Scottish Church College
Admission at a glance for the session: 2021-22

Admission Manual for Under Graduate Courses

Academic Session: 2021-22

Online applications are invited from the candidates for **online admission** to Semester 1 in B.A., B.Sc., B.Com and BBA courses for the Academic Session 2021-22

1. The process of admission for the academic session of 2021-22 of Scottish Church College will be **entirely online** based on the WB Government Order No. **706-Edn(CS)/10M-95/14 dated 13.07.2021**.

2. It is to be noted that the applicants seeking admission to this college are strongly discouraged **to come to the college physically for any enquiry or for any other purpose from the beginning to the end of the admission process. They will not be allowed to enter the college premises under any circumstances.**
   The entire process will take place online and the only source for information, assistance, application forms and admission would be through the official college website.

3. The College will **not be responsible** for any other source of information or help.

4. **Online application will start on: 02/08/2021 (Monday at 10:00 a.m.)** WB Government Order No. **706-Edn(CS)/10M-95/14 dated 13.07.2021**.

5. **No application would be received after the last date of application as announced in the college website.**

6. **Criteria for Admission:**
   a) Students who have passed the Higher Secondary (10+2) or equivalent examination between **2016 to 2021** are eligible to apply online for admission according to University Notifications No. CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt.07.05.2018.

b) A candidate must pass in a **100 marks paper in English** in the previous examination.

c) Reservation Policy for admission in three year (six semesters) degree courses of studies shall be guided by the West Bengal State Higher Educational Institutions (Reservation in Admission), Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014.

d) According to the above mentioned Act, SC/ST applicants will find their names listed in the General Lists according to merit as well as the lists for SC/ST. It is the choice of the candidate to get admitted EITHER as a General candidate OR as a SC/ST candidate against reservation.

e) Scottish Church College being a Christian Minority Institution will also publish a separate list of Christian candidates (CNI and Churches Other than CNI) for admission.

f) According to **University Notifications No. CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt. 07.05.2018 with respect to Admission and Examination Regulations for Semester-Wise Three Year B.A./ B.Sc./ B.Mus. (Honours/ General) Courses of Studies Under Choice Based Credit System (CBCS)**, a candidate shall be allowed to take up the subject(s) under heading "A" if he/she had passed the subject (s) under heading "B" at the previous qualifying examination (Higher Secondary [10+2] or equivalent examinations).

Sl. No.	A	Sl. No.	B
1.	Mathematics	1.	Mathematics/ Business Mathematics
2.	Physics	2.	Physics and Mathematics
3.	Chemistry	3.	Chemistry
4.	Zoology	4.	Zoology/ Biology/ Biotechnology
5.	Botany	5.	Botany/ Biology/ Biotechnology
6.	Microbiology	6.	Biology/ Biotechnology and Chemistry/ Physics
7.	Computer Science	7.	Mathematics & any one of Physics/ Statistics/ Computer Science
8.	Statistics	8.	Statistics/ Business Mathematics/ Mathematics

g) **Special conditions for admission to the following Honours Courses according to the above mentioned University Notification:**

    i)   **Economics**: A Candidate shall be allowed to take up Honours in Economics if he/she has **passed** in **Mathematics** at the H.S. Examination (10+2) conducted by the West Bengal Council of H.S. Education or its equivalent examination in **Mathematics/ Business Mathematics**. Students who have passed **Business Economics including Business Mathematics** in H.S. (10+2) level from West Bengal Council of H.S. Education are also eligible for admission in the Honours Course in Economics.

    ii)   **Mathematics**: A candidate shall be allowed to take up Honours in Mathematics if he/she has **passed** in **Mathematics** at the previous qualifying examination. **A candidate who has passed in Business Mathematics is not eligible for admission to the Mathematics Honours Course.**

    iii)   **Chemistry**: A candidate shall be allowed to take up Honours in Chemistry if he/she has **passed** in **Physics, Chemistry and Mathematics** at the previous qualifying examination.

    iv)   **Microbiology:** A candidate shall be allowed to take up Honours in Microbiology if he/she has **passed** in **Chemistry** in the previous qualifying Examination.

    v)   **Philosophy**: If the candidate has not studied Philosophy as a subject in the previous qualifying examination, then **Psychology/ Mathematics/ Education/ Sociology/ Political Science** be treated as related subjects.

h) For eligibility and selection criterion to the different courses and subjects <u>IN THE COLLEGE</u> please see below:

Please note the following	
1	All matters concerning Admission will be done **ONLINE**.
2	No distinction between West Bengal Board and Other Boards.
3	Aggregate means Total Marks of the **Best FOUR Subjects** (at least 100 marks paper) excluding Environmental Studies & Environmental Education in the qualifying exam.
4	Number in brackets ( ) indicates the total number of seats available in the subject.
5	Admission through Merit List based on Index Marks.
6	Merit list is prepared based on Index Marks for all categories of candidates.
7	Must have passed in English (with at least 100 Marks paper).
8	Must have passed in the General (Elective) subjects applied for.

Eligibility Criteria for on-line Submission of Forms

Category A: General Merit				
	Honours Subject No. of Seats	**Stream/Comments**	**Minimum eligibility to Apply**	**Index Marks**
1	Bengali (40)		50% Aggregate & 55% in Bengali	**Index: Aggregate + % Marks in Bengali** **Note: In case of same index:** 1. If tie occurs in Index Marks, then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
2	English (55)		60% Aggregate & 70% in English	**Index: 20% of aggregate + 80% of Marks in English** **Note: In case of same index:** 1. If tie occurs in Index Marks, then the Subject Marks will be considered. 2. If still tie occurs then Aggregate will be considered.
3	History (55)	Arts stream with History	60% aggregate, 60% in History & 60% in English /Bengali	**Index:** 30% of aggregate + 70% Marks in History
		Arts stream without History	60% Aggregate, & 65% in English/Bengali (whichever is higher)	**Index:** 30% of aggregate + 70% in English/Bengali (whichever is higher)
		Science stream	60% Aggregate, & 65% in English/Bengali (whichever is higher)	**Index:** 30% of aggregate + 70% in English/Bengali (whichever is higher)
		Commerce Stream	60% Aggregate + 65% in English/Bengali (whichever is higher)	**Index:** 30% of aggregate + 70% in English/Bengali (whichever is higher)
			Note: Candidates with same index: 1. With History: Marks in History will be considered. Without History; Marks in English/Bengali (Whichever is higher) will be considered. 2. If still tie occurs then Marks in English will be considered.	

Honours Subject No. of Seats		Stream/Comments	Minimum eligibility to apply	Index Marks
4	Philosophy (55)		50% Aggregate & 50% in Philosophy/ Psychology/ Mathematics/ Education/ Sociology/ Political Science	**Index: Aggregate + % Marks in Philosophy** (If candidate has not studied Philosophy % marks in Psychology /Education/Mathematics/Sociology/ Political Science (whichever is higher) **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
5	Political Science (65)	Arts stream with Pol. Sc.	60% aggregate, 65% in Pol. Sc. & 65% in English/Bengali, whichever is higher	**Index:** Aggregate % + % Marks in Pol. Sc. + % in English/Bengali (whichever is higher)
		Arts stream without Pol. Sc.	60% aggregate & 65% in English/ Bengali, whichever is higher	**Index:** Aggregate % + 2 × % Marks in English/Bengali (whichever is higher)
		Science/Commerce streams	60% aggregate, 75% in English/ Bengali whichever is higher	**Index:** Aggregate % +2 × % Marks in English or Bengali (whichever is higher).
			Note: Candidates with same index: 1. If tie occurs in Index Marks, then the Subject Marks in Political Sc. will be considered. If the student does not have Political Sc., in that case marks in English will be consider 2. If still tie occurs then Marks in English will be considered.	
6	Sanskrit (50)		50% Aggregate & 50% in Sanskrit	**Index: Aggregate + % Marks in Sanskrit** **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Subject Marks will be considered. 2. If still tie occurs then Marks in English will be considered.
7	Botany (30)		Pass in Chemistry (Theory & Practical separately) with 55% in Aggregate & 60% in Biology/ Biotechnology/ Botany	**Index: Aggregate + % Marks in Biology/ Botany/ Biotechnology** **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then marks in Biology/ Botany/ Biotechnology will be considered. 2. If still tie occurs then marks in Chemistry will be considered. 3. If still tie occurs then marks in English will be considered.

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
8	Chemistry (50)		Should qualify Higher Secondary (or equivalent) as per UGC with Chemistry, Physics, Mathematics and English with 60% marks in aggregate and 60% marks in Chemistry	**Index: 2 × % Marks in Chemistry + % Marks in Physics + % Marks in Math** **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Subject Marks will be considered. 2. If still tie occurs then Marks in Mathematics will be considered. 3. If still tie occurs then Marks in Physics will be considered. 4. If still tie occurs then Marks in English will be considered.
9	Computer Science (30)		60% Aggregate, 60% in Math + 60% in Comp. Science/ Information Sc. otherwise Physics	**Index: With Computer Science** Aggregate % + % Marks in Math + % Marks in Comp. Sc./ Information Sc. **Index: Without Computer Science:** Aggregate % + % Marks in Math × 2 **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Marks in Mathematics will be considered. 2. If still tie occurs then marks in Computer Science/ Information Science otherwise Physics will be considered. 3. If still tie occurs then Marks in English will be considered.
10	Economics (60)	With Economics *	60% Aggregate & 50% in English & 60% in Math & 60% in Economics.	**Index: 40% of aggregate % + 60% of % marks in Mathematics**
		Without Economics *	60% Aggregate & 50% in English & 60% in Math	**Index: 40% of aggregate % + 60% of marks in Mathematics**
		*Those with Business Mathematics of I are also eligible to apply as per CU norms		**Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Marks in Mathematics will be considered. 2. If still tie occurs then Marks in English will be considered.
11	Mathematics (70)		60% Aggregate + 70% in Mathematics	**Index: 2 × % marks in Math + % of marks in aggregate** **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Marks in Mathematics will be considered. 2. If still tie occurs then Marks in English will be considered.

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
12	Microbiology (30)		60% Aggregate, 55% in Maths, 70% in Chemistry & 70% in Biology/ Biotechnology	**Index:** Aggregate % + % marks in Biology/ Biotechnology + % marks in Chemistry. **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Marks in Biology will be considered. 2. If still tie occurs then Marks in Chemistry will be considered.
13	Physics (50)		50% marks in the aggregate and 45% marks in Physics OR 55% marks in the Physics in the final board examination after class 12	**Index:** % in Physics + % in Mathematics in the final board examination in class 12. **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then Marks in Physics will be considered. 2. If still tie occurs then Marks in Mathematics will be considered.
14	Zoology (30)		Pass in Chemistry (Theory & Practical separately) with 60% in aggregate & 60% in Biology/ Biotechnology/ Zoology	**Index:** Aggregate + % Marks in Biology/ Zoology / Biotechnology **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then Marks in Zoology/ Biology/ Biotechnology will be considered. 2. If still tie occurs then Marks in Chemistry will be considered. 3. If still tie occurs then Marks in English will be considered.
15	B. Com (50)	Commerce Stream (Mathematics/BSTD/CSTX/CLPA /Econ.)	55% in aggregate (Best of FOUR), 55% in Accountancy & 40% in Math/ BSTD/ CSTX/ CLPA/ Economics	**Index: 60% of aggregate + 20% of Accountancy + 20% of Math/ BSTD/ CSTX/ CLPA/ Economics**
		Science Stream	60% in Aggregate (Best of FOUR) and 60% in Math	**Index: 60% of aggregate + 40% of Mathematics**
		Arts Stream (With Economics & Mathematics)	60% in Aggregate (Best of FOUR), 60% in Mathematics & 40% in Economics	**Index: 60% of aggregate + 20% of Mathematics + 20% of Economics**

			Candidates with same index:
			1. If tie occurs in Index Marks, then in case of Commerce stream candidates, Marks in Accountancy will be considered. In case of Science/ Arts candidates, marks in Mathematics will be considered. 2. If still tie occurs then the Aggregate Marks in the best of four subjects of candidates from all streams will be considered.

No.	Honours Subject	Stream/Comments	Minimum eligibility / Aggregate	Index Marks
16	BBA (45)		60% Aggregate (excluding Environmental Studies & Environmental Education) in any stream in WBCHSE/ ISC/ CBSE/ equivalent recognized by University of Calcutta, (55% for SC/ST category) and must have passed in English having full marks not less than 100.	**Index: 80% of Aggregate + 20% of Accountancy/ Economics/ Business Economics/ English/ Mathematics/ Business Mathematics/ Statistics/ Business Statistics** **Note: Candidates with same index:** 1. If tie occurs in Index Marks, then the Marks in English will be considered. 2. If still tie occurs then Marks in Bengali/Hindi will be considered.

Category B – Reservation (excluding BBA) (SC/ST/PH/Christian)

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
1	SC/ST		Minimum 40% marks in aggregate or 40% marks in the subject or related subject at the qualifying examination	Index Marks calculated as in the General Merit Category
2	PWD (Person with Disabilities)		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category
3	Christian		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category

		OR	
		50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category

Note: If still tie occur Application Number (i.e., Application date and time) will be considered.

7. **Honours Courses Offered & Seat Distribution:**

Stream/Course	Subjects (Honours)	General	Christian		SC	ST	PWD	Total
			CNI	Churches Other than CNI				
B. A. (Honours)	Bengali	19	7	5	6	2	1	**40**
	English	26	10	6	9	2	2	**55**
	History	26	10	6	9	2	2	**55**
	Philosophy	26	10	6	9	2	2	**55**
	Political Science	31	12	7	9	4	2	**65**
	Sanskrit	24	9	6	7	3	1	**50**
B. Sc. (Honours)	Botany	14	6	3	4	2	1	**30**
	Chemistry	24	9	6	7	3	1	**50**
	Comp. Sc.	14	6	3	4	2	1	**30**
	Economics	28	11	7	9	3	2	**60**
	Mathematics	33	13	8	11	3	2	**70**
	Micro Biology	14	6	3	4	2	1	**30**
	Physics	24	9	6	7	3	1	**50**
	Zoology	14	6	3	4	2	1	**30**
B. Com.	B. Com.	24	9	6	7	3	1	**50**
B.B.A	B.B.A	22	8	5	6	3	1	**45**

Note: Scottish Church College being a Religious Minority college has seat reservation for Christian candidates (CNI/ Churches Other than CNI). However, in the application form there is no separate category for Christians. Once the applicant **says YES to her religion being Christianity in the form**, he/she would be considered as so, **subject to uploading of relevant and correct documents. (See point 15 below for details on online Application Procedure).**

8. **If an applicant is ST and Christian, College will not provide you this double benefit for admission. If a Christian applicant of Scheduled Tribe wishes to secure benefits in ST category, he/she should write NO in the space where he/she needs to specify whether he/she is a Christian. Otherwise, the system will by default give preference to the Christian identity and consider the applicant as so. The applicant will lose his/her benefit as ST applicant in this case.**

9. The B. Com Honours Course is conducted in **the MORNING SHIFT, 6:30 a.m. onwards. All other Degree Courses** in Arts, Science and Business Administration run in the **DAY SHIFT-- 10 a.m. onwards.**

10. Generic Elective (GE) Course:

According to **University Notifications No. CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt. 07.05.2018 [Subjects mentioned are according to what is offered in the College for convenience]:**

a) An elective course chosen generally from an unrelated discipline/subject, with an intention to seek wide exposure, is called Generic Elective.
Modalities of selecting GE by a student of Honours programme in case of B.A./B.Sc. Honours programme will be where a student shall have to choose 4 Generic Elective papers (for Semesters 1,2,3,4) strictly from 2 subjects of choice taking exactly two courses from each subject as specified for first 4 semesters.

b) **Special combinations for the following Honours Courses as fixed by the University:**
   i) **Economics Honours**: Candidates have to take up Mathematics as one of the elective subjects.*
   ii) **Microbiology Honours**: Candidates have to take Chemistry as one of the elective subjects.
   iii) **Computer Science Honours**: Candidates have to take Mathematics as one of the elective subjects.*

* Note: If Mathematics seats for General Elective are filled up for any semester the student will definitely get Mathematics as his/her General Elective in subsequent semesters.

c) For combination of subjects in B.A./B.Sc. Honours Degree Courses **OFFERED BY THE COLLEGE** please see below:

B.A. Honours Degree Course		
Sl. No.	Honours Subject	GE Subject
1	Bengali	History
		Sanskrit/ Sociology
		Philosophy/ Psychology
		Economics/ Psychology
		Political Science
		Physical Education
2	English	History
		Philosophy/ Psychology
		Sociology
		Physical Education
		Economics/ Psychology
		Hindi
		Political Science
3	History	Bengali/ Hindi
		Philosophy/ Psychology
		Sanskrit/ Sociology
		English
		Political Science
		Physical Education
4	Philosophy	Bengali/ Hindi
		Political Science
		Sanskrit/ Sociology
		History
		Physical Education
		English
5	Political Science	Bengali/ Hindi
		English
		Philosophy

		Psychology/ Economics
		Sociology
		Physical Education
		History
6	**Sanskrit**	Political Science
		History
		Bengali/ Hindi
		Philosophy/ Psychology

Note : 1. **Sanskrit/ Sociology** means Sanskrit and Sociology as subjects cannot be taken together as per University Notifications No. **CSR/3/18 dt. 07.05.2018 & CSR/4/18 dt. 07.05.2018.** The same rule applies to subjects like Philosophy/ Psychology, Economics/ Psychology, Bengali/ Hindi.

The above mentioned combinations are not restricted to any semester break up. The student shall have the freedom to choose his/her own course of study regarding the GE subjects in B.A.

B.Sc. Honours Degree Course					
Sl. No.	Honours Subject	SEM – 1 (Any one)	SEM – 2 (Any one)	SEM – 3 (Any one)	SEM – 4 (Any one)
1	**Botany**	Chemistry	Microbiology	Microbiology	Chemistry
		Microbiology	Zoology	Zoology	Microbiology
		Zoology			Zoology
2	**Chemistry**	Botany	Mathematics	Mathematics	Botany
		Mathematics	Physics	Physics	Mathematics
		Physics			Physics
		Zoology			Zoology
3	**Computer Science**	Mathematics	Mathematics	Mathematics	Mathematics
		Physics	Physics	Physics	Physics
		Statistics	Statistics	Statistics	Statistics
4	**Economics**	Computer Sc.	Computer Sc.	Computer Sc.	Computer Sc.
		Mathematics	Mathematics	Mathematics	Mathematics
		Political Science	Political Science	Political Science	Political Science
		Statistics	Statistics	Statistics	Statistics
5	**Mathematics**	Computer Science	Chemistry	Chemistry	Computer Science
		Physics	Computer Sc.	Computer Sc.	Physics
		Statistics	Physics	Physics	Statistics
			Statistics	Statistics	
6	**Microbiology**	Chemistry	Botany	Botany	Chemistry
			Zoology	Zoology	
7	**Physics**	Computer Science	Computer Science	Computer Science	Computer Science

		Mathematics	Chemistry	Chemistry	Mathematics
		Statistics	Statistics	Statistics	Statistics
			Mathematics	Mathematics	
8	**Zoology**	Botany	Botany	Botany	Botany
		Chemistry	Microbiology	Microbiology	Chemistry
		Microbiology			Microbiology

Note 1: **Applicants are to select ONLY their GE 1 subject for Semester 1 in the Application Forms.**

Note 2: **Economics and Computer Honours** Candidates have to take up Mathematics as one of the General Elective (GE) subjects. **If Mathematics seats for General Elective are filled up for SEM 1, the student will definitely get Mathematics as his/her General Elective in subsequent semesters.**

At the time of admission, a student has to pay the total for Honours and the General Elective taken for Semester 1

	For B.A.		
Sl. NO.	**HONOURS SUBJECT with NUMBER OF SEATS**	**GENERAL ELECTIVE**	**FEES PAYABLE FOR ADMISSION TO B.A. SEMESTER 1 HONOURS DEGREE COURSE IN RS.**
1	**Bengali (40)**	History	12326
		Sanskrit	12326
		Sociology	12326
		Philosophy	12326
		Psychology	15429
		Physical Education	15429
		Economics	12326
		Political Science	12326
2	**English (55)**	History	13169
		Philosophy	13169
		Sociology	13169
		Physical Education	16272
		Economics	13169
		Psychology	16272
		Hindi	13169
		Political Science	13169

#	Subject	Combination	Value
3	**History (55)**	Bengali	13169
		Hindi	13169
		Philosophy	13169
		Sanskrit	13169
		Psychology	16272
		Sociology	13169
		English	13169
		Physical Education	16272
		Political Science	13169
4	**Philosophy (55)**	Bengali	12326
		Hindi	12326
		Political Science	12326
		Sanskrit	12326
		Sociology	12326
		History	12326
		Physical Education	15429
		English	12326
5	**Political Science (65)**	Bengali	13169
		English	13169
		Hindi	13169
		Philosophy	13169
		Psychology	16272
		Economics	13169
		Sociology	13169
		Physical Education	16272
		History	13169
6	**Sanskrit (50)**	Political Science	12326
		History	12326
		Bengali	12326
		Hindi	12326
		Psychology	15429
		Philosophy	12326

	For B.Sc.		
Sl. NO.	**HONOURS SUBJECT with NUMBER OF SEATS**	**GENERAL ELECTIVE**	**FEES PAYABLE FOR ADMISSION TO B.Sc. SEMESTER 1 HONOURS DEGREE COURSE IN RS.**
1	**Botany (30)**	Chemistry	19100
		Microbiology	19625
		Zoology	19100
2	**Chemistry (50)**	Botany	19677
		Mathematics	19152
		Physics	19677
		Zoology	19677
3	**Computer Science (30)**	Mathematics (Compulsory)	37137
		Physics	37662
		Statistics	37137
4	**Economics (60)**	Computer Science	16502
		Mathematics (Compulsory)	14034
		Political Science	14034
		Statistics	14034
5	**Mathematics (70)**	Computer Science	18502
		Physics	16559
		Statistics	16034
6	**Microbiology (30)**		
		Chemistry (Compulsory)	40495
7	**Physics (50)**	Computer Science	21044
		Mathematics	18575
		Statistics	18575
8	**Zoology (30)**	Botany	19100
		Chemistry	19100
		Microbiology	19625

- **Library caution deposit (Rs. 1000/- included in the amount given in the above lists) is refundable without interest, security deposit is refundable without interest only after completion of the course.**
- **B.A. Honours student with Physical Education/Psychology as Generic elective subject has to pay Rs. 4000/- as security deposit and without Physical Education/Psychology has to pay Rs.2000/- as security deposit. All included in the amount given in the above lists.**

Bachelor of Commerce (B.COM)													
Fee Structure 2021 - 2022.													
Accountancy & Finance (Hons)	One-time adm fee	Annual Charge	Half Yearly Annual Est. Chgs	Half Yearly Books & Journal charges	Half Yearly Cyber Chgs	Half Yearly Aca. Maint.	Half Yearly Tuition Fee	Lib Caution Deposit	Security Deposit	Total Payment for Year 1	Total payment for Sem-1	Total payment for Sem- 2
Year I	500	8664	4235	1513	1513	10164	660	1000	10000	56333	38248	18085

Bachelor of Business Administration (BBA) Honours												
Fee Structure 2021- 2022(Sem-1 & Sem-2)												
One-time adm fee	Annual Charge	Half Yearly Annual Est. Chgs	Half Yearly Other Chgs	Half Yearly Books & Journal charges	Half Yearly Cyber Chgs	Half Yearly Aca. Maint.	Half Yearly Tuition Fee	Lib Caution Deposit	Security Deposit	Total payment for Sem-1	Total payment for Sem- 2	Total Payment for Year 1
500	8664	3630	1210	1815	1815	15125	660	1000	4000	38,419	24,255	62,674

11. **Application Procedure:** Please read the following instructions carefully before starting the application process.

a) Go to following College website **http://www.scottishadmissions.com/**. Then click on **'Admission to UG Courses 2021-2022'**.

b) To start the registration/admission process applicants must have an **active mobile number** and **an active email ID** for online registration/ application. These should be preferably **their own** as allfuture communication from the College will be on this number/ email id.

c) **Registration and Application Procedure:**

Four (4) simple steps to be followed. Applicant must complete each step to proceed to the next.

Step - 1: Online Registration: The applicant needs to register by entering some basic information such as name, date of birth (DOB), gender, category, (own) mobile no, (own) email id etc. Then the applicant has to give a password of his/her own choice. Please note/save the password for later use.

Once this process is complete the applicant can review the information given by him/her and edit it if necessary. Once satisfied the applicant has to submit to complete the registration process.

On successful registration a **unique Student Id** will be generated. The applicant needs to note/save this unique Student ID as it will be used for subsequent log in purposes. Once submitted, data in the registration form cannot be edited.

Step – 2: Online Application: Once your registration is complete, please use the **Student ID, DOB and password** to log in to the application process as a registered applicant. Here you need to submit various kinds of information such as:

- Other Personal Details
- Guardian Details
- Qualifying Examination Details
- Courses Applied Details
- Contact And Hostel Details

Once all inputs are saved, please enter the **security code** that would be visible and submit the application form. Once submitted, data in the application form cannot be changed.

Step – 3: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her **Photo, Signature and self attested (with date) photocopies** of following documents **in .jpeg format only**.

1. Mark Sheet of the Qualifying Examination (Higher Secondary [10+2] or other equivalent examination)
2. Age Proof Document (Birth Certificate or Admit Card showing DOB)
3. Caste Certificate (if applicable)

[Relevant certificates should be authorized by either of the following: 1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. 2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. 3. Revenue Officer not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides. 5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. According to Section 5 of the West Bengal Scheduled Caste and Scheduled Tribe (Identification) Rules, 1995, certificate issuing authority includes the Sub-Divisional Officer of the Sub-Division in a District, and the District Welfare Officer, Kolkata and the Ex-officio Joint Director, BCW (within KMC jurisdiction).]

Candidates having SC/ST Certificate issued from Govt. of West Bengal are entitled to get the reservation facility for admission. Candidates with SC/ST issued from a State other than West Bengal are not eligible for such reservation benefits for admission and they will be treated as General Category candidates.

Such candidate will be otherwise eligible if they procure and submit domicile certificate of West Bengal in prescribed format from a competent authority under the Govt. of West Bengal at the time of admission. The Domicile Certificate of West Bengal should be procured by candidate who has been EITHER

Residing in West Bengal continuously at least for last 10 years as on ………………

OR

Whose parent (s) is/ are permanent resident (s) of West Bengal having permanent address within the state of West Bengal

THE CERTIFICATE BEING SUBMITTED BY THE CANDIDATE FOR CLAIMING RESERVATION UNDER SC/ST; MUST HAVE BEEN ISSUED BY THE COMPETENT AUTHORITY, ON A DATE PRIOR TO THE SUBMISSION OF APPLICATION. CERTIFICATE ISSUED ON A LATER DATE BY ANY AUTHORITY, WILL NOT BE ACCEPTABLE AT THE TIME OF ADMISSION
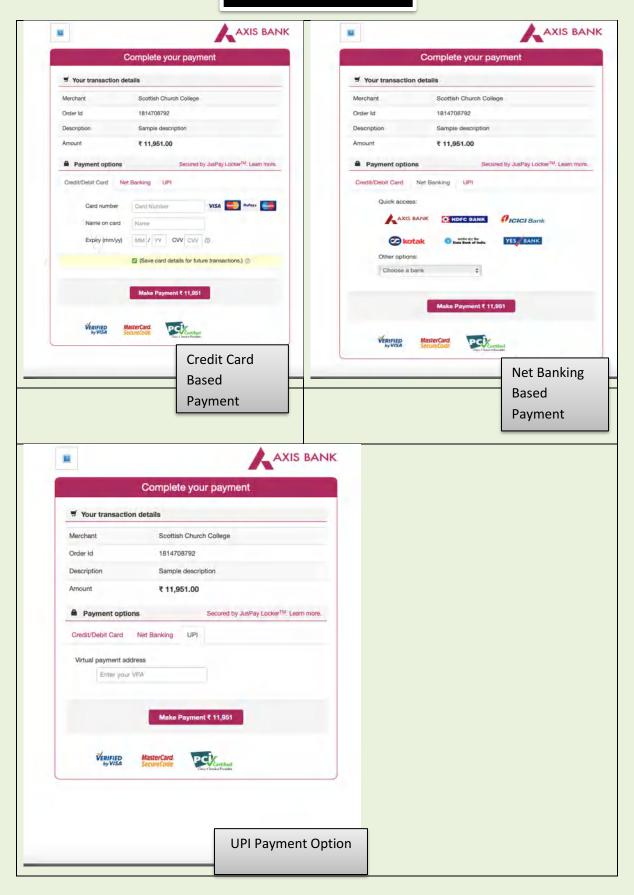
1. PWD Certificate (if applicable)

2. BPL Certificate (if applicable)
3. CU Registration Certificate (if applicable). **NOTE**: Applicants must note that if applicable, they **must provide this information as under no circumstances can a student be registered twice in the same University even from two different colleges or in two different sessions.**
4. Maximum size for uploading the following documents:
   - Photograph & Signature within **20kb to 50kb each**.
   - Self-attested photo 9copies of Class 12 Mark Sheet & Age Proof Certificate within **100kb to150kb each**.
   - All other self attested documents within **50kb to100kb each**.
5. Christian applicants will also be required to upload scanned copies **self attested (with date)** photocopies of Baptism / Dedication Certificate and Letter from Parish Priest / Proof of Church Membership Certificate. All within **50kb to 100kb each**.

Step – 4: Print / Download: The applicant is advised to print / download the successfully submitted form for future reference.

12. All the payments related to admission for the session have to be made in online mode i.e.,

through Credit card/ Debit card/ Net banking and UPI (Unified Payments Interface).

Payment through Wallet is not enabled.

Payment through UPI is accepted ONLY if VPA or Virtual Payment Address is

submitted.

Credit Card Based Payment

Net Banking Based Payment

UPI Payment Option

13. After payment of application fees, the application process is final and complete. Please note that after this no modification of data is possible. **Please ensure that no mistakes are made during the process of filling up of the application form.**

14. **But, if an applicant wishes to apply for more than one Honours subject, he/she SHOULD fill in his/her choices in a SINGLE OR THE SAME APPLICATION FORM under the same Student ID before FINAL SUBMISSION of the form. Multiple subjects may be selected by adding to the APPLIED SUBJECT button in the form.**

    In case the applicant already has made a final submission of one form for one subject, and then he/she wishes to apply for one more subject, he/she has to REGISTER once more and will receive a new Student ID for that.

15. It is to be noted that in case marks of any applicant changes after review results (of 10+2 examinations) are published and would have a substantive impact on his/her position in the merit list, we request the applicants to get in touch with the college through the email id **enquiry2021@scottishchurch.ac.in** and we would try our best to do the needful. However, this process will remain valid till the last date of submission of application.

16. After the last date of submission of online application, a **Provisional List (According to Merit)** will be published on the college website.

    Please note that this list is published for the applicant to check the lists of respective categories (Gen/Christian/SC/ST/PWD) for respective streams and subjects and ensure that his/her application has been accepted and no inadvertent error has occurred in this respect.

17. If any unintentional error like non-inclusion of name or any other discrepancy is noted by the applicant or if the applicant has any academic enquiry regarding the above list, he/she may send a mail to that effect to **enquiry2021@scottishchurch.ac.in. Request for any correction will be entertained up to 24 hrs from the time of publication of the Provisional List. Any query/ complaint received after this time will not be entertained.**

18. The college will require **at least one day** to solve the possible issues raised by applicants.

19. Following this a **Final Merit List** will be published on the college website. The college will not entertain any further complaint/query after the publication of this list.

20. The **Admission process** will then start with publication of **Merit List for Admission.** The **Merit Lists** will be published on the college website in regular phases, according to availability of seats in each stream and subject, and Calcutta University notifications. Regular notification in this matter would be put up on the college website. **All concerned applicants are requested to check the college website REGULARLY (on a DAILY basis) for such information.**

21. A call list for admission will be generated against the Final Merit List. The applicants selected in the **Call List for Admission** in all the phases of admission published in the college website will be informed through **SMS or E-mail.**
    However, for their own convenience all applicants **must check the college website on the given date to see the Merit Lists for Admission** in order to negate any room for error. We urge the applicants to kindly cooperate with us in this matter.

22. A specific time span will be given for each phase of admission during which an applicant listed in the particular merit list **MUST** take admission and pay the Admission Fees online through the link given in the admission portal to complete the process.

23. **Failure to complete the admission through payment of admission fees by any selected applicant within the stipulated time will mean that the applicant will permanently lose his/ her opportunity of getting admitted to the college.**

24. **Please note that all admissions done through the online system are provisional subject to physical verification of original documents by the College and approval of the University of Calcutta.**

25. The admitted students are to report to the college physically on the date of commencement of classes, to be announced later on the college website following State Government and Calcutta University notifications. They should bring with the mall the uploaded testimonials and documents in original and a photo copy of each document for verification on that day.

26. **Admission will stand cancelled if the documents are found not in conformity with the declaration in the forms submitted online (as per GO No. 434-Edn(CS)/10M-95/14 dt. 16.07.2020). The admission fee submitted in such cases would be considered forfeited by the student. Therefore, all applicants are requested to be very careful while**

submitting relevant information and uploading of testimonials during the online process of application/admission.

27. **In case the applicant is already admitted to any other college/institute during the time of admission to this college, it would be his/her responsibility to cancel that admission at the earliest otherwise he/she will face serious problems at the time of University registration. The applicant is to give a declaration during the time of admission to this college.**

28. In case the applicant wishes to cancel his/her admission in this college, he/she is required to fill up the cancellation form and submit it online. Once the cancellation is approved by the college authority the applicant can take a print out of the cancellation receipt.

29. **For refund** of the admission fee, the applicant is to provide his/her bank account details in the cancellation form itself (in the specified space) where he/she wishes to have the money refunded. During the process of cancellation to be complete an OTP will be generated and sent to the registered mobile number of the applicant ONLY.

<u>PLEASE CHECK THE COLLEGE WEBSITE REGULARLY FOR UPDATES.</u>