

ACHARYA GIRISH CHANDRA BOSE COLLEGE

(Formerly : BANGABASI COLLEGE OF COMMERCE)

ESTD -1964



ACCREDITED BY
NATIONAL ASSESSMENT & ACCREDITATION COUNCIL (NAAC) IN 2011

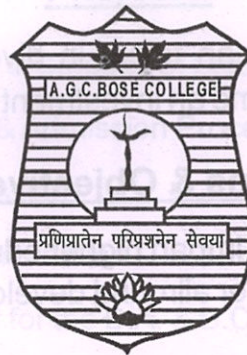
Prospectus

Website: www.agcbosecollege.org

ACHARYA GIRISH CHANDRA BOSE COLLEGE

(FORMERLY : BANGABASI COLLEGE OF COMMERCE)

ESTD. - 1964



PROSPECTUS

Session : 2017 — 2018

Address :

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ACHARYA GIRISH CHANDRA BOSE COLLEGE

[formerly : BANGABASI COLLEGE OF COMMERCE]

Accreditation by NAAC in 2011 with Grade 'B'

Vision :

The vision of the college is reflected in our college logo that contains a Sanskrit Phrase "PRANIPATENÓ PRARIPRASNENO SEBAYA" which tells us to respect, inquire and serve the nation [To Respect, Inquire and Serve the Nation].

Mission :

To promote a bank of human talent in diversified faculties like Arts, Commerce that would become an investment for a prosperous society.

Aims & Objective :

The goal of one college is to impart higher education to the eligible youth and value-based education for allround development of personality of the students.

“আচার্য গিরিশচন্দ্র বোস কলেজ National Assessment and Accreditation Council (NAAC) [An Autonomus Institution of UGC] কর্তৃক মূল্যায়িত ও স্বীকৃতি প্রাপ্ত একটি শিক্ষা প্রতিষ্ঠান ছিল। বিগত ১৯ ও ২০শে সেপ্টেম্বর, ২০১১তারিখে NAAC-এর মাননীয় পরিদর্শক বৃন্দের দ্বারা সর্বাঙ্গীণ বিচার-এর পর শিক্ষাপ্রতিষ্ঠানটি 'B গ্রেড' মান অর্জন করেছে - যা কলেজ কর্তৃপক্ষের কাছে গৌরবের বিষয় এবং কলেজের উত্তরোত্তর প্রগতির প্রতীক।”

— ড. অসিত কুমার সরকার
অধ্যক্ষ

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FROM THE PRINCIPAL'S DESK

Happy to share a few words with you about our Institution **ACHARYA GIRISH CHANDRA BOSE COLLEGE [formerly Bangabasi College of Commerce]** which was accredited by **National Assessment & Accreditation Council (NAAC)** in **2011** with **'B' Grade**.

The college found its way in the year 1964. It comes under the purview of affiliation to the University of Calcutta from the session 1964-65. The College was renamed in the year 2004 after **ACHARYA GIRISH CHANDRA BOSE** (the founder of **BANGABASI COLLEGE**), an educationist, social-reformer, great patriot whose teachings are of great inspiration and model to us.

In 53 years of journey, our Institution best known for its degree level education in Commerce discipline. With more than five decades long treasure hunt in the area of Commerce, this Institution introduced Arts Departments having been enriched in terms of capacity expansion, man-power development and quality improvement from the Academic Session 2005-2006.

We have a team of qualified and well experienced teachers. They work with a dedicated mind serving the cause of education. The college is fully equipped with a good library having e-resource facilities. The relationship between the members of teaching and non-teaching staff, students and guardians is cordial. We have built up a work-force which is certainly and essentially based on teamwork where commitments and responsibilities are shared appropriately for a single cause of continuous advancement of learning. This is for the students who are the heart and soul of the institution and practically provide the reason for the institution's existence in proper sense of the term. Ample opportunities are provided for students to take part in both academic and co-curricular activities.

As Principal of the institution, I am confident of pursuing higher education through the college which continues its pursuit towards academic excellence all these years. I am also very much proud to announce that the college was accredited by **the National Assessment & Accreditation Council (NAAC)** and awarded **Grade B status in November, 2011**. The period of accreditation is valid for five years

and the college is in the process of Re-accreditation. The IQAC has already started compilation of the documents for re-accreditation and the preparation of Self-Study Report (SSR). Further, it may be mentioned here that the Higher Education Department, Govt. of West Bengal visited our College under the scheme "Performance-Cum-Need based Incentive Scheme for Government aided Colleges (SAAC)" in the month of December 2011 for verification and validation of the statement submitted by the college and their assessment was found satisfactory.

The Institution at present offers three Honours courses viz. **B.Com.(Hons) in Financial Accounting, B.A.(Hons) in Bengali & English**, and General Courses in **B.Com (Gen.) & B.A.(Gen)** with Bengali, English, Hindi, Education, Political Science & History as General subjects.

The Governing Body provides efficient and effective leadership in improving the academic, administrative and financial aspect of the college. Admission to the college is based strictly on merit & through on-line process. The academic council deals with the attendance of the students and their academic performance regularly.

The college library has a vast collection of books for curriculum based text books, reference books and all the departments have well-stocked seminar library.

The teachers counsel students on academic and personal issues and a grievance redressal mechanism has also become operative. Sports, social & cultural functions are some of the student activities which deserve special mention. Apart from prizes, assistance from the Students Aid Fund are offered to financially weak but meritorious students. There is also an SC/ST cell providing statutory educational facilities to those students. A placement cell has been constituted. The College has NSS unit.

Dear students: You should become a part of the institution and utilize the benefits we offer. Our concern is your progress and we care much for your future career. Shape it here and fulfill the aspirations of your parents and also make us happy with your success in the coming days. There is no higher satisfaction than to hear, know and meet those who have studied here and now leading successful lives and career in various fields.

DR. ASIT KUMAR SARKAR
PRINCIPAL

A Brief History of the College

Acharya Girish Chandra Bose, the eminent educationist and great social reformer was the founder of **BANGABASI COLLEGE**. He established the institutions- **BANGABASI SCHOOL** in 1885 and **BANGABASI COLLEGE** in 1887 with the sole objective of promoting education in Bengal during the Nineteenth Century Renaissance in India.

Acharya Girish Chandra Bose, MA, MRAC returned to Calcutta from London on the 14th July, 1884 after successful completion of his higher studies. The then Director of Public Instruction, Sir Alfred Croft offered him a prestigious higher post in the Education Department of British Govt. But he refused to accept it. He also did not hesitate to refuse the higher post offered by Nizam of Hyderabad. Instead, he devoted his entire life to the cause of extension and development of education of the people of the country.

After the independence of India in 1947, there was an influx of young talents from the then East Pakistan (now Bangladesh) and elsewhere. In order to accommodate them as well as to ease the tremendous pressure of admission to the Colleges, three new shifts like **Morning, Evening and Commerce of Bangabasi College** had to open from the Academic Session 1964-1965. Ultimately following the Phase Reduction Scheme of UGC, the three independent shifts were converted into three full fledged colleges (1) **Bangabasi Morning College** (2) **Bangabasi Evening College** housed in the same complex of **BANGABASI COLLEGE** and (3) **Bangabasi College of Commerce** was shifted in the premises of Bangabasi Collegiate School at 8/1 Santosh Mitra Square (James Square), Calcutta - 12. Thus **Bangabasi College of Commerce** was established in 1964 and was affiliated under the University of Calcutta from the Academic Session 1964-65 as an Evening College. Prof. Prasanta Kumar Bose, worthy son of Acharya Girish Chandra

Bose was the **Principal-in-Charge** of the newly established **Bangabasi College of Commerce** from 4th October 1964. Affiliation for the Honours Course was accorded to this College by the University of Calcutta from the Academic Session 1970-71. The College continued functioning as an Evening College in the said school building and was shifted to the present premises at 35, Scott Lane (presently known as Rajkumar Chakraborty Sarani), Calcutta-9 on **23rd September 1981** after being duly handed over to the College authority by the Govt. of West Bengal.

As a measure of further extension of education and with a view to provide wider scope to the students from all section of the society, it was converted into a full-fledged Co-Educational Day College w.e.f. the Academic Session 1982-83 in the same premises and continued to impart the teaching in B.Com (Hons.) and B.Com (Pass) courses under Calcutta University.

The Governing Body of the College decided to change the present name of the college ie., **Bangabasi College of Commerce** in a G.B. Meeting held on **5th May, 2004** and remane it as "**ACHARYA GIRISH CHANDRA BOSE COLLEGE**" (**AGC Bose College**) as a deep mark of respect to Acharya Girish Chandra Bose, the great soul of Bengal. Thus, from the Academic session 2005-2006, **Acharya Girish Chandra Bose College (formrly Bangabasi College of Commerce)** offers the courses B.Com(Hons.), B.A.(Hons) in Bengali & English, B. Com.(Gen) and B.A. (Gen) for UG-level education under Calcutta University.

Besides its academic programmes and excellent educational facilities, the Institution finds its path in the phrase "To Respect, Inquire and Serve the Nation" [**PRANIPATENO, PRARIPRASNENO SEBAYA**].

Acharya Girish Chandra Bose College(Formerly Bangabasi College of Commerce: ESTD. 1964) has completed the 50th year of its journey on 4th October, 2014.

The Governing Body

(This G.B. was constituted in terms of the Section 93 of the Calcutta University First Statute 1979 and continued functioning with effect from 8th January, 2013)

PRESIDENT :

- Sri Ashok Deb, (Advocate),
Member, West Bengal Legislative Assembly

SECRETARY :

- Dr. Asit Kumar Sarkar, Principal & Ex-Officio Secretary of the GB

GOVERNMENT NOMINEE :

- Dr. Udayan Bandhyopadhyay, Associate Professor in Pol. Science,
Bangabasi College
- Sri Sanjay Chakraborty, GLI (Zoology) Bangabasi Morning College
- Smt. Aparajita Dasgupta, (Ex-officio) Local Councillor, KMC

UNIVERSITY NOMINEE :

- Dr. Ratna Bhattacharyya, Ex-Associate Professor in Anthropology,
Bangabasi College
- Dr. Amitava Dutta, Asst. Professor in Chemistry,
Bangabasi Morning College

TEACHERS' REPRESENTATIVES :

- Prof. Sunandan Chakraborty, Associate Professor in English
- Dr. Swarup Sen, Associate Professor in Commerce
- Dr. Debasish Mukhopadhyay, Assistant Professor in Mathematics
- Smt. Manju Roychowdhuri, Librarian

NON-TEACHING REPRESENTATIVES:

- Sri Parag Kanti Bhowmick, Head Clerk
- Sri Manoj Dey, Cashier

STUDENTS' REPRESENTATIVE:

- Bikramjit Ghosh, GS (Students' Union)

Faculty

Principal :

- Dr. Asit Kumar Sarkar, M.Sc., M.Phil., Ph.D.

Department of Commerce :

- Prof. Sanjay Ray, M.Com., ACMA, B.Ed. (Associate Professor)
- Prof. Sk. Mafirul Islam, M.Com. (Associate Professor)
- Dr. Swarup Sen, M.Com., M.Phil., ICWA (I), Ph.D. (Associate Professor)
- Prof. Basudeb Sadhukhan, M.Com., B.Ed. (Associate Professor)
- Prof. Badal Barai, M.Com., (Asst. Professor)
- Prof. Saibal Guha, M.Com., LLB. (Part-time Teacher)
- Prof. Sukanta Mukherjee, M.Com. (Part-time Teacher)
- Prof. Tanmoy Ghosh, M.Com., LLB, B.Ed. (Part-time Teacher)
- Prof. Pampa Kundu, M.Com., ACMA (Part-time Teacher)
- Prof. Sudipta Ray, M.Com., ICWA (I), M.Phil (Part-time Teacher)
- Prof. Partha Roy Karmakar, M.Com. (Part-time Teacher)
- Prof. Laboni Maitra, M.Com. M.Phil., M. Ed. (Part-time Teacher)
- Prof. Susanta Ghosh, M.Com. (Part-time Teacher)
- Prof. Soumi Saha, MCA, M.Tech (IT) (Guest Lecturer)

Department of Economics :

- Prof. Prabal Dasgupta, M.A. (Associate Professor)
- Prof. Shaikh Abu Musa, M.A. (Asst. Professor)

Department of Mathematics :

- Dr. Debasish Mukhopadhyaya, M.Sc., Ph.D. (Asst. Professor)
- Prof. Debjani Mondal, M.Sc. (Asst. Professor)
- Dr. Asit Kumar Sarkar, M.Sc., M.Phil., Ph.D. (Principal)

Department of Bengali :

- Prof. Sumana Das (Mondal), M.A., B.Ed. (Associate Professor)
- Prof. Madhuparna Mukherjee, M.A., M.Phil (Contractual Whole-time Teacher)
- Vacant - 1 (Whole-time Teaching Post : Appointment in Process)

Department of English :

- Prof. Sunandan Chakraborty, M.A., M.Phil. (Associate Professor)
- Prof. Debolina Ghosh Das, M.A. (Contractual Whole-time Teacher)
- Prof. Dwaipayan Mitra, M.A. (Guest Lecturer)
- Vacant - 1 (Whole-time Teaching Post : Appointment in Process)

Department of Hindi :

- Dr. Priyanka Shah, M.A., M.Phil, Ph.D. (Asst. Professor)

Department of Education :

- Prof. Mampi Dhali, M.A. (Asst. Professor)
- Dr. Purnima Basu, M.A., Ph.D., B.Ed. (Contractual Whole-time Teacher)

Department of Political Science :

- Prof. Swadhin Ranjan De , (Guest Lecturer)
- Vacant - 1 (Whole-time Teaching Post)

Department of History :

- Vacant - 1 (Guest Lecturer)

Non-Teaching Staff

Librarian :

- Smt. Manju Roychoudhuri, M.Sc., MLIS (Librarian)
- Smt. Pratima Saha, M.Com., MLIS (Librarian)

Administrative Office Staff :

- Sri Parag Kanti Bhowmick, B.Com. (Head Clerk)
- Sri Anupam Naskar, B.Com. (Accountant)
- Sri Manoj Dey, B.Com. (Cashier)
- Smt. Shipra Das, B.A. (Clerk)
- Sri Prodig Halder, B.A. (Clerk)
- Vacant - Clerk (Appointment in Process)
- Sri Ranadip Paul, M.A. (Typist)
- Vacant - Peon (Appointment in Process)
- Vacant - Bearer (Appointment in Process)
- Vacant - Night Watchman (Appointment in Process)
- Sri Chhabilal Amgai, (Durwan)
- Vacant - Bearer (Appointment in Process)
- Sri Tukan Ram, (Sweeper)
- Sri Tushar Mukherjee, (Electrician-cum-Caretaker)

Library Staff :

- Vacant - Library Clerk, (Appointment in Process)
- Sri Mihir Bhattacharya, (Lit. Bearer)
- Vacant - Lit. Bearer, (Appointment in Process)

Part-time Non-teaching Staff :

- Sri Shantanu Kumar Dutt
- Sri Panchu Rauth
- Sri Swarup Dey
- Sri Dilip Dey
- Sri Mahinder Ram
- Sri Madhu Ram Dusad
- Sri Tirthankar Dhar
- Sri Rabi Karmakar

Academic Affiliation & Courses of Study

The College is affiliated to **The University of Calcutta, Kolkata, West Bengal** to provide the following Three-Yr Degree Course(s) in :-

1. B.Com.(Hons) for Accounting & Finance
2. B.Com.(Gen) for Accounting & Finance
3. B.A.(Hons) in Bengali
4. B.A.(Hons) in English
5. B.A.(Gen) with the subjects: Bengali, English, Hindi, Education, Political Science & History

- **Compulsory Language:** English (CMEC/ENGC)
Bengali (BNGL/BNGM) or Hindi (HINL/HINM)
- From the Academic Session 2017-18, the Semester System in the courses : B Com (H) & B Com (G) are being introduced.

Academic Session

The academic session which commences on the **1st Day of July of every year and ends on the 30th June of the next year consists of 2 (two) terms as appended below :**

FIRST TERM : From July to November i.e. from July to Mid-term Examination of that Academic Session.

SECOND TERM : After completion of Mid-term Examination in November to June of the next year.

Admission Procedure

Application forms for admission to First Year Degree Courses are available only on the college website www.agcbosecollege.org. Forms will be available **online** after the publication of HS (10+2) result from the West Bengal Council of Higher Secondary Education (WBC HSE) every year and the same can be filled up and submitted online by the students as per admission notification issued by the college authority. After submitting the form online, the system will auto generate a bank challan of Bank of Baroda (BOB) in triplicate and unique student identity number. The challan has to be deposited to any branch of BOB on or before the date mentioned in the notification. The candidate has to produce the challan stamped by the Bank and the unique student code generated by the computer during admission/ counselling. Separate application in prescribed form for each course subject in Advanced (Honours) / General Courses of study is to be submitted

online. Provisional Merit list will be published online and in the College Notice Board against the seats available in each Honours subject / General Courses of study. **PUBLICATION OF NAME IN THE MERIT LIST IS NOT AN ASSURANCE OF ADMISSION TO THE COURSE APPLIED FOR.** Applicants whose names appear on the provisional merit list will be asked to report the college office on the stipulated date(s) notified and after physical verification of the Form with original documents (applicant must be present with his/her Guardian), the candidates will be given **ADMIT ORDER** for the course applied for and the seats will be filled strictly in order of merit from amongst the assembled applicants.

The college authority reserves the right to change/modify the above procedure, if deemed necessary, with proper notification. The college accepts no responsibilities for cancellation of admission or for any other eventuality due to suppression or misstatement of facts by students at the time of admission and for any admission made inadvertently in contravention of any rule of the Calcutta University.

Candidates are to deposit admission and other fees within the notified date, failing which the admission will be cancelled and the college will not be liable for such cancellation and refund of money deposited in the bank after the said notified date. SC/ST & OBC - A/OBC-B candidates must have proper document as proof of caste certificate issued by the State Government.

At the time of admission students must produce in original (a) Mark sheet (b) Evidence of age proof; (c) Transfer certificate, if required; (d) SC/ST & OBC-A/OBC-B certificate, if required; (e) Physically Handicapped certificate, if required; and (f) Two recent passport/ stamp-size photograph, (g) Acknowledgement receipt & deposit slip of Bank of Baroda(BOB).

Only candidates from recognized Boards / Councils are eligible for admission and the college shall bear no responsibility for any wrong admission made inadvertently or due to suppression or misstatement of facts by the applicants.

General Guidelines for Admission

The Candidates who have passed (10+2) level or equivalent Examination in this year and fulfilling the criterion as per Admission Notification issued by the college authority for the year are eligible to seek admission in that year to the First Year of Three-Yr. Degree Course offered by our College in an affiliating system under University of Calcutta.

Students are advised to read carefully the Admission Notice provided in the website : www.agcbosecollege.org for the eligibility criteria for admission in different streams/course. Candidates who have passed the (10+2) level Examination in this year with five subjects having full marks of 500 of which at least one shall be English (5 Subjects having 100 marks each) are also eligible for admission to the courses offered by the college.

Marks obtained in top four subjects shall be considered to ascertain the aggregate marks of a candidate passing (10+2) level Examination under grade system. For those candidates passing (10+2) level Examination under any other system, marks obtained in top four subjects shall be considered to determine the aggregate marks. A candidate who has appeared but could not obtain pass marks in any corresponding subject or related subject at the previous qualifying examination will not be allowed to take that subject either as Honours or General subject.

For the purpose of determining eligibility for admission to the honours course, aggregate marks shall be calculated by adding the marks in top-four subjects in order of marks secured by a candidate. However, marks in compulsory Environmental Education/ Studies shall not be taken into account for calculation of aggregate marks. If the subject "Environmental Science" is studied as an elective subject of 100 marks, it may be taken into account for the purpose of determining the aggregate marks.

Subject Code and Combination for Honours Courses

Honours Course	General Subject Combination			Comp. Lang. 1	Comp. Lang. 2
B.Com. (H)	As per CU Syllabus			CMEC	BNGL/HINL
BENGALI	Any Two Gen. Subjects			ENGC	BNGM/HINM
	EDCG	PLSG	HISG		
ENGLISH	EDCG	PLSG	HISG	ENGC	BNGM/HINM

Subject Code and Combination for General Courses

General Course	General Subject Combination			Comp.Lang.1	Comp.Lang.2
B.Com.	As per CU Syllabus			CMEC	BNGL/HINL
BA(Gen)	Any One Gen. Subject	Any Two Gen. Subjects		ENGC	BNGM/HINM
	BNGG/ENGG HING	EDCG	PLSG HISG		
	EDCG	PLSG	HISG		

UNIVERSITY OF CALCUTTA

Academic Calendar for the B.A., B.Sc., B.Com. and B.Mus. Courses of Studies (under 1+1+1 System of Examinations) for the Academic Session 2017-2018



Last date of admission to the 1st year Degree Courses : 21.7.2017
Last date of change of subject(s) / stream : 25.8.2017

Course of Studies	Date of Commencement of Classes	Submission of Registration Form to C.U. by the College	Mid-term Exam	College Test	Result of College Test	Filling-up of Form for University Exam.	Date of Examinations (Tentative)		Pub. of Result (Tentative)
							Theoretical	practical	
Part-I	3 rd week of July 17	05.9.2017 (without late fine) (Application forms for Registration be submitted by the students to the college within 28.8.17) 15.09.17 with late fine. 07.9.17 (by the Student to the College)	Oct.'17	1 st week of March, 2018	Last week of March, 2018	1 st week of April, 2018	B.Com. (H&G) (For the students of previous academic sessions)*** 06.7.18-19.7.18 B.A./B.Sc. (H&Majors) & B.Com. (Majors) & B.Com. (Majors) & B.Com. (Majors) & B.Com. (Majors) 24.7.18-27.7.18 B.A./B.Sc. (G) 01.8.18-10.8.18 B.Com. (G&H) 03.5.18-25.5.18 B.A./B.Sc. (H&Majors) & B.Com. (Majors) & B.Com. (Majors) 31.5.18-05.6.18 B.A./B.Sc. (G) 08.6.18-03.7.18	B.A./B.Sc. (H&Majors) & B.Com. (Majors) & B.Com. (Majors) & B.Com. (Majors) 14.8.18-06.9.18	Within 90 days from the last date of Exam.
Part-II	within 7 days from the completion of Part-I Exam.	-----	Oct.'17	Last week of January, 2018	2 nd week of February, 2018	Last week of February, 2018	B.Com. (G&H) 29.3.18-24.4.18 B.A./B.Sc. (H&Majors) & B.Com. (Majors) & B.Com. (Majors) 02.5.18-22.5.18 Genl. 05.7.18-24.7.18	B.Com. (G&H) 29.3.18-24.4.18 B.A./B.Sc. (H&Majors) & B.Com. (Majors) & B.Com. (Majors) 02.5.18-22.5.18 Genl. 05.7.18-24.7.18	-Do-
Part-III	within 7 days from the completion of Part-II Exam.	-----	Oct.'17	2 nd week Of December, 2017	1 st week of January 2017	Last week of January, 2018	BA/B.Sc./B.Com. (Hons. & Majors) 04.04.18-13.4.18 (General) 16.4.18-23.4.18	(Honours & Majors) 08.3.18-28.3.18 Genl. 29.3.18-13.4.18	Within June, 2018
Part-I Compulsory Language, 2018							20.2.18-27.2.18		
Part-I & II Supplementary Examination, 2017							08.2.18-18.2.18	20.02.18-05.3.18	

Filling up of check list: 3rd week of December, 2017

***Schedule for the B.Com. (H&G) fresh candidates (Academic Session 2017-18) will be published later on.

(NISHAT ALAM)
Secretary

All the applicants are strongly advised to choose the correct subject combination for both Honours and General subjects and to see / write the same in the appropriate place in the Admission Form.

Post Admission Compulsions

a) **Important Warning:** The College authority reserves the right to cancel/reject/nullify any admission of any candidate unless and until the Admission is being regularised by University of Calcutta. If any mistake/error is noticed at the time of Registration of that candidate by the University Authority, the sole responsibility of such mistake/error and its consequent effect lies entirely with the candidate concerned.

b) **Identity Card:** Each student is provided with an Identity Card. This card is to be presented, if necessary, when borrowing books from the Library, playing games in the Common Room, attending College Functions etc.

If the card is lost, the students must lodge an FIR to the nearest Police Station. For a duplicate copy of the Identity Card, the student must apply to the Principal in which the FIR number should be mentioned. The duplicate Identity Card will be issued on payment of requisite fee.

c) **Registration Form:** The registration form must be filled in by each student at the time of admission or within a date as fixed by the University of Calcutta from the date of admission. The Students must verify whether their names, subject-combinations etc. have been properly recorded or not in the College admission register. Omission or wrongly presented of any names for registration must be reported immediately to the office of the Principal for necessary correction. No excuse will be considered if any student does not get "Registration Number" approved by the University of Calcutta in time.

Students should take special care to look at the Notice Board daily on coming to or leaving the College. No excuse will be considered if notices displayed on the 'Board' are ignored. This is very important.

d) Migration Certificate:

Students migrating to the University of Calcutta from any other University/Board/Council other than West Bengal Council of Higher Secondary Education, is required to produce the following documents:

- An original letter of permission from the relevant authority of the institution where he/she studied last.
- An age proof certificate from competent authority.
- An authenticated copy of the certificate or diploma of the examination last passed by the candidate.

Students, thus migrating, are required to pay a requisite migration fee.

e) Payment of Fees:

The Bank of Baroda, Sealdah Branch is authorised to collect the Fees of the Students of our College. Students are directed to get their Fee Book checked up from the College Office and deposit the requisite amount of fees in cash within banking hours of Bank of Borada on the dates as notified by the College. A fee book is provided to each student and all fees should be paid through the fee books and students must preserve their fee books carefully as they will have to produce the same whenever required. However, a duplicate fee book may be supplied on application with a fixed charge only.

Tuition fees are payable on half-yearly basis i.e., from July to December and from January to June in the first month of each half failing which the student will have to pay a fine of Rs. 15 for each month. But the name of the student will be stuck off the roll if the student fails to pay the tuition fees in due time.

**FEES ONCE PAID BY THE STUDENT CANNOT BE
REFUNDED OR TRANSFERRED**

f) FEES & CHARGES IN DIFFERENT HEADS:

Stream/ Course	Adm. Fee	Tuition Fee (P.M)	LT Practi. (P.M)	Annual Charges*	Devp. Fund Admn. Cancel	Transf. /Admn. Cancel Fee	Regt. Fee	C.U. Form	Univ. Sports Fee 1st. Year	Session Charges	E-Dev.& Main- tenance
B.Com. (Hons.)	100/-	85/-	80/-	1,360/-	360/-	300/-	110/-	20/-	60/-	120/-	120/-
B.Com. (General)	100/-	60/-	80/-	1,360/-	360/-	300/-	110/-	20/-	60/-	120/-	120/-
B.A. (Bengali Hons.)	100/-	75/-	NA	1,360/-	360/-	300/-	110/-	20/-	60/-	120/-	120/-
B.A. (English Hons.)	100/-	75/-	NA	1,360/-	360/-	300/-	110/-	20/-	60/-	120/-	120/-
B.A. (General)	100/-	50/-	NA	1,360/-	360/-	300/-	110/-	20/-	60/-	120/-	120/-

Annual Charges

1. College Exam. Fees	:	Rs. 60/-
2. College Identity Card	:	Rs. 40/-
3. Repairing & Maintenance	:	Rs. 150/-
4. Electric Charges	:	Rs. 180/-
5. Printing & Stationary	:	Rs. 120/-
6. Fees Book	:	Rs. 30/-
7. Magazine	:	Rs. 40/-
8. Library Fee	:	Rs. 100/-
9. College Sports Fee	:	Rs. 50/-
10. Students' Health Home	:	Rs. 10/-
11. Students' Aid Fund	:	Rs. 30/-
12. Students' Union Fees	:	Rs. 250/-
13. Cultural Activities	:	Rs. 80/-
14. Annual Excursion	:	Rs. 70/-
15. Common Room (Boy & Girls)	:	Rs. 70/-
16. Ceremonials	:	Rs. 80/-
Late Admission Fee : Rs. 100/- (After due time)	-----	Rs. 1,360/-

General Information

The Principal counts upon the co-operation of all students and their guardians in the matter of strict observance of the rules of academic discipline. Admission to the College means an implicit agreement to abide by the rules of discipline framed by the college authorities. Any breach of discipline will entail punishment to the extent of expulsion from the college.

ATTENTION OF THE STUDENTS IS PARTICULARLY DRAWN TO THE FOLLOWING POINTS:

- The Academic Session of the college begins from the **1st day of July of every year and ends on the 30th June of the following year**. The college shall follow a six day week and shall abide by the pattern for Holidays, Recess and Vacation etc. as may be determined by the University of Calcutta and/or Higher Education Department, Govt. of West Bengal from time to time. During the recess, classes shall remain suspended.
- **College Working Hours:** 10.30 am to 5.30 pm [Monday to Friday]
[Recess : 30 minutes from 2.00pm to 2.30pm]
10.30 am to 2.00 pm [Saturday]
- The medium of instruction in the classes is either in English or in Bengali or both except the specific Language Classes.
- Each Student is provided with an Identity Card with his/her Photograph, attested by the Principal of the College. This is an important document and should be carefully preserved. Students must come to the college with their college identity card which they should produce on demand. In case of loss, the concerned student shall have to make an F.I.R. with the Local Police Station and apply to the Principal with the F.I.R. number for a duplicate card which may be issued on payment of Rs. 30 only.

- Student must see the college Notice Board and the College Website (www.agcbosecollege.org) every day for relevant information & to keep himself/herself properly informed through various notices issued by the college from time to time. Ignorance of any fact circulated through the notice(s) for reasons of non-perusal of the same on the part of any student for whatever grounds, shall not entitle him/her to any special treatment.
- All applications of the students addressed to the Principal/Teacher-in-Charge must come through the Office of the Principal and/or Head Clerk of the College Office. Students requiring certificates, documents etc. must submit application addressed to the Principal/Teacher-in-Charge at least 3 working days before the date on which the students require the same.
- Change of Subjects / Course may be allowed as per rules of the affiliated University.
- Students are required to pay their tuition fees and other fees on or before the last day as mentioned in the Notice. Usually at the time of admission of a student of every Academic Year, six months tuition fees along with other requisite fees are collected through Bank of Baroda, Sealdah Branch and the remaining fees are collected in the month of January and/or the date of fees collection in respect of filling-up Form for the University Examination whichever is earlier.
- For concession in Tuition Fees, applications are invited from poor and meritorious students in prescribed form available from the college office. Applicants are required to appear before an interview for availing such concession.
- It is compulsory for all students to appear for all the college examinations/ tests and score the requisite pass marks along with necessary class attendance in order to be promoted to the next higher class/sent-up for University Examinations.

- As per records of residence of Parents/Guardians in the college admission form, bonafide students may apply for railway concession certificates for monthly / quarterly railway tickets and also for going home during puja vacations and summer recesses.
- Students requiring certificates, documents etc. must submit application addressed to the Principal/Teacher-in-Charge at least 3 working days before the date on which the students require the same.
- Election of Class Representatives to the General Committee of the Students Union is usually held in the month of December of every year and/or the date fixed by the University of Calcutta. Such election is held as per the Rules and Regulations adopted in the constitution. **The newly constituted Students' Union will take charges from 1st day of April of every year and the term ends on the 31st March of the following year.**
- Visitors other than parents or guardians are not allowed to see students during college hours. Outsiders are not permitted within the College premises and students must not bring outsiders to the college for any reason. However, the visitors intend to meet the staff for a particular purpose are requested to sign the visitors register kept at the college gate and write down the time of arrival, the person(s) to whom to meet, purpose of such visit and leave the college premises immediately after completion of his/her work mentioning the time of leaving/departure.
- **NSS:** The College has started a National Service Scheme (NSS) Unit under the University of Calcutta in which an Advisory Committee with the staff and students was constituted. The students can participate as volunteers in numerous social activities like survey of slum areas, setting up of medical centres, sanitation drives, adult education programmes for the weaker sections of the community, organising blood donation camp, campaigning for eradication of social evils. The scheme will help the students to develop a sense of social and civic responsibility. They will also be awarded certificates of honour which will brighten their future prospects.

Discipline & Conduct

The Principal counts upon the co-operation of all students and their guardians in the matter of strict observance of the rules of academic discipline. Admission to the College means an implicit agreement to abide by the rules of discipline framed by the college authorities. Any breach of discipline will entail punishment to the extent of expulsion from the college.

ATTENTION OF THE STUDENTS IS PARTICULARLY DRAWN TO THE FOLLOWING POINTS :

- Students must not loiter in front of Principal's room, classrooms, library and office room. Students must not deface the walls of the college building by writing slogans or pasting posters.
- Misbehaviour with teachers and staff by the students is a serious offence and may lead to the expulsion of the offender. Any discourtesy towards girl students shall be severely punished; it may even lead to expulsion from the college.
- Shouting inside the college premises is not permitted. Loitering in the corridor, disturbing classes, copying in examinations are treated as misconduct and breach of discipline and warrant punitive action.
- Students are to maintain discipline in the College. Smoking, spitting of 'pan masala' in the College Verandahs, Common Rooms, Lawns and Class Rooms is strictly prohibited. Use of mobile phones are strictly prohibited within the class rooms/examination halls etc.
- Student against whom charges of repeated transgression of discipline are on record liable to be expelled from the college. The guardians concerned will have to take transfer of the ward, failing which forced transfer under university rules will be issued to him/her in the interest of the college.
- Students are responsible for the safe custody of their books and belongings. The college will not be responsible for any loss thereof.



- Severe action will be taken against any student absenting from the college for a period of one month at a stretch without permission.
- Absence from college without prior permission is not allowed except in unforeseen circumstances, in which case immediate intimation should be given to the college authorities.
- Any plea regarding irregular attendance leading to shortage of required percentage will not be entertained.
- Visitors other than parents or guardians are not allowed to see students during college hours. Outsiders are not permitted within the College premises and students must not bring outsiders to the college for any reason. However, the visitors intend to meet the staff for a particular purpose are requested to sign the visitors register kept at the college gate and write down the time of arrival, the person(s) to whom to meet, purpose of such visit and leave the college premises immediately after completion of his/her work mentioning the time of leaving/departure.

Attendance

- Students are required to maintain regular attendance in the classes as per Calcutta University regulations:
 - i) 75% and above attendance in the class for Collegiate Students.
 - ii) 60% and above attendance but less than 75% for non-collegiate students.
 - iii) Attendance Below 60% not eligible to be promoted to next higher class or sent up for University Examination.
- Students with lower percentage of attendance are not eligible to appear at the Calcutta University examinations. Only those students, with a requisite percentage of attendance to be decided upon and notified by the college, will be allowed to sit in the college examinations and the decision of the college is final.



- Students should not be absent for more than 15 consecutive teaching days without valid reasons.
- Names of students, who will be absent from College for more than two consecutive months without any written intimation, are liable to be struck off the rolls and such students may not be readmitted.
- Students must pass the college Test Examination for promotion to next higher class and for appearing at the final University Examination.
- Students must carry Identity Card during college hours inside the College premises. The student must produce Identity Card as and when demanded by the college authority.

College Examinations

Attendance at all Examinations is compulsory. To be considered eligible for promotion to the next higher class or being sent up for final University Examination, a student must obtain at least pass marks in each subject on the combined result of all college examinations.

The College Examination will be held as per the Academic Calendar of the University of Calcutta and will be communicated to students in due course.

Teachers' Council, Academic Council & other Sub Committees

Teachers' Council (TC) is the most important non-administrative body of the college which ensures smooth functioning of day to day activities. The council is presided over by the Principal (as Chairman) with the assistance of the secretary, elected from the council members through election; though in case of a unanimously chosen candidate the electoral procedure can be avoided. The academic subcommittee takes care of all the academic issues, overviews the general performance of the college students in the internal as well as the University examinations, discusses

time and out of college funds as well. All the departments have seminar libraries where students can interact with the teachers directly.

General Rules for Library

- The library will remain open daily (except on Saturday, Sunday and other holidays) from 10.30 A.M. to 5.30 P.M. Lending and receiving of books from the students will be from 11.00 A.M. to 2.00 P.M. The reading room however, will remain open upto 4.30 P.M.. On Saturday, the hours will be from 10.00 A.M. to 2.00 P.M.
- Requisition slips for library books are submitted between 11 am and 1 pm on all working days (except Saturdays) and books are issued on the same day between 3 pm and 4-30 pm. Each bonafide honours student is issued three lending cards and general course student two. Books issued may be kept for one month and a fine of Re1 per day per volume is charged for any delay. Rare and costly reference books are not issued.
- On payment of the library fees of Rs. 100/- (non refundable) each student will be provided with a borrowers card. Books will be issued to the students against library cards only. Reference and lending cards will be retained in the library till the books are not returned. At most 2 books may be issued to each student at a time, if available. Books borrowed by students must be returned within 2 weeks from date of issue. Students failing to return a borrowed book within due date shall have to pay a fine at the rate of Re. 1/- per volume per day from the 16th day of borrowing to the 30th day and beyond the 30th day at the rate of Rs. 2/- per volume per day.
- No student is entitled to enter into the library reading room without producing his/ her library reference/Identity Card in the library counter.
- Defaulters or whose names have been struck off from the attendance register, and also those whose library fines, if any, are due shall not be entitled to borrow books. No book shall be issued to a defaulter.

- Loss or theft of library card(s) must be immediately reported to the Librarian. Duplicate library cards may be issued on payment of Rs.25/- per card.

- The Librarian is empowered to recall any book issued without assigning any reason and to frame such rules as he deems necessary for proper administration of the library.

Books will be issued to the students according to the stock position. If necessary, the librarian may ask the borrower to return the library book within the stipulated date.

- A student must personally be present at the time of receiving and returning of books. Any change of address must immediately be intimated to the librarian.

- Borrowers must abide by the rules of the library. However, in case of violation, the borrower concerned may be deprived of all the library facilities for certain period of time, as decided by the College authority.

- Books are to be issued on submission of requisition slips during the prescribed working hours and on schedule dates only. Books are to be carefully examined immediately after their issue and cases of mutilation, if any, are to be brought to the notice of the Librarian, otherwise the person to whom a book was issued last will be held responsible for mutilation. Reference books /Granthabali/other valuable books in service won't be issued for home use. Requisition slips for home issue are to be submitted twenty-four hours before the requirement. Books marked "Not to be lent out" cannot be issued under any circumstances. Journals and periodicals are not issued to students for lending purposes.

- The student concerned, however, shall remain responsible for any misuse of the stolen or missing card(s) or for any book(s) taken in his/her name against the said card. Library Cards must be returned on or before

the date of expiry. Lost or stolen cards to be reported to the Librarian immediately.

- All students have to take Library Clearance Certificate if studies are discontinued in the college or are declared qualified for submission of fees for CU. Examination. Library books shall have to be returned before the submission of the University Examination. Students should return all the library books and get "Library clearance Certificate" prior to submission of University Examination fees and produce the same at the cash counter while depositing their fees for University Final Examination
- A replacement charge is levied when a book is reported lost or returned in irreparably damaged condition and there is reasonable assurance that damage was caused by the most recent borrower. A borrower shall have to replace the book or to pay the cost thereof if he/she returns the same in a damaged condition or fails to return it. Generally the borrower is asked to pay three times the original price of the book.
- No tracing and/or mechanical/electronic reproduction of library material is allowed without the permission of the Librarian.
- Students must not gossip in the reading room and will have to leave the reading room as soon as his/her library work is over. Talking, sleeping, smoking and loitering within the library are strictly prohibited They must maintain discipline within the library.

Internet Facilities For The Students :

Internet facility is available in the Library Reading Room. The College website address is: www.agcbosecollege.org and e-mail : principal@agcbosecollege.org.

Rules For Reference Section: (Reading Room) :

Students must abide by the general rules of the library. Violation of any of these rules may incur disciplinary action.

- Students must produce their Identity card/ Reference card in the library counter prior to use the library reading room and sign the Reading Room Register before entering the reading room.
- On production of the Reference card, a student can borrow only one book at a time. However, two books may be issued to the students of Hons. Course if so required.
- Books are required to be returned with the Librarian before leaving the Reading Room. Under no circumstances, books can be carried out from the reading room.
- Students will be allowed to stay in the Reading Room for their studies only. Students must maintain silence and discipline to create a reading atmosphere in the library. Gossiping within the Reading Room is strictly prohibited.

Seminars

The college organises seminars and popular talks on varied topics of academic and social interest where students and teachers have the opportunity to interact. Eminent Educationists are invited as resource persons to deliver lectures on different issues. Advanced students of different honours subjects are also asked to participate in the seminars on a competitive basis. Successful speakers are awarded certificates and books.

Counselling Cell

Besides imparting education, teachers help the students to tide over difficulties that might hamper the proper development of their personality. Modern life abounds with stress-provoking situations and young students are not always able to successfully overcome these stress situations. To help the students out of such difficulties, a Counselling Cell has been set up in the college. The College organizes the Workshop and Seminar in collaboration with the NGO for counselling the students/staff every year.

Grievance Redressal Cell

The grievances of the employees are normally looked into and settled by the Principal in consultation with the concerned staff. Complaints of students are resolved either by the Principal himself or with the help of teachers as required and according to the circumstances of each case. The college has set up a Grievance Redressal Cell to address the complaints and grievances of both students and staff. A Complaint Box has been set up in this regard.

Medical and health services

The college intends to set up a Health Care Unit to provide health services to both students and members of the staff. First Aid box is available in the College. Students of the college are members of the Students' Health Home and can avail of both indoor and outdoor medical facilities at nominal cost..

Benefits To Students From Students Health Home:

[142/2, A.J.C. Bose Road, Kolkata- 700 014; Ph. 033-2244-2856/8738]

Members are entitled to enjoy the following benefits:-

Free consultation with the Medical Officers & Specialists of all disciplines viz. EYE, DENTAL, ENT, SURGICAL, MEDICINE, SKIN, PSYCHIATRY, ORTHOPAEDIC, GYNAECOLOGY, NEUROLOGY, CARDIOLOGY, PLASTIC SURGERY, THORASIC SURGERY & METABOLIC.

Blood donation Camp, free blood test camp and medical camp are regularly held in the college premises.

College Computer Centre

The college has established a Computer Laboratory of its own with the partial financial assistance from MLA-LAD Fund in the year 2011. The practical classes are held in this newly established Computer Laboratory

for the B.Com (Hons. & General) students. The College plans to introduce various types of short-term Computer Laboratory based Courses for the students in future.

College Gymnasium

The College has established a Multi-gymnasium in the College premises with partial financial assistance from MLA-LAD Fund. 'JATIN DAS GYMNASIUM' after the name of great freedom-fighter of Bengal, Jatin Das (who was a student of Bangabasi College in 1942) established in 2011 for the purpose of Physical Exercise of the Students, Staff.

Prize/Award for the Students

The College will introduce the Prize/ Award for those students securing highest marks in their University Examination. The Prize/ Award will be distributed to the students in the College Annual Function organized by Teachers' Council at the end of First Term of every Academic Session.

Students' Canteen

The College Canteen is the focal point of the spirit of students. The canteen, though small in look but with a large heart. Apart from supplying scrumptious snacks and tea at the most reasonable prices, it is the favourite rendezvous for all students when they have some classes off. A fierce debate on current issues, discussing the latest developments in art and culture, or passionate support for one's favourite player or club, forms the ethos of the canteen.

Extra Curricular Facilities & its Activities

Indoor and out door games and sports of the College, publication of Magazine, holding of debate, recitation, music competitions, educational

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Extra Curricular Facilities & its Activities

Indoor and out door games and sports of the College, publication of Magazine, holding of debate, recitation, music competitions, educational

excursions and other cultural functions are mostly under the control of the college students' union and are always run on a selective basis with full membership rights for every bonafide student. Every student is provided with every possible facility for participation in all the extracurricular activities.

National Service Scheme : NSS

The College has the National Service Scheme (NSS) Unit under the Calcutta University, sponsored by the Ministry of Human Resources Development, Govt, of India.

Sports and Games

The college has a two spacious separate Common Rooms for both boys and girls students with the facility of indoor games like table tennis and carom. The college regularly participates in various outdoor sports such as football, cricket and athletics. The Annual College Sports is regularly held in the month of January/February. The Students' Union of the college plays a major constructive role in arranging the various game and other sporting activities.

Social and Cultural Activities

The Students' Union actively helps the college authority in arranging the annual Social and Cultural Meet in according to hold interclass debates, cultural and literary competitions. All these activities aim at developing a sense of brotherhood among students of the college and to make them good citizens. The Alumni Association takes active interest in the various social and cultural activities of the college.

College Magazine

The College Magazine "CHARAIBATI" is published annually with the objective of nourishing and giving an exposure to the literary prowess of the students. The budding poets, writers and essayists get ample scope of developing and expressing their innate literary qualities. The Editorial Board consisting of both teachers' and students' representatives takes every care to maintain the high standard of publication.

Student's Fees - Concession

Students in need of financial assistance are to apply to the Principal in the prescribed form to be had from the college-office. Tuition-fee concessions from Students' Aid Fund are available to the students of poor but meritorious students. The student seeking concessions and must be a regular student.

**"you love me or hate me,
both are in my favour.
because if you love me
I am in your heart
and
if you hate me
I am in your mind."**

—Swami Vivekananda



আজ যে আমি শীর্ষ গৌরবে গর্বিত, আজ
যে আমি বৃদ্ধ হইয়াও বার্দক্যের জড়তা বোধ
করি না—বার্দক্যের হতাশ ভাব যে আজও
আমায় আক্রমণ করে নাই, ইহার জন্য সমস্ত
প্রশংসা পাইবে আমার প্রিয়-প্রিয়তর-প্রিয়তম
ছাত্রগণ । আমি আজও যুবক । সুদীর্ঘকাল
ছাত্রদের মধ্যে বাস করিয়া ছাত্রদের যৌবন
আমাকে যুবক করিয়া রাখিয়াছে । জীবনের
শেষ মুহূর্ত পর্য্যন্ত যেন এই ছাত্রসেবা
করিয়া যাইতে পারি ।

—গিরিশ চন্দ্র বসু