

# SIVANATH SASTRI COLLEGE

## ADMISSIONS NORMS FOR ACADEMIC SESSION 2023-24

[N.B. – The following norms and regulations of the College have been prepared in accordance with Notification No. CSR/04/2023 dt. 23.6.2023, CSR/05/2023 dt. 23.6.2023 and CSR/06/2023 dt. 23.6.2023 as well as The Kolkata Gazette (Extraordinary) No. 265-Edn.(CS)/OM-1021/2022 dt. 24.4.2023 and G.O. No. 354-Edn(CS)/10M-95/14 dt. 2.6.2023 of the Government of West Bengal. Alongside these, the Rules and Regulations pertaining to Reservation of seats in educational institutions in West Bengal shall apply as per relevant government orders that have been issued from time to time. In case of any inadvertent difference between the abovementioned orders/notifications and the norms given below, the orders/notifications shall prevail and the differences will be rectified if brought to the attention of competent authority.]

The Norms are divided into the following parts –

- A. College Information
- B. Common Admission Norms
- C. Types of Courses Offered and Important Norms
- D. Course-Wise Eligibility Criteria
- E. Seat Matrix
- F. Fees Structure
- G. Merit-listing and Admissions
- H. Registration of Admitted Students
- I. Cancellation of Admissions

Prospective applicants and their parents/guardians are requested to go through all nine parts of the norms carefully along with the University Notifications that have been uploaded to the website admission portal. The College will not be responsible for any student/parent/guardian who makes an inadvertent error owing to ignorance about any norms of the College.

## PART - A COLLEGE INFORMATION

1. The College is a morning College with timings of 6:15 AM to 11:30 AM in the summer (March 15 to November 14 of every year) and 6:45 AM to 11:30 AM in the winter (November 15 to March 14).
2. The College is a girls'/women's college. No male students are admitted to the College.
3. The College is a government-aided College affiliated to the University of Calcutta and follows the curricula and rules and regulations of the University.
4. The College shares infrastructural resources, including the South City College building, with two other colleges viz. Heramba Chandra College (Day Shift) and Prafulla Chandra College (Night Shift). These colleges are independent entities of their own and Sivanath Sastri College cannot entertain any request having a bearing on either of these two Colleges.
5. The College has no hostel or College bus. Students must make their own arrangements for coming to the College and reaching home after College.

More detailed information about the College may be found in the College prospectus, an e-copy of which will be available in the College website.

## PART - B COMMON ADMISSION NORMS

1. Students who have passed in the past five years viz. 2023, 2022, 2021, 2020 and 2019 are allowed to seek admission to the College.
2. Students who have previously studied under the older CBCS or 1+1+1 system but dropped a year and wish to continue their studies will be required to study in the older system under which they began their studies. The norms given below will not be applicable for them as they will be governed by relevant rules and regulations pertaining to CBCS (2018 norms) and 1+1+1 (2012 and 2017 norms) respectively.

3. Students who have completed their studies under the West Bengal Board of Higher Secondary Education (WBBHSE), Central Board of Secondary Education (CBSE), ISC or any other state board may apply for the courses mentioned below. Students who have studied under Open Schooling Boards are also welcome to apply.
4. Applications will be received as per date schedule to be provided soon.
5. Applications will be received through the online admission portal that can be accessed at [www.sivanathsastricollege.org](http://www.sivanathsastricollege.org) . No applications will be received in the College premises.
6. **Students are strongly advised not to come to the College during the admission process unless their presence is specifically required.** Students will begin attending the College from the date of start of classes (to be notified).
7. There are no fees for applying for any course or for uploading of documents.
8. Students are required to familiarize themselves with relevant government, University and College norms as the College will not be responsible for the student being unaware of any norms or regulations.
9. Students are required to be aware that they will be eligible for benefits of reservation under SC, ST, OBC-A and OBC-B only if they are domiciled in West Bengal and can produce a certificate provided by the competent authority under the Government of West Bengal. Reservation cannot be claimed by students hailing from other states and possessing certificates of states other than West Bengal.
10. Students must have a valid category certificate issued by the Government of West Bengal, a scan of which must be uploaded to the portal at the time of application. **Students who have not yet received their category certificates are advised that if they are unable to submit their category certificates in time, they will not be allowed to proceed with admission in the category they have chosen.** Students who have category certificate for one category but mistakenly choose another category will not be allowed to change their category later. Their application will be cancelled.
11. **For EWS Category, certificate in proper format, duly signed and stamped by competent authority under the Government of West Bengal vide Gazette Notification No. 265-Edn.(CS)/OM-1021/2022 dt. 24.4.2023, is to be uploaded by the student seeking reservation benefits under EWS Category. Incorrect or incomplete document upload will result in rejection of the application.**

12. Students choosing Multidisciplinary Courses in either B.A. or B.Sc. would be required to submit their choice of subject combination at the time of application. This would not be changeable later. They must also indicate their choice of compulsory language i.e. Bengali, English or Hindi.
13. A number of faculty members, College staff and technical team members will be ready to advise the students about their applications and admission procedures. The helpline numbers will be published in a separate document. Students are advised to contact only on the helpline numbers within the allotted hours. Under no circumstances will calls to personal numbers of faculty and staff be entertained.
14. A detailed schedule of dates indicating the date of start of applications, date of beginning of admissions, publication of first and subsequent merit lists, etc. will be published in the College website soon.
15. The decision of the Principal will be final and binding in all cases.

## PART – C TYPES OF COURSES OFFERED AND IMPORTANT NORMS

The College offers two types of courses –

- i. Four Year Honours Courses in B.A./B.Sc. (with Honours and Honours with Research) under CCF 2022 (previously known as Honours courses)
- ii. Four Year Honours Course in B.Com. (with Honours and Honours with Research) under CCF 2022 (previously known as B.Com. Honours in Accountancy)
- iii. Three Year B.A./B.Sc. (Multidisciplinary Course of Studies) under CCF 2022

### ONE. Norms for Four-Year Honours Courses in B.A./B.Sc.

- a. Students electing to study Honours courses will have to choose their core subject i.e. major subject and alongside, two minor subjects as per the options offered by the College. For detailed information, they are referred to Notification No. CSR/05/2023 dt. 26.6.2023 and CSR/06/2023 dt. 26.6.2023 of the University of Calcutta.
- b. Students will have the option of exiting at the end of each academic year and obtaining the relevant degree as per NEP norms.

- c. Students who fulfil requisite criteria (including 75% marks in previous Semesters) will have the option of graduating as Honours with Research at the end of the Fourth Year. Alternatively, they may opt for only Honours.
- d. A student studying a Four Year Honours course will not be able to shift to Multidisciplinary course at a later date.
- e. The College will adhere strictly to the norms of the University of Calcutta and requests for deviation from these norms will not be entertained.

## **TWO. NORMS FOR FOUR-YEAR HONOURS COURSE IN B.COM.**

- a. Students electing to study Honours in B.Com. will have to take their Major subject and a minor subject as per the options offered by the College. For detailed information, they are referred to Notification No. CSR/06/2023 dt. 26.6.2023.
- b. Students will have the option of exiting at the end of successful completion of six semesters will obtain Three Year B.Com. Honours degree.
- c. If a student opts to complete all eight semesters and completes them with research, she shall be awarded Four Year B.Com. Honours with Research.
- d. If a student opts to complete all eight semesters but does not opt for research, she shall obtain Four Year B.Com. Honours degree.
- e. The College will adhere strictly to the norms of the University of Calcutta and requests for deviation from these norms will not be entertained.

## **THREE. NORMS FOR MULTIDISCIPLINARY COURSES**

- a. Students electing to study multidisciplinary courses will have to choose 3 subjects at the time of application. These three subjects must be among the subjects taught in the College.
- b. Once these subjects have been selected and the student begins studying them, the student will not be able to modify her choices.
- c. Multidisciplinary courses have a maximum duration of 3 years, but students wishing to exit earlier may do so as per relevant norms of the University of Calcutta.
- d. A student undertaking Multidisciplinary course of study will not be able to shift to Honours course at a later date.
- e. The College will adhere strictly to the norms of the University of Calcutta and requests for deviation from these norms will not be entertained.

**Nomenclature of degree:** A student taking up Multidisciplinary Courses of Studies for the B.A. Degree shall study: i) Both the core subjects and the minor subject from the Humanities discipline. or ii) Any two of the three subjects (two core and one minor subjects) from the Humanities Discipline and the other from the Science/ Home Science discipline.

A student taking up Multidisciplinary Courses of Studies for the B.Sc. Degree shall study: i) Both the core subjects and the minor subject from the Science/ Home Science discipline. or ii) Any two of the three subjects (two core and one minor subjects) from the Science/ Home Science discipline and the other from the Humanities discipline.

## PART - D COURSE-WISE ELIGIBILITY CRITERIA

[Note - In the following table, “subject” means the subject in which the student wishes to study eg. for a student opting to study Single-Core Course in Bengali, the “subject” for eligibility would be “Bengali.” On the other hand, “related subject” would be a number of subjects which the student may have studied if she did not study the subject in which she wishes to study Four Year Honours under CCF 2022 at the graduation level. Eg. For a student who wishes to study Political Science at the graduation level but did not have Political Science in HS, her eligibility would be determined by a “related subject” like History. A list of related subjects have been provided as per relevant Notification of the University of Calcutta.]

### Eligibility Criteria for all Four Year Honours in B.A./B.Sc. courses will be -

#### a. FOR GENERAL/EWS/OBC-A/OBC-B -

- I. A minimum of 50% marks in the aggregate and 45% marks in the subject or related subject at the previous qualifying examination.

*Or*

- II. 55% marks in the subject or related subject at the previous qualifying examination.

*Or*

- III. 50% marks in the aggregate when the student has not studied the subject in his/her previous qualifying examination provided all other clauses are satisfied.

b. FOR SC/ST -

Students belonging to Reserved Categories taking up Major Course of Study must have obtained a minimum of 40% marks in the aggregate or 40% marks in the subject or related subjects at the previous qualifying examination, as the case may be.

Eligibility Criteria for Students Opting to Study B.Com. Honours Four Year Degree Programme (with or without Research) -

a. FOR GENERAL/EWS/OBC-A/OBC-B -

- I. A minimum of 50% marks in the aggregate and 45% marks in the subject or related subject at the previous qualifying examination.

*Or*

- II. 55% marks in the subject or related subject at the previous qualifying examination.

b. FOR SC/ST -

Students belonging to Reserved Categories taking up Major Course of Study must have obtained a minimum of 40% marks in the aggregate or 40% marks in the subject or related subjects at the previous qualifying examination, as the case may be.

The Four Year Honours courses in B.Com./B.A./B.Sc. offered by the College are as follows -



MAJOR	MINOR 1	MINOR 2	RELATED SUBJECTS AND SPECIAL REQUIREMENTS (IF APPLICABLE)
B.COM. (ACCOUNTANCY)	As specified in CSR/06/2023 dt. 26.6.2023	NA	Subject/Related Subject : Accountancy, Business Economics including Business Mathematics, Business Organization , Mathematics, Business Mathematics, Economics, Statistics, Business Studies, Office and Secretarial Practice, Financial Accounting, Elements of Cost Accountancy and Auditing, Book Keeping, Commerce, Cost Accountancy & Principle of Management, Commercial Law and Preliminaries of Auditing, Costing and Taxation.
BENGALI	Sanskrit/ Philosophy	Women's Studies/ Political Science	None (student must have studied Bengali at HS/Class XII level)
ECONOMICS	Mathematics	Statistics/ Political Science	A Student shall be allowed to take up Major in Economics if the candidate 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/ Applied 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 with Economics as the Major subject, students of Economics Major have to take up Mathematics as one of the Minor subject.
EDUCATION	Political science	History/ Women's Studies	If the student has not studied Education as a subject in the previous qualifying examination then Psychology/ Philosophy/ Mathematics/Sociology/ Economics/ Political Science/ History /Statistics /Physics /Chemistry /Biology be treated as related subjects
ENGLISH	History/ Sanskrit	Education/ Philosophy	None (student must have studied English at the HS/Class XII level)

GEOGRAPHY	Economics	Botany/ Education/ Political Science	None (student must have studied Geography as a subject at the HS/Class XII level)
HISTORY	Political Science/ Women's Studies/History	Education	None (Student must have studied History at the HS/Class XII level)
POLITICAL SCIENCE	History/ Geography	Education/ Women's Studies	Related subject for Political Science refers to Sociology, Philosophy, Education,

The college offers the following combinations for multidisciplinary courses.

CC 1	CC 2	Minor
Bengali	Sanskrit/ Education	History/ Women's Studies
Botany	Geography	Women's Studies
Economics	Mathematics/ Political Science	Geography/ Women's Studies
Education	Political Science	History/ Sanskrit
English	History	Women's Studies
Geography	Economics	Education/ Botany
History	Women's Studies	Political Science
Mathematics	Statistics	Economics
Philosophy	Women's Studies/ Education	Bengali
Political Science	History/ Sanskrit	Education/ Women's Studies
Sanskrit	Bengali/Education	Philosophy/ Political Science
Statistics	Mathematics	Economics
Women's Studies	History	Political Science

Eligibility Criteria for all students wishing to study Multidisciplinary Courses is –

A student who has passed the Higher Secondary (10+2) or its equivalent Examination is eligible to seek admission to the 1st year of the B.A./B.Sc. (Multidisciplinary) Course of Studies provided the candidate has also passed in English having full marks not being less than 100

This shall be applicable for all categories viz. General, EWS, OBC-A, OBC-B, SC AND ST.

## PART - E SEAT MATRIX

The College follows the rules and regulations with regard to Reservation of Seats for various categories, as instructed by the Government of West Bengal from time to time. From the Academic Year 2023-24 onwards, EWS (Economically Weaker Section) reservation is being implemented in the educational institutions of West Bengal. This is reflected in the seat matrix structure provided below -

Course Name	Total Seat	General		SC		ST		OBC-A		OBC-B		EWS	
		Non-PWD	PWD	Non-PWD	PWD	Non-PWD	PWD	Non-PWD	PWD	Non-PWD	PWD	Non-PWD	PWD
B.A.(Multidisciplinary)	303	130	7	64	3	17	1	28	2	20	1	28	2
B.A.(Hons) - BENGALI	110	47	2	23	1	7	0	10	1	8	0	10	1
B.A.(Hons) - EDUCATION	110	47	2	23	1	7	0	10	1	8	0	10	1
B.A.(Hons) - ENGLISH	110	47	2	23	1	7	0	10	1	8	0	10	1
B.A.(Hons) - HISTORY	110	47	2	23	1	7	0	10	1	8	0	10	1
B.A.(Hons) - POLITICAL SCIENCE	110	47	2	23	1	7	0	10	1	8	0	10	1
B.COM(HONS.) - ACCOUNTANCY	642	275	14	134	7	37	2	61	3	43	2	61	3
B.SC.(Multidisciplinary)	49	21	1	10	1	3	0	5	0	3	0	5	0
B.Sc.(Hons) - ECONOMICS	37	15	1	8	0	2	0	4	0	3	0	4	0
B.Sc.(Hons) - GEOGRAPHY	37	15	1	8	0	2	0	4	0	3	0	4	0

## PART -F FEES STRUCTURE

The College collects the fees for the first two Semesters i.e. the fees for the first year of undergraduate study, at the time of admission from students who have been merit listed and wish to take admission. The fees structure is shared in a separate document for general information in the admission portal of the College. Failure to pay fees will result in the student being denied admission to the College and she will forfeit her right to be admitted to the College.

Fees for subsequent years are collected during the subsequent years. They may vary somewhat from year to year and will be intimated to the students through the College website.

## PART - G MERIT-LISTING AND ADMISSIONS

1. Merit listing will take place on the basis of Aggregate of top four subjects i.e. the top 4 marks obtained by the student in her HS/Class XII examinations will be added to produce the aggregate and aggregate percentage. For calculation of aggregate, all subjects in which the total marks are 100 marks will be considered. Subjects in which only grades are awarded and subjects having less than 100 marks in total will not be considered.
2. A complete list of all students who are deemed to be eligible for admission will be published, course-wise, prior to the beginning of admissions. This contains the names and aggregates of all applicants and is simply for students to check whether they are deemed eligible by the college. It is not a merit list. A list of rejected candidates will also be published.
3. Students will be given a time window within which they can make corrections and appeal their rejection in case their application has been rejected. Once this window closes, no further modification of the student details will be allowed.
4. Following the closure of the modification window, a final applicant list will be published course-wise.
5. Following publication of the final applicant list, the first merit list will be published with a specified time window. Students whose names are mentioned in the list will be required to login to the admission portal within the time window and pay the admission fees.

6. Once payment is done, a challan will be generated. The student is strongly advised to print this challan and keep multiple copies of it with her. She will be required to carry this challan with her on the first day of classes.
7. Students will subsequently be onboarded to Departmental WhatsApp groups and further instructions will be provided by the faculty members of the Department concerned.

## PART -H - REGISTRATION OF ADMITTED STUDENTS

Students who have been merit-listed, have taken admission during the allotted time window with requisite payment of fees will be provisionally admitted to the College. They will have their documents, including their marksheets, admit cards, category certificates and Aadhaar cards, verified by College faculty. Students who clear the verification would have their names sent to the University along with relevant documents for registration under the University. The final decision to register a student rests with the University and is its sole discretion. Only students who are registered under the University will be enabled to give the Semester examinations and progress through the Semesters.

Students who are denied registration for want of fulfilling any of the steps mentioned above or who are denied registration by the University for whatever reason will have their admission cancelled.

## PART – I CANCELLATION OF ADMISSION AND REFUND OF FEES PAID

Admission can be cancelled under the following conditions –

- a. Student does not wish to continue in the College and applies for cancellation.
- b. Student is found to have provided false/incomplete information at the time of application and had obtained her admission on the basis of such information.
- c. Student is denied registration by the University for whatever reason.

In case of a., a cancellation portal will be opened within the admission portal section of the website. The instructions for cancellation will be provided within the cancellation portal. Students are to note that as part of the cancellation process, they are to download a pre-filled declaration form, sign it themselves and get it signed by their parent/guardian, scan and upload it along with a scan of a cancelled cheque or the first page of their passbook. These will be verified and upon verification, the student will receive an email stating that her admission cancellation has been approved.

Once cancellation has been approved, it is impossible for the student to be added to the portal once more. Hence, students are advised to apply for cancellation after careful consideration of all factors.

Refunds will be issued as per UGC norms governing the same. Refunds will be provided to the bank account details provided at the time of cancellation. Refunds take time to be processed and students are advised to be patient.

In case of b. and c., the student may be given a chance to prove her *bona fides* through submission of correct/complete documents. However, where such documents are not submitted or are found to be incomplete/incorrect, her admission is liable to be cancelled. The decision of the Principal will be final and binding in all such cases.