

PRASANNADEB WOMEN'S COLLEGE
(Govt. Sponsored)
JALPAIGURI



Affiliated to University of North Bengal
&
Accredited by National Assessment and
Accreditation Council (NAAC) with B++ Grade (Score 2.88)
(2nd Cycle Assessment)

PROSPECTUS
2021-2022

MISSION AND VISION STATEMENTS

Vision: To strive for excellence in higher education, empowerment of women through education, holistic development of learners through integration of conventional academic programmes with value-based education.

Mission:

- Pursuit of excellence
- Preparing the learners for facing global challenges
- Empowerment of women through enlightenment
- Preparing the learners to become responsible citizens
- Fostering the spirit of service to the nation

PRASANNADEB WOMEN'S COLLEGE

71 Years in Women's Education

Prasannadeb Women's College - the oldest and the largest institution in North Bengal imparting higher education exclusively to women - is located on the bank of the river Karala amidst a serene emerald- green landscape, at the south eastern part of Jalpaiguri town. The College affiliated to the University of North Bengal and accredited in the second cycle by National Assessment and Accreditation Council (NAAC) with B++ grade (Score 2.88) offers Honours Programs and Program Courses in Seventeen different subjects in Arts, Science and Business Administration faculties. As add on courses, it also offers Career Oriented Programmes (COP) in Travel and Tourism Management and Computer Applications. It is noteworthy that from the academic session of 2018-19 Choice Based Credit System (CBCS) has been introduced at the under graduate level according to the new regulations of University of North Bengal under the guidelines of UGC for achieving excellence in higher education.

The College, founded on the philanthropy of the Late Raja Prasannadeb Raikat and his wife Rani Ashrumati Devi, set forth its venture with only 10 students on 31st August, 1950. Untiring efforts of the employees and patrons helped the college to get past all hurdles it faced in its initial years and gradually turned into a premier institution in the arena of higher education for women in North Bengal. The progress accelerated as the years passed and today it is the only college for women in North Bengal offering scope to study all the major Arts and Science subjects with up-to-date laboratory facilities.

Manned by 73 Teaching staff and 35 non-teaching staff the college at present caters to the need of around 3400 students. The three student hostels inside the campus provide boarding facilities to more than 250 students. The fully computerized Central Library of the college has a spacious reading room attached to it and has more than 33000 volumes of books and 10 academic journals. The library also offers E- document printing & reproduction facilities to the students.

With the objective of all-round development of students, the college gives equal importance to the co-curricular activities. There are four units of NSS and a senior division of NCC functioning in the college. The Nature Club arranges for the relevant programmes for the students interested in understanding and preserving the bio-diversity. The UGC sponsored Career and Counseling Cell provides technical, moral and mental support to students in their endeavor to be ready for the job market. Additional support is being provided by the Centre for Women's Studies which became functional with the sponsorship of UGC since 2007. The Alumni Association of the college also plays an important role in maintaining a fruitful relation between present and former students of the college. The Internal Quality Assurance Cell (IQAC) of the college takes an active role in quality sustenance. The traditional teaching-learning process is well supplemented with a number of programmes like study tour, seminar/symposia/workshops that not only add variety to teaching but also provide greater exposure to the students.

PRASANNADEB WOMEN'S COLLEGE APPLICATION FORM

As per the instruction of the Govt. of W.B. the college has launched online admission to UG courses on stand-alone basis from the session 2015-16. The prospectus, application form and other relevant details for admission in UG 1st semester under choice based credit system (2021-2022 session) are available at the college website www.pdwomenscollege.in. Candidates are advised to familiarize themselves with the online admission procedure by reading carefully all the relevant information available on the website.

ELIGIBILITY CRITERIA FOR ADMISSION

Percentage of Marks:

a) Honours Program Course: A student shall be allowed to take admission in the Honours Program Course of B.A./B.Sc. if she has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary Examination [10+2] held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent there to. Provided that a candidate who has obtained (a) 55% marks in the aggregate, or (b) 50% in the aggregate with 60% marks in a subject in the last qualifying examination shall be eligible to apply for Honours Program Course in that subject. Admission shall, however, be on merit and availability of seats. Provided that for SC/ST Candidates-the minimum marks for eligibility shall be 45% in the aggregate or 40% in the aggregate with 60% in the subject. Provided further that in matter of eligibility 54.5% marks or above shall be treated equal to 55% , 49.5% and above shall be equal to 50% and 59.5% marks or above shall be equal to 60%.

b) Program Course: A student shall be allowed to take admission in the program course of B.A./B.Sc./BBA if she has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary Examination [10+2] held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto. A candidate shall be allowed to pursue B.A./B.Sc. Program Course if she has passed the qualifying Examination in Vocational Stream Subjects. Provided however that:

- i) A candidate shall be allowed to take up any subject except Computer Science, Microbiology, and such other interdisciplinary subjects in B.A./B.Sc. Course if she has passed in the corresponding subject(s) at the Higher Secondary (10+2) Examination or any other Examination recognized as equivalent by the University.
- ii) A candidate shall be allowed to take up Sociology, Education, as Honours Program and Program subject if she has passed the subject History, Philosophy, Political Science in the previous qualifying examination.

- iii) A candidate shall be allowed to take up Physics Subject if she has passed in Mathematics and Chemistry along with Physics and other subject as prescribed at the qualifying examination.
- iv) A candidate shall be allowed to take up Chemistry Subject if she has passed in Mathematics and Physics along with Chemistry and other subject as prescribed at the qualifying examination.
- v) A candidate shall be allowed to take up Botany/Zoology Subject if she has passed in Biology at the qualifying examination.
- vi) A candidate shall be allowed to take up Computer Science Subject if she has passed in Mathematics at the qualifying examination.
- vii) A candidate shall be allowed to take up Honours Program in Economics Subject if she has passed in Mathematics and other subject as prescribed at the qualifying examination.
- viii) No student other than those of Science stream and Economics/Geography of Arts stream shall be allowed to take Science Subjects as Generic Elective Subject.
- ix) A candidate shall be allowed to take up Geography subject as Honours Program/Program Course if she has passed Geography with other subjects at the qualifying subject.
- x) A candidate shall be allowed to take up BBA (TAH) course as Program course if she has passed in any stream at the qualifying examination.
- xi) A candidate pursuing Honours in a subject shall not be allowed to take up the same subject as Generic Elective.
- xii) A candidate pursuing Honours Program Course in a Language subject will be allowed to take another Language subject as a Generic Elective Subject.
- xiii) While taking Discipline Specific Core and Generic Elective subjects, availability of the said subjects in the college shall be taken into cognizance.

Following documents must be produced with the hardcopy of online application form at the time of document verification at college:

- i. Original Admit Card of Madhyamik Pariksha or its equivalent examination
- ii. Original Mark sheet of the H.S. or equivalent examination
- iii. Original Caste Certificate from competent authority (for SC/ST/OBC candidate only)
- iv. Original Migration certificate (to be submitted only by the candidates coming from boards other than West Bengal Council of Higher Secondary Education.
- v. Certificate of disability from a Govt. Hospital if seat is claimed in Physically Challenged category.
- vi. Other supporting documents as necessary to support information submitted on the application.

Self-Attested copies of all the above documents are to be submitted at the time of verification.

N.B.: Admission will be cancelled if the documents are found not in conformity with the declaration in the form submitted on line.

ADMISSION PROCEDURE: As per guidelines of North Bengal University in compliance with W.B. Govt. Rules. Provided that a student who has been admitted in the UG 1st Semester of an academic year shall not ordinarily take admission again on progressing to a subsequent Semester.

Merit List

Admission to all Honours Programme Courses will be based strictly on merit. Merit shall be calculated as per the following norms:

Merit=[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}] / 4

If the student does not have the specific subject opted for honours in his / her previous course, the procedure for Merit Calculation will be as follows:

Merit = {Marks obtained in English + Marks in three other best of subjects excluding EVS} / 4

Admission to all Program Courses will be based strictly on merit. Merit shall be calculated as per the following norms:

Merit = {Marks obtained in English + Marks in three other best of subjects excluding EVS} / 4

A single merit list will be prepared taking applicants from all recognized boards together.

SEAT CAPACITY IN UG HONOURS PROGRAMME COURSES

Honours Subjects B.A. (Honours)	Total candidate capacity (2021-22 session)
BENGALI	119
EDUCATION	32
ENGLISH	119
GEOGRAPHY	36
HISTORY	119
PHILOSOPHY	119
POLITICAL SCIENCE	119
SANSKRIT	119
B.Sc. (Honours)	
BOTANY	14
CHEMISTRY	24
COMPUTER SCIENCE	12
ECONOMICS	32
MATHEMATICS	32
PHYSICS	24
ZOOLOGY	24

SEAT CAPACITY IN UG PROGRAMME COURSES

Course	Total candidate capacity (2021-22 session)
B.A. Programme	850
B.Sc. Programme	64
BBA (TAH) Programme	40

Reservation of Seats:

There will be reservation of seats for SC/ST/OBC/Differently abled candidates as per Govt. Rules. For differently-abled candidates, minimum disability of at least 40% will be considered.

EXAMINATION & EVALUATION:

I. Eligibility to appear in an Examination:

A candidate shall be eligible for appearing at any of the Semesters of UNDER-Graduate examination on fulfillment of the following two essential conditions:

- i) Minimum 75% attendance of lectures delivered in all courses.
- ii) Appearance in all internal assessments.

II. Internal Evaluation:

The evaluation of the students shall be a continuous process and shall be based on their performances in Internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study.

III. Final Evaluation:

The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical and Practical).

There shall be one written and one practical examination (wherever applicable) at the end of each semester as per the prescribed syllabus in the course concerned.

NOTE: IN ALL THE EXAMINATIONS (EXCEPT IN THE SUBJECTS HINDI & NEPALI) ANSWERS ARE TO BE WRITTEN IN EITHER BENGALI OR ENGLISH OR NEPALI.

COURSE COMBINATIONS/SUBJECT BASKETS

The following Discipline Specific Course Subject and Generic Elective Course Subject combinations are to be strictly followed

B.A. HONOURS PROGRAM COURSE

A) HONOURS SUBJECT (SELECT ANY ONE COURSE)

Bengali	Economics
English	Education
Geography	Political Science
Sanskrit	Philosophy
History	

B) Two Generic Elective Courses (GE) to be selected as any ONE from each basket below and SEC course will be same as DSC course

Group A	Group B
Bengali	Geography
English	Education
Economics	Sociology
Hindi	Philosophy
History	Physical Education
Sanskrit	Political Science
	Sociology

C) Apart from the Hons. Subject and Two Generic Electives ENVIRONMENTAL STUDIES to be taken as AECC1 Subject (compulsory)

B.A. PROGRAM COURSE

A) Discipline Specific Courses (DSC) and Generic Elective (GE) Course subject: Select any Three Course subject (taking any one Course subject each from any two group as DSC and anyone Course subject from remaining one group as GE of the 3 groups below and SEC course subject will be same as DSC course subject)

Group A	Group B	Group C
Bengali	Economics	Geography
English	Education	Physical Education
Hindi	History	Political Science
Sanskrit	Philosophy	Sociology

B) Language Core Course (LCC1): Select any one from below
Bengali, Hindi, Sanskrit, Alternative English

C) Apart from the Two DSC Courses and LCC1 ENVIRONMENTAL STUDIES to be taken as AECC1 Subject (compulsory)

B.SC. HONOURS PROGRAM AND B.SC. PROGRAMME COURSES BASKETS

1. Mathematics
2. Chemistry, Computer Science
3. Physics, Botany, Geography
4. Zoology
5. Economics

Note:

*****All possible subject combinations from the above mentioned baskets (for Honours Program and Program Courses) may not be available*****

For B.Sc. Hons. Program: Any one Honours Discipline Specific Course subject from the first 4 baskets (Basket 1 to Basket 4) + any two Generic Elective Course subjects from any three other remaining basket subjects (Basket 2 to Basket 4) and same Skill Enhancement Course subject as Discipline Specific Course subject.

For B.Sc. Economics Honours Programme Courses the Generic Elective subject combination shall be Mathematics (of Basket 1 above) and Computer Science (of Basket 2 above) or any one subject from Group - B Basket for B.A. Honours Program.

For B.Sc. Program: Three core subjects to be chosen one each from first three given basket subjects (Basket 1 to Basket 3) or one each from Basket 2 to basket 4 for Discipline Specific Course and any two course subjects as Skill Enhancement Courses from the chosen 3 Discipline Specific Course Subjects.

Note: For Geography Honours Program Course (B.Sc.) the Generic Elective subject combination shall be Mathematics (from Basket 1 of science) and Computer Science (from Basket 2 of science) and for Geography Honours Program course (B.A.) the generic subject combination shall be two subjects from Group “A” and Group “B” of Arts.

Note: Environmental Studies as AECC1 is compulsory for both B.Sc. Hons. Programme and Programme Courses in the 1st semester.

BBA (TOURISM, AVIATION AND HOSPITALITY) PROGRAMME COURSE

SUBJECTS

1. Principles of Aviation
2. Persona Management
3. Language Enhancement
4. Customer Care service & Passenger Handling
5. Tourism Business and Product
6. Communication and Presentation Skills

Subjects in 1 and 2 above are the two compulsory Discipline Specific Courses while the subject in 3 above constitutes the LCC paper 1 for 1st semester BBA Program course.

Subjects in 4 and 5 above are two other Disciplines Specific Courses and subject in 6 above is the LCC paper 2 for 2nd semester BBA Program Course.

WITHDRAWAL/CANCELLATION OF ADMISSION

Student willing to withdraw /cancel her admission should submit a written application to the Principal online for her name to strike off from the roll. Fees will be refunded as per the guidelines of the UGC and the State Govt. in this regard.

Hostel students who wish to withdraw from the Hostel without leaving the college requires Principal's written permission and no refund of hostel fees is allowed for such withdrawal.

TRANSFER

Student applying for Transfer Certificate (allowed after a particular end semester examination) must submit a written application duly countersigned by the parent along with tuition fee of a month.

TUTORIAL AND REMEDIAL COACHING CLASSES

With the objective of fulfilling the longstanding need of the students for less formal interaction with teachers, tutorial classes have been introduced for each course in Arts (for both Honours and Program courses). These classes help the laggards catch up with the rest and also help deepen the student-teacher relationship. Remedial coaching classes for students belonging to SC/ST/OBC/Minority communities are also conducted as and when such a scheme is approved by the UGC.

COLLEGE RULES AND REGULATIONS

- Students by the very fact of joining the College are obliged to observe the rules, regulations and tradition of the College.
- In subordination or serious misconduct will be sufficient reason for expulsion.
- No student shall misappropriate, destroy or damage any college property. Damage of any kind of College property must be paid for by the student responsible.
- Students are not allowed to use College Telephone.
- A student must have a college identity card which they must carry with them in the College.
- There is no college uniform but students are required to wear red border white sari and red blouse with sleeves on special occasions.

RULES OF DISCIPLINE

- No meeting of any kind of the students of the college or any section of the students shall be commenced within the college premises without the prior permission from the Principal.
- No public function to which outsiders are invited shall be organized within or outside the college premises without the prior permission from the Principal.
- No outsider shall be allowed to address students without the prior permission from the Principal.
- No association or organization of students shall be formed without the prior permission from the Principal.
- Students are required to have at least 75% attendance in each course to be eligible to appear in end semester examination.
- No student shall absent herself from internal assessments since these assessments are parts of continuous evaluation under the Choice Based Credit System.
- No order already in force or to be issued by the University of North Bengal or the Principal of the College shall be disobeyed or disregarded by any student.

- A student shall be guilty of breaches of discipline if she violates any of the aforesaid rules of discipline or shall be guilty of misconduct or indecorous behavior in the event of being disrespectful.

COLLEGE LIBRARY FACILITIES

- A) The college library (fully computerized) with a spacious reading room attached to it has more than 33000 volumes including text books and precious references. The library subscribes some of the leading journals in Science, Social Science and Literature. New books are purchased by the library at regular intervals. The library has also subscribed to National Library and Information Services Infrastructure of Scholars Content (N-LIST). The library also offers reprographic facilities to the students.
- B) Students are provided with Day issue Slips for the Reading Room of the Library and Non-transferable Borrower's Card to take out books at a time for a week. Non-return of books by the specified time shall invite imposition of fine per day basis.

FREE STUDENTSHIP/FINANCIAL ASSISTANCE

Around 10% of the students with good academic record and belonging to economically weak families are awarded full and half free studentship every year. Financial help from Students Aid Fund of the College is also extended to the deserving students.

CO-CURRICULAR ACTIVITIES

National Service Scheme (NSS) - The College has four (04) units of NSS headed by four Teacher Programme Officers. NSS has been performing admirably in conducting Community Welfare Programmes and Social Work Projects in rural areas.

National Cadet Corps (NCC) - The College has a Senior division National Cadet Corps Unit commanded by a Teacher Officer (ANO) of the College. Students interested in military career or in the character formation and discipline are encouraged to join NCC.

Games and Sports - The College offers the facilities for indoor and outdoor games like carom, Basket Ball, Table Tennis and Badminton. Students are encouraged to participate in the inter college games and sports conducted by the Sports Board, University of North Bengal every year.

Nature Club - The objective of establishing Nature Club is to guide the students to know nature and help them understand the bliss of living in close relation with nature. The club comprises student-members and a teacher in the over-all charge of all its activities. Expeditions to places of natural beauty are conducted by the club.

CENTRE AND CELLS

CENTRE FOR WOMEN'S STUDIES

Centre for Women's Studies sponsored by the University grants commission has been established in 2007. Its objective is to identify the areas primarily related to women's issues at the local and regional level and to translate the components of women into reality. With these objectives in mind the centre is geared to undertake activities of Research, Documentation, Publication, seminars, workshop and training on women's issues.

CAREER AND COUNSELING CELL

The Career and Counseling Cell arranges for training of the students for exploiting the employment opportunities. It also provides employment news and other career journals for the students. The Cell also organizes lectures by eminent experts on career guidance and counseling for the students on regular basis.

GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell of the College looks into the grievance of the students. Students are to let the authority know of their grievances in a sealed envelope dropped in the specified box. The grievance redressal cell in its periodic meetings takes remedial measures taking all the logical cases into its consideration separately.

HEALTH CARE UNIT

The College has founded a Health Care Unit to meet the long-standing need of the students for medical facilities in the campus. Besides providing the students with the facility of first aid, the unit arranges for medical help to the ailing students by the Medical Officer of the College.

ALUMNI ASSOCIATION

In order to keep the present in living touch with the past, Alumni Association of the College has been founded. Students of the yesteryears, who are in government service or otherwise have carved a niche in the field of art and literature, are warmly invited to join the association.

INTERNAL QUALITY ASSURANCE CELL

As per the guidelines of the University Grants commission and National Assessment and Accreditation Council, Internal Quality Assurance Cell (IQAC) has been formed in order to channelize all efforts and measures of the institution towards promoting its academic excellence in a holistic manner.

AWARDS AND BURSARIES

- i) General Proficiency awards are given to the college topper in each Honours Subject and in General/Program Courses on the basis of the results of Part I, II and III taken together under 1+1+1 system. The same awards will be given to the college toppers on the basis of the results of all the six semesters taken together under the Choice Based Credit System (CBCS).
- ii) Student(s) with the highest percentage of attendance in a session is (are) given a special award on the College foundation day.

- iii) Scholarships of Rs. 15000/- instituted by Jibanprava Chanda and Uma Dasgupta Foundation are awarded to two meritorious but economically disadvantaged students of the College every year.
- iv) Aparna Banerjee Memorial Scholarship of Rs. 6000/- is awarded to the college topper in BA Philosophy Honours.

HOSTEL RULES

- i) There are three hostels viz. Uttara, Purabi and Malancha providing boarding facilities to more than 250 students of the college.
- ii) No married student is admitted in the hostel. If a boarder gets married after admission she has to leave the hostel immediately. Students failing in Party I and Part II examinations are not allowed to continue as the boarders.
- iii) Boarders are required to vacate the hostel during Puja Holidays.
- iv) Abandoning the hostel is allowed at the end of the normal college course. Application for abandonment at any other time must be made in writing with sufficient reasons and submitted to the Principal through the Hostel Superintendent at least fifteen days prior to the date from which the abandonment will take effect.
- v) Sickboarders are attended to by the Medical Officer of the College free of charge. If a boarder wishes to call in some other doctor, she may do so with permission of the Superintendent and she is required to bear all the expenses involved in it. Sick diet as prescribed by the Medical Officer is supplied free of charge till the cost of such diet remains the same as that for the regular meal but expenses in addition to it is to be borne by the boarder herself. The local guardian is responsible for removing the sick ward from the hostel, if so required by circumstances.
- vi) There are three categories of visitors for the boarder's viz. a) Guardian, b) Local Guardian and c) Approved Visitors (maximum 3 nos.).
- vii) Boarders are not allowed to receive visitors in College. Visitors are to be received in Visitor's Room in the Hostel during specified visiting hours: Wednesday - 4 to 6 PM and Sunday - 9AM to 12 Noon.
- viii) Visitors can meet their wards on Wednesdays. On Sundays boarders are allowed to take 'day leave', twice a month with their specified visitors or local guardian but must come back in the hostel within 6:00 PM in the summer and within 5:30 PM in winter. One "night leave" is allowed every month.
- ix) Only the above three categories of visitors are allowed to meet the boarder. At the time of admission, the guardian must submit a signed list of not more than five visitors to Superintendent with their (visitor's) specimen signature and full address with telephone numbers. Visitors taking boarders outside are expected to take them personally. In case of 'night leave' the local guardians are expected to come in person. If, for any reason, that is not possible guardian and local guardians are required to send escorts with letter of authority (not merely signed) by the legal guardian.
- x) The Local guardian must have to be a married person living with the members of the family in Jalpaiguri. In case of illness or any other emergency, the local guardian must be prepared to remove his/her ward from the hostel.

- xi) Guardians are requested to pay the food charges within 10th of every month positively.
- xii) There is a mess management committee consisting of the members elected from among the boarders. Its functions are determined by the Superintendent, the ex-officio President of the Committee.
- xiii) Boarders shall have to put the lights off in their rooms by 10:30 PM ordinarily (during examinations by 11PM).
- xiv) Attendance is taken at 6:30 PM daily in summer and at 5:30 PM in winter. After roll call no boarder is allowed to leave the building in which she resides.
- xv) Boarders are required to bring along their own bed, plates, cups, drinking glasses etc. and other personal requirements.
- xvi) Wastage of water and electricity is strictly prohibited.
- xvii) Boarders are not allowed to enjoy TV Programmes without the permission of the Hostel superintendent.
- xviii) No meeting or demonstration shall be held within the premises of the hostel without the prior permission of the Hostel Superintendent.
- xix) Boarders are expected to take active parts in all hostel activities.
- xx) The Hostel Sub-Committee may alter, amend or withdraw any rules or introduce new rules, if necessary.

MEMBERS OF THE GOVERNING BODY:

1. **SRI TAPAN KUMAR MITRA – HONOURABLE PRESIDENT**
2. **SMT. RUPA CHAKRABORTY (DAS) – GOVT. NOMINEE**
3. **SMT. DIPALI SARKAR – GOVT. NOMINEE**
4. **SMT. PURNAPROVA BARMAN - WBSCHIE NOMINEE**
5. **SMT. SUSMITA PANDIT – NBU NOMINEE**
6. **DR. RANJIT BARMAN – NBU NOMINEE**
7. **SMT. SRIPARNA SARKAR – TEACHER REPRESENTATIVE**
8. **DR. UDAY SANKAR AGARWALLA – TEACHER REPRESENTATIVE**
9. **DR. JAGABANDHU MANDAL – TEACHER REPRESENTATIVE**
10. **SRIARINDAM CHOWDHURY – NON-TEACHERING REPRESENTATIVE**
11. **DR. SHEELA DATTA GHATAK – TEACHER-IN-CHARGE & SECRETARY**

MEMEBERS OF THE TEACHING STAFF

DR. SHEELA DATTA GHATAK – TEACHER-IN-CHARGE

ARTS FACULTY

DEPARTMENT OF BENGALI

1. DR. KOELA GANGULY, M.A., PH.D. - ASSOCIATE PROFESSOR
2. DR. KOYEL DATTA, M.A. - ASSOCIATE PROFESSOR
3. DR. NANDA BANERJEE, M.A., PH.D. - ASSOCIATE PROFESSOR
4. SRI SISIR SING, M.A. - ASSISTANT PROFESSOR(HOD)

DEPARTMENT OF ECONOMICS

1. DR. SEKHAR CHATTERJEE, M.A., M.PHIL., PH.D. - ASSOCIATE PROFESSOR
2. DR. ANIL KUMAR BISWAS, M.A., M.PHIL., PH.D. - ASSOCIATE PROFESSOR(HOD)
3. DR. SWAPAN KANTI KONAR, M.A., PH.D. - ASSOCIATE PROFESSOR
4. SMT. PRIYANKI SEN (DASGUPTA), M.A. - SACT

DEPARTMENT OF EDUCATION

1. SRI PARITOSH KR. PAUL, M.A., M.PHIL. - ASSISTANT PROFESSOR (HOD)
2. SMT. KEYA DAS, M.A. - SACT
3. SRI PRADIP KUMAR SINGHA, M.A. - SACT
4. SRI NILU SAHA, M.A. - SACT
5. SMT. MALINI BHATTACHARYYA, M.A. - SACT

DEPARTMENT OF ENGLISH

1. DR. SANATAN BHOWAL, M.A., PH.D. - ASSOCIATE PROFESSOR
2. SMT. SISODHARA SYANGBO, M.A. - ASSISTANT PROFESSOR
3. SMT. ABHINANDA ROY, M.A. - ASSISTANT PROFESSOR(HOD)
4. DR. AMRITA SARKAR, M.A., PH.D- ASSISTANT PROFESSOR

DEPARTMMENT OF GEOGRAPHY

1. SMT. SRIPARNA SARKAR, M.SC. - ASSOCIATE PROFESSOR

2. DR. SHARMISTHA MUKHERJEE, M.A., PH.D. - ASSOCIATE PROFESSOR (HOD)
3. SRI CHHANU SUTRADHAR, M.SC. - ASSISTANT PROFESSOR
4. SMT. SREYASHI GANGULY, M.A. - SACT
5. SMT. DEBARATI CHOWDHURY, M.A. - SACT
6. SRI BIMAL RAY DAKUA, M.A. - SACT
7. SRI ABHISHEK BARMAN PRAMANIK, M.A. - SACT
8. SRI RANJIT SING, M.A. - SACT

DEPARTMENT OF HISTORY

1. DR. SWASWATI DAS, M.A., PH.D. - ASSOCIATE PROFESSOR(HOD)
2. DR. RUPAN SARKAR, M.A., PH.D. - ASSOCIATE PROFESSOR
3. DR. SHYAMAL CHANDRA SARKAR, M.A., PH.D. - ASSOCIATE PROFESSOR
4. SMT. DEBJANI SENGUPTA, M.A. - SACT

DEPARTMENT OF PHILOSOPHY

1. SMT. INDRANI SENGUPTA, M.A. - ASSOCIATE PROFESSOR
2. DR. SASWATI CHAKRABORTY, M.A., PH.D. - ASSOCIATE PROFESSOR (HOD)
3. DR. PAMPA ROYCHOWDHURY, M.A., PH.D. - ASSOCIATE PROFESSOR

DEPARTMENT OF POLITICAL SCIENCE

1. DR. DEBABRATA BASU, M.A., PH.D. - ASSOCIATE PROFESSOR (HOD)
2. SRI UTPAL ROY, M.A. - ASSISTANT PROFESSOR
3. MOTABBIR ALAM, M.A. - ASSISTANT PROFESSOR
4. SMT. SOUMITA BASU, M.A. - SACT
5. SMT. MANALI DEY, M.A. - SACT
6. SRI SOUMEN CHANDA, M.A. -SACT

DEPARTMENT OF PHYSICAL EDUCATION

1. SRI NAIRIT ROY, M.PED., M.PHIL. - SACT
2. SMT. LIPAICA MALAKAR, M.PED. - SACT

DEPARTMENT OF SANSKRIT

1. SMT. NAMITA SARKAR, M.A. - ASSISTANT PROFESSOR (HOD)
2. SAHIDUR SEIKH, M.A. - ASSISTANT PROFESSOR
3. SMT. MANIDIPA SARKAR, M.A. - SACT
4. SMT. KASTURI MAJUMDER, M.A. - SACT
5. SMT. SOUMYASHRI LAHIRI (GOSWAMI) , M.A. - SACT
6. SMT. MOUSUMI ROY, M.A. - SACT

SCIENCE FACULTY

DEPARTMENT OF BOTANY

1. DR. SHRIPARNA MUKHERJEE, M.SC., PH.D. - ASSISTANT PROFESSOR (HOD)

2. DR. KAVITA GHOSAL, M.SC., PH.D. - ASSISTANT PROFESSOR
3. DR. RUMA BASU, M.SC., PH.D. - SACT
4. SRI SUBHANKAR DEY, M.SC. - SACT
5. SMT. RIMA BASAK (PAL), M.SC. -SACT

DEPARTMENT OF CHEMISTRY

1. DR. BULA DUTTA, M.SC., PH.D. - ASSOCIATE PROFESSOR (HOD)
2. SMT. AMRITA DAS, M.SC. - ASSISTANT PROFESSOR
3. DR. UDAY SANKAR AGARWALLA, M.SC., PH.D. - ASSISTANT PROFESSOR
4. SMT. SHARMI SARKAR, M.SC. -SACT

DEPARTMENT OF COMPUTER SCIENCE

1. SRI TANMOY KANTI HALDER, M.TECH. - ASSISTANT PROFESSOR
2. SMT. DUNA SAHA, M.C.A. - SACT

DEPARTMENT OF MATHEMATICS

1. SMT. REENA KARJEE, M.SC. - ASSISTANT PROFESSOR (HOD)
2. SMT. PAPRI ROY, M.SC. - ASSISTANT PROFESSOR
3. DR. RAHUL GHOSH, M.SC., PH.D. - ASSISTANT PROFESSOR
4. SRI MANOJ KUMAR SAHA, M.SC. - SACT
5. SRI DIPANJAN GHOSAL, M.SC. -SACT

DEPARTMENT OF PHYSICS

1. DR. JAGABANDHU MANDAL, M.SC., PH.D. - ASSOCIATE PROFESSOR (HOD)
2. MD. WASHIM AKRAM, M.SC. - ASSISTANT PROFESSOR
3. SMT. BHASWATI MANDAL, M.SC. -SACT
4. SMT. SUSMITA SARKAR, M.SC. - SACT

DEPARTMENT OF ZOOLOGY

1. DR. SHEELA DATTA GHATAK, M.SC., PH.D. - ASSOCIATE PROFESSOR
2. DR. MANABENDRA NATH MOITRA, M.SC., PH.D. - ASSISTANT PROFESSOR (HOD)
3. SRI VASKAR DAS, M.SC. - ASSISTANT PROFESSOR
4. SRI SUDIPTA DEY, M.SC. - SACT

DEPARTMENT OF ENVIRONMENTAL STUDIES

1. SMT. SULAGNA BHADURI, M.DC. - SACT
2. SRI GURUDAS MANDAL, M.A. - SACT

DEPARTMENT OF HINDI

1. SRI ARBIND KR. SAH, M.A. -SACT

OTHERS

DEPARTMENT OF BBA (TOURISM, AVIATION AND HOSPITALITY) IN COLLABORATION WITH AVLON SIKSHA NIKETAN, SILIGURI

1. SMT. DEEPIKA CHETTRI, MBA - ACADEMIC HEAD

2. SRI ANUJ BHATTACHARYA, MTTM - MANAGEMENT FACULTY
3. SMT. CHIRASREE SENGUPTA, M.A. - ENGLISH FACULTY
4. SMT. DEEPA TAMANG, MTM - MANAGEMENT FACULTY
5. SRI MANIDEEP BHOWMIK, M.A. - SPOKEN ENGLISH FACULTY

DEPARTMENT OF TTM (COP)

1. DR. SWASWATI DAS, M.A., PH.D. - COORDINATOR
2. SMT. RUNA DAS, M.A., M.T.M. - SACT

LIBRARY

1. SRI HIMANISH ROY, MLIS - LIBRARIAN (CONTRACTUAL)

IN-CHARGE OF ACTIVITIES

BURSAR - DR. SANATAN BHOWAL, M.A. PH.D.

CO-ORDINATOR, IQAC - DR. MANABENDRA NATH MOITRA, M.SC., PH. D.

DIRECTOR, CENTRE FOR WOMEN'S STUDIES - DR. NANDA BANERJEE, M.A., PH.D.

NCC CO-ORDINATOR - SMT. ABHINANDA ROY, M.A.

NSS PROGRAMME OFFICERS

1. DR. SHRIPARNA MUKHERJEE, M.SC., PH.D.
2. SMT. AMRITA DAS, M.SC.
3. DR. UDAY SANKAR AGARWALLA, M.SC, PH.D.
4. DR. MANABENDRA NATH MOITRA, MSC., PH.D.

MEDICAL OFFICER - DR. P.N. SAHA, M.B.B.S.

HOSTEL SUPERINTENDENT (ASST.) - SMT. DIPALI SARKAR

MEMBERS OF NON-TEACHING STAFF

OFFICE STAFF

1. SRI ARINDAM CHOWDHURY, B.A. - CASHIER AND HEAD CLERK (ACTING)
2. SRI NIKHIL SARKAR, H.S., ITI - ELECTRICIAN - CUM - CARETAKER
3. SMT. RITA DAS, B.A. - TYPIST

LIBRARY STAFF

1. SRI SUBRATA CHAKRABORTY, H.S. - LIBRARY ATTENDANT
2. SRI PARTHA PRATIM BISWAS, B.COM. - LIBRARY ATTENDANT (CASUAL)
3. SMT. SUJATA ROY, M.A., L.L.B. - LIBRARY ASSISTANT (CASUAL)

OTHER NON-TEACHING STAFF

1. SRI GAURANGA GOSWAMI - LABORATORY ATTENDANT (CHEMISTRY)
2. SRI SADHAN SEN - LABORATORY ATTENDANT (BOTANY)

3. SMT. BAPI BHATTACHARYA - LABORATORY ATTENDANT (GEOGRAPHY)
4. SRI SANKAR ROUTH - LABORATORY ATTENDANT (ZOOLOGY)
5. SRI BHUPEN ROY - LABORATORY ATTENDANT (GEOGRAPHY)
6. SRI JYOTISH CHANDRA SARKAR - LABORATORY ATTENDANT (PHYSICS)
7. MD. KABUL - LABORATORY ATTENDANT (COMPUTER SCIENCE)
8. SRI DADHIMOHAN ROY - LABORATORY ATTENDANT (CHEMISTRY)
9. SRI BENARASI ROY - DAY GUARD
10. SRI AKLES ROUTH - MALI
11. SRI RAMU HELA - KARMABANDHU
12. AFTER ALI ANSARI - PEON
13. PAPIA BARMAN - PEON
14. SMT. SUKTI BASU - LABORATORY ATTENDANT (CASUAL) (CHEMISTRY)
15. SMT. SUJATA CHOUDHURY - OFFICE ATTENDANT (CASUAL)
16. SMT. CHANDANA SARKAR - STAFF COMMON ROOM ATTENDANT (CASUAL)
17. SRI DIPJYOTI BASU - LABORATORY ATTENDANT (CASUAL) (ZOOLOGY)
18. SRI BIJAY DAS - LABORATORY ATTENDANT (CASUAL) (PHYSICS)
19. SRI BINOD DOM- KARMA BANDHU (PART TIME)
20. SRI BIBEK ROUTH - KARMA BANDHU (CASUAL)

HOSTEL EMPLOYEES

1. SRI GOPAL JHA - NIGHT GUARD
2. SRI DILIP KR. JHA - COOK
3. SRI LALAN ROUTH - ASST. COOK
4. SRI SAMIR KERKETTA - COOK
5. SMT JHARNA SARKAR - HELPER
6. SRI SAMIR DAS - HEPLER
7. SRI RAM BALAK ROY - HELPER (CASUAL)
8. SMT CHANDANA SARKAR - HELPER (CASUAL)
9. SRI SUDHIR ROY - HELPER (CASUAL)
10. SMT. NIRUPAMA BARMAN - HELPER (CASUAL)

SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

PREAMBLE: In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

OBJECTIVE: To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by word spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Note: It is mandatory to submit this affidavit in the following format, if you desire to register for the forthcoming academic session.

**ANNEXURE I
AFFIDAVIT BY THE STUDENT**

I, _____ (full name of student with Institute Roll Number) s/od/oMr./Mrs./Ms. _____, having been admitted to _____ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b) I will be solely responsible for any kind of accident / mishap caused on account of the above mentioned clause (6.a).

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit are false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the ----- (day) of ----- (month), ----- (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the ----- (day) of ----- (month), ----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____
(full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number) _____, having been admitted to _____ (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus. b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit are false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month) _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER