studies English & Bengali

DISTRIBUTIONS OF SEATS FOR HONOURS COURSE

<u>Subject of Honours</u>	<u>Total Seats</u>
History	73
Geography	41
Bengali	57
English	57
Philosophy	57
Political Science	32

<u>Subjects of General</u>	<u>Total Seats</u>
Geography	73
Physical Education	40

COURSES OF STUDY:

The College is affiliated to the University of North Bengal and offers B.A 3 years Honours & General courses. The examination pattern and marks distribution in the 1+1+1 system for B.A Honours / General courses of studies is effective from Academic session 2006-2007.

B.A. HONOURS / GENERAL COURSE OUTLINE

Marks Distribution under 1+1+1 Examination System

HONOURS COURSE**Part-I**

a) 2 Honours papers of 100 marks each	2X100= 200 marks
In case of Geography 4 Honours papers of 50 marks each.	4X50 = 200 marks
b) 2 Elective subjects with 3 papers of 50 marks each.	2X150= 300 marks
c) Compulsory Environmental Studies	1x100 = 100 marks

 Total- 600 Marks

Part-II

a) 2 Honours papers of 100 marks each	2 X 100 = 200 marks
In case of Geography 4 Honours papers of 50 marks	4 X 50 = 200 marks
b) 2 Elective subjects with 3 papers of 50 marks each	2 X 150 = 300 marks
c) Compulsory English	1X50 = 50 marks

 Total- 550 marks

Part- III

a) 4 Honours papers of 100 marks each	4 X 100 = 400 marks
In case of Geography 8 Honours papers of 50 marks each	8 X 50 = 400 marks
c) Compulsory Bengali	1X50 =50 marks

 Total- 450 marks

GENERAL COURSE**Part-I**

A) Elective subjects with 3 papers of 50 marks each	3 X 150 = 450 marks
b) Compulsory Environmental studies	1X100 = 100 marks
<hr/>	
Total- 550 marks	

Part-II

a) Elective subjects with 3 papers of 50 marks each	3 X 150 = 450 marks
b) Compulsory English	1X50 = 50 marks
<hr/>	
Total- 500 marks	

Part- III

a) Elective subjects with 1 paper of 100 marks each (in Case of Geography 2 papers of 50 marks each)	3 x 100 = 300 Marks 2X50=100 Marks
<u>b) Compulsory Bengali</u>	<u>50 marks</u>
<hr/>	
Total- 350 marks	

Certificate, Foundation and Short term Courses.

From the 2010-2011 academic session certificate and foundation courses in **Human Rights** have been introduced. More over a short term course in positive discrimination has also been introduced from the 2010 – 2011 academic session. A Foundation course in **positive discrimination** is in existence from the session 2010-11. All these courses are sponsored by the University Grants Commission.

Procedure of Admission to Degree Course:

1. **Distribution of Forms :** The forms and prospectus are circulated from the college website: www.sitalkuchicollege.org under admission tab.

2. **Documents required for obtaining admission Form and Prospectus:** Original mark sheet of the Higher Secondary / Equivalent Examination is to be produced.

3. **Documents / Credentials required for Submission Forms:**

a) One self attested photocopy of the mark sheet of the last examination(H.S.) passed.

b) One self attested photocopy of the Admit card of Madhyamik or Equivalent for age proof certificate..

e) One self attested photocopy of the caste certificate in case of SC/ST/OBC-A / OBC-B candidates from the competent authority of SDO

f) One self-attested photocopy of the physically handicapped certificate from the competent authority in case of the candidates under the P.H Category.

g) One recent passport size coloured photographs is to be pasted on Admission Form

h) Migration certificate in case of the candidates migrated from other Board or Council (if any)

4. Publication of the merit list in case of honours subjects and Geography General:

All Honours Subjects, Geography General and Physical Education General Admission are determined on the basis of Merit list of the candidates applying for the same on separate form only. No one can be admitted from Honours merit list for any general course subjects.

5. Candidates applying for Honours Courses will not be allowed to admit in general courses. Hence, all who are in doubt to get chance in Honours course are asked to fill up General subjects.

6. Admission and Verification :

Counseling will not be conducted for this session 2016-17 but all admission processes will be done through the Merit Lists generation in scheduled date and time notified in the NOTICE BOARD. After submitting the admission fee on **Central Bank of India (ONLY SITALKUCHI BRANCH)** The admitted candidates have to come in the College campus only for Original documents verification. If all the documents are found

to be correct, the admission procedure is completed. At the time of documents verification if the documents are mismatched of their information which are already put in the website at the time of filling up the form, the admission is declared as cancelled. **No requests in this regard will be entertained.** The candidates already admitted in other colleges will not be allowed for admission unless they **produce cancellation** of his /her admission. At the verification table the candidates will have to produce **Printed copy of duly filled application form, the age proof certificate, Mark sheet of MP and HS, Caste certificate from SDO , the P.H. Certificate in original** (if applicable).

Admission Directives

Direction of University of North Bengal for admission in any subject with Honours:

- At least 55% marks in the aggregate or 50% in the aggregate with 60% marks in the subjects in the qualifying examinations (in case of General candidates).
- At least 41% marks in the aggregate or 37.5% marks in the aggregate with 45% marks in the subjects in the qualifying examinations (in case of SC/ ST candidates)
- At least 49.5% marks in aggregate or 45% marks in aggregate with 54% marks in the subject in the qualifying examination (In case of OBC-A and OBC-B candidates)
- As per G.O. No.WB (part –I) 98, SAR-354 dated Tuesday, September 1995 order and notification by the Governor of West Bengal/ Government of West Bengal Schedule Caste and Tribe 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 candidates included in the general merit list will not be counted towards these reserved quota.*”
- In the matter of eligibility to apply for admission to Honours courses 54.5% marks or above shall be treated as 55% marks and 59.5% marks or above shall be treated as 60%.

Other Admission Related Rules with subject combinations

1. Each honours student will have to take two other General subjects and General students three combination subjects.
2. **The Honours students will not be allowed to take Elective Bengali or Elective English.**
3. No student will be allowed to take up more than one of the following languages:
(a) Elective Bengali, (b) Elective English, (c) Sanskrit, (d) Arabic
4. A student willing to take Geography as combination subject must have Geography in H.S of equivalent examination.
5. Admission to courses would be subject to availability of seats. Admission to all honours Courses will be based strictly on merit shall be calculated as per the following formula.

$$\text{Merit} = (2s+t) \div 6$$

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

S= Marks obtained in the subject opted for honours.

If the candidate does not have the specific subject opted for Honours in his/her previous course the procedure for merit calculation will be as follows.

$$\text{Merit} = T1 \div 4$$

T1= Marks obtained in English + best of other three subjects excluding ENV. This procedure is also applicable in case of General Courses.

6. **No Honours students will be allowed to take Geography as general subjects.**
7. All admissions are provisional until confirmed by the University :
8. No student will be admitted to the college in any course unless he/she has passed at least in four subjects with English compulsory subject as per the statute of the **Cooch Behar Panchanan Barma University** regarding admission.

9. Admission form will be cancelled if not properly filled in or signed or if any wrong or misleading information is given by the candidate.
10. The names of the candidates Selected for admission will be notified on College Notice Board from time to time. Claim to admission shall be forfeited if admission is not taken within fixed hour of the specified date.

College Academic Calendar

1. Commencement of class : 8th August (Tentative)

2. Unit Tests:

1st Unit Test of part I, II and III is to be commenced in September (Tentative)

2nd Unit Test of part I, II and III is to be commenced in January (Tentative)

3. Part I, II and III (University Examination) : 1st week of April onwards, (as per University Schedule)

***Appearing in the Unit Test is compulsory.**

Apart from the tests mentioned above concerned departments will take class tests seminars, group discussions as per the departmental schedule.

A detailed academic calendar will be notified after commencement of the classes.

HIGHLIGHTS OF OUR CAMPUS ACTIVITIES

OFFICE

The college functions from 10 A.M to 5 P.M from Mondays to Fridays and from 10 A.M to 2 P.M. to 3 P.M. on Weekdays for meeting with parents. The office is fully automated with webcam and server.

LIBRARY

The college library is equipped with a good stock of text and reference books. It is open from 11 A.M. to 4.30 P.M. Model Question Banks and Question papers of previous years are also available for the use of the students. Online query of books is available in the library. A No of Journals like EPW, Sage are available on the Library.

LABORATORY

The college has a well equipped Geography laboratory with sophisticated instruments and GIS & Remote sensing software like Global Mapper 13, Maps Info, ERDAS IMAGINE where every student has access to laboratory, instruments and in case of any difficulty the teachers of the said department are available to help the students. Every student receives individual attention to be set up from the current session.

The college has a well equipped computer lab with 31 PCs and a unit of language laboratory.

SMART CLASS ROOM:

The college has four smart class rooms with modern smart equipments.

EXCURSION

Excursion is compulsory for the students of Department of Geography as a partial fulfillment of the syllabus of the University of North Bengal. The expenditure of the excursion trips are to be borne by the students themselves. Non-participation citing medical causes is not allowed under any circumstances.

SPORTS

The College has a big playground where students can play football, volleyball, cricket and other games. An Annual Sport day is organized in every academic year. Moreover, the college encourages students to take part in intra-college and inter-college, University and other Govt. Organizations.

WEATHER STATION

An Automated weather station is likely to be setup very soon in the college premises from the current session.

ENVIRONMENTAL MONITORING

An Environmental Monitoring station is likely to be setup at college premises.

STUDENT SUPPORT FACILITIES

NSS

It is necessary to arouse the social conscious of the students and to provide them an opportunity to work with the people in the villages. It is felt that their instruction with the common villages will expose them to the realities of life and bring about a change in their social perception. On the basis of the real motto of the NSS, that is 'NOT ME BUT YOU' ,a unit has been opened up in the college since the academic session 2007-8 and accordingly this unit has been performing its activities in the local area of the college on different occasions. Currently the college 3 Units of NSS and Programme Officers are **Prof Sangeeta Roychowdhury, Prof. Pradip Kr. Roy, and Prof Nazrul Islam.**

CAREER & COUNSELLING CELL

The College has a career and counseling cell to guide the students properly in case of choosing their subject combination. Depression, stress problems, mental anxiety etc. are handled affectionately by the cell members. From the academic session 2010-11 the cell is sponsored by UGC and is functioning under the co-ordinatorship of **Prof. A.K. Shil**. Further students are informed in seeking various jobs & Career.

Other Students Support Facilities:

Common Room: There are two Common Rooms with indoor games like Carom, Table Tennis etc, separately for girls and boys with attached toilet facilities.

Students' Aids Fund:

The College offers Half / Full fees studentship to the Meritorious / needy students.

Students' Union: The College has a democratically elected Students' Union which aims to build up constructive relation between the students' representatives and the administration. The union organizes various cultural programmes and publishes college magazines during every academic year.

Grievance Redressal Cell: Monitored by senior member of the academic staff. The cell deals with students' problems. Students are free to write about their grievances.

Equal Opportunity Cell:

The UGC sponsored Equal Opportunity Centre started functioning in the previous academic session that is 2010-2011. Its aim is to oversee the effective implementation of policies and programmes of disadvantage groups. It provides guidance and counseling with respect to academic, financial, social and other matters. It seeks to enhance the diversity within the college campus. Also it conducts a short term course on 'Positive Discrimination'

Enabling Unit

The enabling unit is the component 1 of the UGC scheme Higher Education for Persons with a Special Needs (HEPSN). Its purpose is to develop awareness and to provide necessary guidance and counseling to differently abled persons. It facilitates admission of differently abled persons in various courses.

UGC Network Resource Centre:

The UGC Network Resource Centre(UGC NRC) seeks to create awareness among the students about the use of computers in various activities, In addition to information and communication network the centre facilities access to multimedia material for learning experiences,

Remedial Coaching:

Remedial Coaching scheme is sponsored by UGC. Its aim is to improve academic skills and linguistic proficiency of the students belonging to SC, ST, OBC and minority communities in various subjects.

Coaching For Entry in Service:

The basic objective of this scheme is to prepare students belonging to S.C., S.T., O.B.C. and minority communities to get gainful employment in central, state service or equivalent position in private sectors.

IQAC Cell:

UGC Sponsored Internal Quality Assurance Cell has been formed in the College with the objective to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The Cell is looking after the material, and human resources of the College.

Photocopy Facility:

Photocopy facilities for the students has been introduced at the college premises.

Alumnae Association:

The alumnae association of Sitalkuchi College is taking interest in the college welfare and its development. It ensures a steady interaction between the bonafide and the ex-students.

Rules of the Library:

- On payment of the library deposit and on Production of the Identity card each student will be provided with a borrower's card / cards (against which books will be issued.) Library Cards are non-transferable.
- Loss of this card must be reported immediately to the librarian and fresh card will be issued on payment of Rs.10/-
- If books are returned after the due date, borrowing facility will be temporarily withdrawn and a fine will be charged.
- Any book lost, damaged or defected must be replaced by the borrower. Till the damage is made good, the borrower will have no right to use the library.
- The student must renew their library cards after they are promoted to Second year and take fresh admission in the Third Year.
- The Students seeking transfer and the students appearing in part-I, II and III Examination must obtain a Clearance certificate from the librarian before a transfer Certificate of Admit Card is issued.

General Rules and Regulations

- 1) The students must be punctual and regular in attending classes.
- 2) They should come to the colleges decently attired.

- 3) The 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.
- 4) The students conduct should be disciplined and dignified with in and outside the college premises. They are prohibited from doing anything which will hinder the normal working of the college.
- 5) A student will be liable to disciplinary action for violation of any rules as provided under the rules of discipline of the **Cooch Behar Panchanan Barma University**.
- 6) The students shall take proper care of the college furniture and other properties.
- 7) The students must keep the college premises clean and maintain sanctity of the college.
- 8) A student admitted into one subject may change to any other subject within one month from the date of commencement of classes with an application in writing to the Principal in prescribed proforma to be collected from the college office
- 9) The name of a student will be struck off from the roll if he/she does not attend the classes within 10 days from the commencement of classes.
- 10) **The student will be declare non-collegiate if they fail to attend at least 75% of the total classes in each subject and will be declared dis-collegiate if they fail to attend at least 65% of total classes held per subject during the total academic year. In such case they will not be allowed to sit for the final examination.**
- 11) The college does not take responsibility for letters, money orders etc. sent to the students. There should be sent to their residential address.
- 12) All students must have a college Identity Card, which they must carry with them within the college premises and outside.
- 13) The students, by the very fact of being admitted in the college, are obliged to follow all rules, regulations and traditions.
- 14) The students are not allowed to use the college telephone, although the incoming messages the may be delivered to them in emergency cases.
- 15) **The use of cell phone is strictly prohibited within the college campus.**

- 16) The student and his guardian will have to sign affidavit relating to curbing the menace of ragging.
- 17) In matters not mentioned above, the decision of the Principal or the college authority shall be final and binding on the students.

GOVERNING BODY OF THE COLLEGE:

1. Md. Abed Ali Miah, (President)
2. Dr. Afzal Hossain, Secretary (Principal)
3. Sri Tapan Kr. Guha, Member (Govt. Nominee)
4. Sri Sunil Pramanik , Member (Govt. Nominee)
5. Sri Pankaj Dutta, Member (University Nominee)
6. Sri Bhagirath Das, Member (University Nominee)
7. Prof. Prodip Kr. Roy , Member, (T.R)
8. Dr. Gopal Sharma Member, (T.R)
9. Prof. Amrita Kr. Shil , Member (T.R)
10. Harekrishna Sarkar, Member (T.R)
11. Sri Sudhangshu Mohan Adhikary, Member (N.T.R)
12. Sri Bablu Barman, Member (N.T.R)
13. Sri Rana Barman, Member (Student Representation)

TEACHING FACULTY:*Principal: DR. AFZAL HOSSAIN*

SL No	Department	Name of the Teacher	Position
1	Bengali:	1. Sri Pradip Kr. Roy	Assistant Professor
		2. Vacant	(Fulltime)
		3. Smt. Halima Khatun	Approved Part-time Teacher
		4. Sri. Fatik Ch. Adhikary	Approved Part-time Teacher
		5. Sri. Provat Das	Guest Teacher
		6. Sri. Jayanta Barman	Guest Teacher
2	English:	1. Sri. Jagannath Basu	Assistant Professor
		2. Vacant	(Full- time)
		3. Sri Mahendra Pramanik	Approved Part-time Teacher
		4. Sri Amitava Chakraborty	Approved Part-time Teacher
		5. Sri Manoj Barman	Guest Teacher
		6. Sahidul Hoque	Guest Teacher
3	Sanskrit:	1. Sri Sukhinath Mitra	Guest Teacher
		2. Sri. Pratap Roy	Guest Teacher
4	Arabic	1. Vacant	(Full-time on contract)
		2. Md. Yasin Ahmed	Guest Teacher
5	History	1. Sri Amrita Kr. Shil	Assistant Professor
		2. Sri Harekrishna Sarkar	Assistant Professor (On FDP Leave)
		3. Vacant	(Full time)
		4. Sri Madhusudan Paul	Guest Teacher
		5. Md. Sahidul Islam	Guest Teacher
6	Geography	1. Smt. Sangeeta Roy Chowdhury	Assistant Professor
		2. Md. Nazrul Islam	Assistant Professor
		3. Dr. Dipanjana Chakraborty	Assistant Professor
		4. Mozammel Rahaman	Approved Part-time Teacher
		5. Sri Tanmoy Pramanik	Approved Part-time Teacher
7	Philosophy	1. Vacant	(Full-time)
		2. Vacant	(Full-time)
		3. Sri Pankaj Datta	Approved Part-time Teacher

		4. Smt Mithu Saha	Approved Part-time Teacher
		5. Sri Krishnakanta Debnath	Approved Part-time Teacher
		6. Md. Nur Islam Miah	Guest Teacher
8	Political Science	1. Dr. Afzal Hossain	Principal
		2. Dr. Gopal Sharma(Ghimirey)	Assistant Professor
		3. Sri Pujan Singh Ariya	Approved Part-time Teacher
		4. Md. Moksedul Momin	Guest Teacher
		5. Sri Shyamal Das	Guest Teacher
9	Sociology	1. Sri Sankar Barman	Approved Part-time Teacher
		2 Sri Krishna Prasad Barman	Guest Teacher
10	Education	1. Vacant	(Full-time on contract)
		2. Sri Sukanta Pramanik	Guest Teacher
		3.Sri Ujjal Barman	Guest Teacher
11	Physical Education	1. Smt. Shova Barman	Guest Teacher
		2. Smt. Suchitra sarkar	Guest Teacher
12	Economics	1.Sri Alokesh Bhattacharya	Guest Teacher

Librarian: Sri Baburam Barman (Full time on Contract)

NON -TEACHIN STAFF:

Sl. No	Name	Designation
1.	Sri Ajit Kr. Barman	Head Clerk
2.	Sri Utpal Hui	Cashier
3.	Sri Sudhangshu Mohan Adhikary	Clerk (Acting Accountant)
4.	Md. Atiur Rahaman	Typist
5.	Md. Jakir Hossain	Library Clerk
6.	Sri Apurba Kr. Jha	Laboratory Attendant
7.	Sri Bablu Barman	Peon
8.	Md. Saharuddin Mia	Peon
9.	Sri Debi Barman	Guard

Non-Teaching Casual Staff

Sl. No	Name	Designation
1.	Md Musa Karimulla	Computer Assistant
2.	Sri Abhishek Pal	Office Assistant

Non-Teaching Daily Wage Staff

Sl. No	Name	Designation
1.	Sri Rupan Debnath	
2.	Smt. Tanushree Roy Singha	
3.	Sri Ratan Paul	
4.	Smt. Sahera Khatun	
5.	Md. Mostafizur Rahaman	
6.	Smt. Shreyashi Barman	
7.	Smt. Parvin Suraiya Ahmed	

Part-time Sweeper- Sri. Rajesh Bansfore

SITALKUCHI COLLEGE POST GRADUATE STUDY CENTRE

Of

Rabindra Bharati University

(Estd.-2007)

Code No. – 13

Phone: 03583-263701

Situated in the border area of Cooch Behar district, Sitalkuchi is still less focused in the arena of higher education. In order to extend higher education among aspiring students of the locality, Sitalkuchi College initiated a Distance Education Study Centre of Rabindra Bharati University University from the year 2007. It offers post Graduate course in the following Subjects

Environmental Studies

Political Science

History

Sanskrit

Bengali

English

Education

Geography

Special features of the Study Centre

- ✦ Personal Contact Programme (PCP) classes by the expert University & College teachers.
- ✦ Well Equipped Geography Laboratory with most sophisticated instruments and GIS & RS software like Global Mapper -13 Map info, ERDAS IMAGINE.
- ✦ Arrangement of Special Classes.
- ✦ Special Care for weak Students.
- ✦ Facility of interaction with the resource persons.
- ✦ Official Help Desk for, any type of problems
- ✦ Maintenance of Students' Response Sheet.
- ✦ Strict adherence to the rules of the affiliating University
- ✦ Formulation of policies as per students' feedback

SITALKUCHI COLLEGE UG , PG AND DIPLOMA STUDY CENTRE

Of

NETAJI SUBHASH OPEN UNIVERSITY

Sitalkuchi College Study Centre

(Estd.-20012)

Code No. – J-08

Phone: 03583-263701/03583-263351

Situated in the border area of Cooch Behar district, Sitalkuchi is still less focused in the arena of higher education. In order to extend higher education among aspiring students of the locality, Sitalkuchi College initiated a Distance Education Study Centre of ***NETAJI SUBHASH OPEN UNIVERSITY (NSOU, Sitalkuchi College Study Centre Code-J-08)*** from the year 2013. It offers Under Graduate, Post Graduate, Diploma and Certificate course in the following Subjects

B.A (Honours) Subjects: Bengali, English, History, Geography, Political Science and Sociology.

M.A Subjects: Bengali, English, History, Public Administration, Political Science and Master of Social Work (MSW)

Vocational Subjects: Diploma in DTP and NETWORKING(1 YEAR)
Certificate Course “ AMRA PARI” (6 months)

Special features of the Study Centre

- ✚ Contract classes by the expert college teachers.
- ✚ Well Equipped Geography Laboratory with most sophisticated instruments and GIS & RS software like Global Mapper -13 Map info, ERDAS IMAGINE.
- Arrangement of Special Classes.
- Special Care for weak Students.
- Facility of interaction with the resource persons.
- Official Help Desk for, any type of problems
- Maintenance of Students’ Response Sheet.
- Strict adherence to the rules of the affiliating University
- Formulation of policies as per students’ feedback

