

## Admission at a glance for the session: 2020-21

### Scottish Church College

#### Admission Manual for Under Graduate Courses

#### Academic Session: 2020-21

**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 2020-21

1. The process of admission for the academic session of 2020-21 of Scottish Church College will be **entirely online** based on the WB GO No. 434-Edn.(CS)/10M-95/14 dated 16.07.2020.
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 :10/08/2020**(as per University of Calcutta [CU] notification dt. 24.07.2020)
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 **2015 to 2020** 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)---

<b>Sl. No.</b>	<b>A</b>	<b>Sl. No.</b>	<b>B</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.
- i) **Microbiology** : A candidate shall be allowed to take up Honours in Microbiology if he/she has **passed** in **Chemistry** in the previous qualifying Examination.
- ii) **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 **IN THE COLLEGE** please see below---

<b>Please note the following</b>	
1	All matters concerning Admission will be done <b>ONLINE</b> .
2	No distinction between West Bengal Board and Other Boards.
3	Aggregate means Total Marks of the <b>Best FOUR Subjects</b> (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 & 50% in Bengali	Aggregate + % Marks in Bengali <b>Note :In case of same index :</b> 1. If tie occurs in Index Marksthen 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	20% of aggregate + 80% of Marks in English <b>Note :In case of same index :</b> 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. If still tie occurs then Marks in Bengali/Hindi will be considered.
3	History (55)	Arts stream with History	60% aggregate, 60% in History & 60% in English/Bengali	30% of aggregate + 70% Marks in History
		Arts stream without History	60% Aggregate, & 65% in English/Bengali (whichever is higher)	30% of aggregate + 70% in English/Bengali (whichever is higher)
		Science stream	60% Aggregate, & 65% in English/Bengali (whichever is higher)	30% of aggregate + 70% in English/Bengali (whichever is higher)
		Commerce Stream	60% Aggregate + 65% in English/Bengali (whichever is higher)	30% of aggregate + 70% in English/Bengali (whichever is higher)
			<b>Note : Candidates with same index :</b> 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.	

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
4	Philosophy (55)		5 50% Aggregate & 50% in Philosophy / Psychology / Mathematics / Education / Sociology / Political Science	Aggregate + % Marks in Philosophy (If candidate has not studied Philosophy % marks in Psychology/Education/Mathematics/Sociology/Political Science (whichever is higher) <b>Note :Candidates with same index :</b> <b>1. If tie occurs in Index Marks then the Subject Marks will be considered.</b> <b>2. If still tie occurs then Marks in English will be considered.</b>
5	Political Science(65)	Arts stream with Pol. Sc.	60% aggregate, 65% in Pol. Sc. & 65% in English/Bengali, whichever is higher	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	Aggregate % + 2 x % Marks in English/Bengali (whichever is higher)
		Science / Commerce streams	60% aggregate, 75% in English/Bengali whichever is higher	Aggregate % +2 x % Marks in English or Bengali (whichever is higher).
			<b>Note : Candidates with same index :</b> <b>1. If tie occurs in Index Marks then the Subject Marks/ Marks in English, if no Political Science will be considered.</b> <b>2. If still tie occurs then Marks in English will be considered.</b>	
6	Sanskrit (50)		50% Aggregate & 50% in Sanskrit	Aggregate + % Marks in Sanskrit <b>Note : Candidates with same index :</b> <b>1. If tie occurs in Index Marks then the Subject Marks will be considered.</b> <b>2. If still tie occurs then Marks in English will be considered.</b>
7	Botany (30)		Pass in Chemistry (Theory & Practical separately) with 55% in Aggregate &60% in Biology/Bio-technology/Botany	Aggregate + % Marks in Biology/Botany/Biotechnology <b>Note :Candidates with same index :</b> <b>1.If tie occurs in Index Marks then marks in Biology/ Botany / Biotechnology will be considered.</b> <b>2. If still tie occurs then marks in Chemistry will be considered.</b> <b>3.If still tie occurs then marks in English will be considered.</b>
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	2 x % Marks in Chemistry + % Marks in Physics + % Marks in Maths <b>Note :Candidates with same index :</b> <b>1. If tie occurs in Index Marks then the Subject Marks will be considered.</b> <b>2. If still tie occurs then Marks in Mathematics will be considered.</b> <b>3. If still tie occurs then Marks in Physics will be considered.</b> <b>4. If still tie occurs then Marks in English will be considered.</b>

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
9	Computer Science (30)		60% Aggregate, 60% in Maths + 60% in Comp. Science/Information Sc. otherwise Physics)	<p><b>With Computer Science :</b> Aggregate % + % Marks in Maths + % Marks in Comp. Sc./Information Sc.</p> <p><b>Without Computer Science :</b> Aggregate % + % Marks in Maths x 2</p> <p><b>Note : Candidates with same index :</b></p> <ol style="list-style-type: none"> <li><b>1. If tie occurs in Index Marks then the Marks in Mathematics will be considered.</b></li> <li><b>2. If still tie occurs then marks in Computer Science / Information Science otherwise Physics will be considered.</b></li> <li><b>3. If still tie occurs then Marks in English will be considered.</b></li> </ol>
10	Economics (60)	With Economics *	60% Aggregate & 50% in English & 60% in Maths & 60% in Economics.	40% of aggregate + 60% of % marks in Mathematics
		Without Economics *	60% Aggregate & 50% in English & 60% in Maths	40% of aggregate + 60% of marks in Mathematics
		*Those with Business Mathematics of ISC are also eligible to apply as per CU norms		<p><b>Note : Candidates with same index :</b></p> <ol style="list-style-type: none"> <li><b>1. If tie occurs in Index Marks then the Marks in Mathematics will be considered.</b></li> <li><b>2. If still tie occurs then Marks in English will be considered.</b></li> </ol>
11	Mathematics (70)		60% Aggregate + 70% in Mathematics	<p>2 x % marks in Maths + % of marks upto 2 decimal places in aggregate</p> <p><b>Note : Candidates with same index :</b></p> <ol style="list-style-type: none"> <li><b>1. If tie occurs in Index Marks then the Marks in Mathematics will be considered.</b></li> <li><b>2. If still tie occurs then Marks in English will be considered.</b></li> </ol>
12	Microbiology (30)		60% Aggregate, 40% in Maths, 60% in Chemistry & 70% in Biology/Biotechnology	<p>Aggregate % + % marks in Biology/Bio-technology + % marks in Chemistry.</p> <p><b>Note : Candidates with same index :</b></p> <ol style="list-style-type: none"> <li><b>1. If tie occurs in Index Marks then the Marks in Biology will be considered.</b></li> <li><b>2. If still tie occurs then Marks in Chemistry will be considered.</b></li> </ol>

	Honours Subject No. of Seats	Stream/Comments	Minimum eligibility to apply	Index Marks
13	Physics (50)		50% marks in the aggregate and 45% marks in Physics OR 55% marks in the Physics at the previous qualifying examination	% in Physics + % in Mathematics <b>Note : Candidates with same index :</b> 1. <b>If tie occurs in Index Marks then Marks in Physics will be considered.</b> 2. <b>If still tie occurs then Marks in Mathematics will be considered.</b>
14	Zoology (30)		Pass in Chemistry (Theory & Practical separately) with 60% in aggregate & 60% in Biology/Bio-technology/Zoology	Aggregate + % Marks in Biology/Zoology / Biotechnology <b>Note : Candidates with same index :</b> 1. <b>If tie occurs in Index Marks then Marks in Zoology/Biology/ Biotechnology will be considered.</b> 2. <b>If still tie occurs then Marks in Chemistry will be considered.</b> 3. <b>If still tie occurs then Marks in English will be considered.</b>
15	B.Com (50)	Commerce Stream (Mathematics/BSTD/CSTX/CLPA/Econ)	55% in aggregate (Best of FOUR), 55% in Accountancy & 40% in Maths / BSTD / CSTX / CLPA / Economics	60% of aggregate + 20% of Accountancy + 20% of Maths/BSTD/CSTX/CLPA/Economics
		Science Stream	60% in Aggregate (Best of FOUR) and 60% in Maths	60% of aggregate + 40% of Mathematics
		Arts Stream (With Economics & Mathematics)	60% in Aggregate (Best of FOUR), 60% in Mathematics & 40% in Economics	60% of aggregate + 20% of Mathematics + 20% of Economics
			<b>Candidates with same index :</b> 1. <b>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.</b> 2. <b>If still tie occurs then the Aggregate Marks in the best of four subjects of candidates from all streams will be considered.</b>	
16	BBA(45)		60% Aggregate (excluding Environmental Studies & Environmental Education) in any stream in WBCHSE/ISC/CBSE/equivalent recognised by University of Calcutta, (55% for SC/ST category) and must have passed in English having full marks not less than 100.	80% of Aggregate + 20% of Accountancy / Economics / Business Economics / English / Mathematics / Business Mathematics / Statistics / Business Statistics <b>Note : Candidates with same index :</b> 1. <b>If tie occurs in Index Marks then the Marks in English will be considered.</b> 2. <b>If still tie occurs then Marks in Bengali/Hindi will be considered.</b>

<b>Category B - Reservation (excluding BBA) (SC/ST/PH/Christian)</b>				
	<b>Honours Subject No. of Seats</b>	<b>Stream/Comments</b>	<b>Minimum eligibility to apply</b>	<b>Index Marks</b>
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
			<b>OR</b>	
			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
			<b>OR</b>	
3	Christian		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			<b>OR</b>	
			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
			<b>OR</b>	
			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

## 7. Honours Courses Offered &amp; Seat Distribution:

Stream/Course	Subjects (Honours)	General	Christian		SC	ST	PWD	Total
			CNI	Churches Other than CNI				
<b>B. A. (Honours)</b>	Bengali	19	7	5	6	2	1	<b>40</b>
	English	26	10	6	9	2	2	<b>55</b>
	History	26	10	6	9	2	2	<b>55</b>



	Philosophy	26	10	6	9	2	2	<b>55</b>
	Political Science	31	12	7	9	4	2	<b>65</b>
	Sanskrit	24	9	6	7	3	1	<b>50</b>
<b>B. Sc. (Honours)</b>	Botany	14	6	3	4	2	1	<b>30</b>
	Chemistry	24	9	6	7	3	1	<b>50</b>
	Comp. Sc.	14	6	3	4	2	1	<b>30</b>
	Economics	28	11	7	9	3	2	<b>60</b>
	Mathematics	33	13	8	11	3	2	<b>70</b>
	Mic. Bio	14	6	3	4	2	1	<b>30</b>
	Physics	24	9	6	7	3	1	<b>50</b>
	Zoology	14	6	3	4	2	1	<b>30</b>
<b>B.Com</b>	B.Com	24	9	6	7	3	1	<b>50</b>
<b>B.B.A</b>	B.B.A	22	8	5	6	3	1	<b>45</b>

8. **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).**
9. **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.**
10. The B.Com Honours Course is conducted in **the MORNING SHIFT, 6:30 am onwards. All other Degree Courses in Arts, Science and Business Administration run in the DAY SHIFT--- 10 a.m. onwards.**
11. 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—**

iii) **Economics Honours:** Candidates have to take up Mathematics as one of the elective subjects.

iv) **Microbiology Honours:** Candidates have to take Chemistry as one of the elective subjects.

v) **Computer Science Honours:** Candidates have to take Mathematics as one of the elective subjects.

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

<b>B.A. Honours Degree Course</b>		
<b>Sl. No.</b>	<b>Honours Subject</b>	<b>GE Subject</b>
<b>1</b>	<b>Bengali</b>	History
		Sanskrit / Sociology
		Philosophy / Psychology
		Economics/ Psychology
		Political Science
<b>2</b>	<b>English</b>	History
		Philosophy / Psychology
		Sociology
		Physical Education
		Economics / Psychology

		Hindi
		Political Science
<b>3</b>	<b>History</b>	Bengali / Hindi
		Philosophy / Psychology
		Sanskrit / Sociology
		English
		Political Science
		Physical Education
<b>4</b>	<b>Philosophy</b>	Bengali / Hindi
		Political Science
		Sanskrit / Sociology
		History
		Physical Education
		English
<b>5</b>	<b>Political Science</b>	Bengali / Hindi
		English
		Philosophy
		Psychology/Economics
		Sociology
		Physical Education
		History
<b>6</b>	<b>Sanskrit</b>	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.

- 3. 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>B.Sc. Honours Degree Course</b>					
<b>Sl. No.</b>	<b>Honours Subject</b>	<b>SEM – 1 (Any one)</b>	<b>SEM – 2 (Any one)</b>	<b>SEM – 3 (Any one)</b>	<b>SEM – 4 (Any one)</b>
<b>1</b>	<b>Botany</b>	Chemistry	Microbiology	Microbiology	Chemistry
		Microbiology	Zoology	Zoology	Microbiology
		Zoology			Zoology
<b>2</b>	<b>Chemistry</b>	Botany	Mathematics	Mathematics	Botany
		Mathematics	Physics	Physics	Mathematics
		Physics			Physics
		Zoology			Zoology
<b>3</b>	<b>Computer Science</b>	Mathematics	Mathematics	Mathematics	Mathematics
		Physics	Physics	Physics	Physics
		Statistics	Statistics	Statistics	Statistics
<b>4</b>	<b>Economics</b>	Computer Sc.	Computer Sc.	Computer Sc.	Computer Sc.
		Mathematics	Mathematics	Mathematics	Mathematics
		Political Science	Political Science	Political Science	Political Science
		Statistics	Statistics	Statistics	Statistics
<b>5</b>	<b>Mathematics</b>	Computer Science	Chemistry	Chemistry	Computer Science
		Physics	Computer Sc.	Computer Sc.	Physics
		Statistics	Physics	Physics	Statistics
			Statistics	Statistics	
<b>6</b>	<b>Microbiology</b>	Chemistry	Botany	Botany	Chemistry
			Zoology	Zoology	
<b>7</b>	<b>Physics</b>	Computer Science	Computer Science	Computer Science	Computer Science
		Mathematics	Chemistry	Chemistry	Mathematics
		Statistics	Statistics	Statistics	Statistics
			Mathematics	Mathematics	
<b>8</b>	<b>Zoology</b>	Botany	Botany	Botany	Botany
		Chemistry	Microbiology	Microbiology	Chemistry
		Microbiology			Microbiology

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

13. Fee Structure:\*Considering the present crisis due to Covid-19 the College has decided not to increase the cost of Application Forms and also the college fees for the session 2020-21 i.e.the cost of Application Forms and the college fees will remain the same as last year.

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

<b>B.A.</b>			
<b>Sl. NO.</b>	<b>HONOURS SUBJECT with NUMBER OF SEATS</b>	<b>GENERAL ELECTIVE</b>	<b>FEES PAYABLE FOR ADMISSION TO B.A. SEMESTER 1 HONOURS DEGREE COURSE IN RS.</b>
<b>1</b>	<b>Bengali (40)</b>	History	11185
		Sanskrit	11185
		Sociology	11185
		Philosophy	11185
		Psychology	13185
		Economics	11185
		Political Science	11185
<b>2</b>	<b>English (55)</b>	History	11951
		Philosophy	11951
		Sociology	11951
		Physical Education	13951
		Economics	11951
		Psychology	13951
		Hindi	11951
		Political Science	11951
<b>3</b>	<b>History (55)</b>	Bengali	11951
		Hindi	11951
		Philosophy	11951
		Sanskrit	11951
		Psychology	13951

		Sociology	11951
		English	11951
		Physical Education	13951
		Political Science	11951
4	Philosophy (55)	Bengali	11185
		Hindi	11185
		Political Science	11185
		Sanskrit	11185
		Sociology	11185
		History	11185
		Physical Education	13185
		English	11185
5	Political Science (65)	Bengali	11951
		English	11951
		Hindi	11951
		Philosophy	11951
		Psychology	13951
		Economics	11951
		Sociology	11951
		Physical Education	13951
		History	11951
6	Sanskrit (50)	Political Science	11185
		History	11185
		Bengali	11185
		Hindi	11185
		Psychology	13185
		Philosophy	11185

B.Sc.			
Sl. NO.	HONOURS SUBJECT with NUMBER OF SEATS	GENERAL ELECTIVE	FEES PAYABLE FOR ADMISSION TO B.Sc. SEMESTER 1 HONOURS DEGREE

			<b>COURSE IN RS.</b>
<b>1</b>	<b>Botany (30)</b>	Chemistry	<b>17666</b>
		Microbiology	<b>18166</b>
		Zoology	<b>17666</b>
<b>2</b>	<b>Chemistry (50)</b>	Botany	<b>18216</b>
		Mathematics	<b>17716</b>
		Physics	<b>18216</b>
		Zoology	<b>18216</b>
<b>3</b>	<b>Computer Science(30)</b>	Mathematics (Compulsory)	<b>34216</b>
		Physics	<b>34716</b>
		Statistics	<b>34216</b>
<b>4</b>	<b>Economics (60)</b>	Computer Science	<b>15096</b>
		Mathematics (Compulsory)	<b>12746</b>
		Political Science	<b>12746</b>
		Statistics	<b>12746</b>
<b>5</b>	<b>Mathematics(70)</b>	Computer Science	<b>19516</b>
		Physics	<b>17666</b>
		Statistics	<b>17166</b>
<b>6</b>	<b>Microbiology (30)</b>		
		Chemistry(Compulsory)	<b>37466</b>
<b>7</b>	<b>Physics(50)</b>	Computer Science	<b>19516</b>
		Mathematics	<b>17166</b>
		Statistics	<b>17166</b>
<b>8</b>	<b>Zoology (30)</b>	Botany	<b>17666</b>
		Chemistry	<b>17666</b>
		Microbiology	<b>18166</b>

- 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.**

<b>Bachelor of Commerce (B.COM)</b>													
<b>Fee Structure 2020 - 2021.</b>													
<b>Accountancy &amp; Finance (Hons)</b>	<b>One-time Admission Fee</b>	<b>Yearly Annual Chgs</b>	<b>Yr. Est. Chgs</b>	<b>Yr. Books &amp; Journal</b>	<b>Yr. Cyber Chgs</b>	<b>Yr. Aca. Maint.</b>	<b>Yr. Tuition Fee</b>	<b>Total</b>	<b>Lib Caution Deposit</b>	<b>Security Deposit</b>	<b>Sum Total</b>	<b>Sem- 1</b>	<b>Sem- 2</b>
<b>Year I</b>	110	7,876	7,700	2,750	2,750	18,480	1,320	40,986	1,000	10,000	51,986	35,486	16,500

<b>Bachelor of Business Administration (BBA) Honours</b>	
<b>Fee Structure 2020 - 2021.(Sem-1&amp;Sem-2)</b>	
<b>1st year</b>	<b>Fees 20-21</b>
<b>One-time Admission fee</b>	110
<b>Yearly annual Chgs</b>	7,876
<b>Yr Est. Chgs</b>	6,600
<b>Yr. Other Chgs</b>	2,200
<b>Yr. Books &amp; Journal</b>	3,300
<b>Yr. Cyber Chgs</b>	3,300
<b>Yr. Aca Maint.</b>	27,500
<b>Yr. Tuition Fee</b>	1,320
<b>Total</b>	52,206
<b>Lib Caution Deposit</b>	1,000
<b>Security Deposit</b>	4,000
<b>Sum Total</b>	57,206
<b>Semester 1</b>	31,158
<b>Semester 2</b>	26,048



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

- a) Go to College website and click on the **UG & PG Admission 2020** button. Then click on the **Online Admission Portal**. Click '**Admission to UG Courses 2020-2021**'.
- 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 all future communication from the College will be on this number/ email id.
- c) **Registration and Application Procedure:**

**Five (5)** 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 .jpg 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 authorised 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).]
- 4) PWD Certificate (if applicable)
- 5) BPL Certificate (if applicable)
- 6) 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.**
- 7) Maximum size for uploading the following documents:

- Photograph & Signature within **20kb to 50kb each**.
  - Self-attested photocopies of Class 12 Mark Sheet & Age Proof Certificate within **100kb to 150kb each**.
  - All other self attested documents within **50kb to 100kb each**.
- 8) 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: Application Fee Payment:** Once all the above steps are completed successfully, the applicant has to pay the **Application Fee of Rs. 300.00/- per subject/form** through the available payment options.

**Step - 5: Print / Download:** The applicant is advised to print / download the following for future reference after successful payment, of application fee.

- Application Form
- Online Application Fee Payment Confirmation Receipt

15. All the payments related to admission for the session have to be made in online mode i.e., **through Credit card/ Debit card/ Netbanking 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.**

16. 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.**

17. **If an applicant wishes to apply for more than one subject, he/she needs to make payment for each subject/form submitted i.e. for two subjects Rs. 300×2= 600/-.**

**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.**

18. 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 [enquiry@scottishchurch.ac.in](mailto:enquiry@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.

19. 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.

20. 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 [enquiry@scottishchurch.ac.in](mailto:enquiry@scottishchurch.ac.in). **The window for complaint/enquiry would remain open from the time of the publication of the Provisional List till 11:59 pm the next day.**

**Any query/complaint received after this time will not be entertained.**

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

22. 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.
23. 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.**
24. The applicants selected in the **Merit List for Admission** in all the phases of admission published on the college website will be informed through **SMS and EMAIL**.

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.

25. Any applicant whose name appears in the **Merit List for Admission** published on the college website for a particular phase of admission, but does not receive any SMS/ email from the college due to any technical fault, **shall be eligible for admission** in that particular phase.
26. A span of **48 hrs.** 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.
27. **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.**

28. **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.**
29. 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 them all the uploaded testimonials and documents in original and a photo copy of each document for verification on that day.
30. **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.**
31. 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 (will be in-built in the online process) to this effect during the time of admission to this college.
32. 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.
33. 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.

**PLEASE CHECK THE COLLEGE WEBSITE REGULARLY FOR UPDATES.**