

Scottish Church College

Established in 1830

A Heritage Christian Minority Institution

Parent Body: Church of North India

Affiliated to University of Calcutta

NAAC Re-Accredited Grade 'A' Institution (3rd Cycle)

NIRF Rank 101 – 150 (2025)

AISHE CODE C-11964



Admission Brochure

Session 2026-2027



Important Information

- Online applications are invited from the candidates for online admission to Semester 1 in **B.A., B. Sc., B.Com and BBA (Under CCF)** courses for the Academic Session 2025-26. Our UG Admission portal URL: <https://www.scottishadmissions.com>.
- *The process of admission for the academic session of 2026-27 of Scottish Church College will be entirely online and it is handled by Scottish Church College being the religious minority institution is not under the purview of centralized admission process, Department of Higher Education, WB Government (Ref: G.O. No. 265-Edn (CS)/ OM-102L/2022 dated 24/04/23).*
- It is to be noted that the applicants seeking admission to this college are strongly discouraged from coming 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. For any queries, contact: enquiry2026@scottishchurch.ac.in
- 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.
- The College will not be responsible for any other sources of information or help.
- No application will be received after the last date of application as announced in the college website.

ADMISSION REGULATIONS FOR SEMESTER WISE FOUR-YEAR B.A. / B.Sc./B.Com/BBA (Honours with or without Research) COURSES OF STUDIES UNDER [CURRICULUM AND CREDIT FRAMEWORK (CCF, 2022)]

- ❖ In exercise of the powers conferred by Section-54 of Calcutta University Act 1979, the University of Calcutta hereby makes the following Regulations for **B.A. / B.Sc./B.Com/BBA courses of studies (under CCF, 2022)**.
- ❖ These shall apply to every **student** prosecuting the above Courses in this University.
- ❖ Notwithstanding anything contained in any other regulations or rules for the time being in force the study for the above Courses shall be guided by these Regulations effective from the Academic Session **2023-2024**.
- ❖ **Title and Commencement:** These Regulations shall be called THE REGULATIONS FOR SEMESTER WISE 4 YEAR B.A./B.Sc./B.Com/ BBA DEGREE PROGRAMME under CCF, 2022 (CURRICULUM AND CREDIT FRAMEWORK), UNIVERSITY OF CALCUTTA.
- ❖ These Regulations shall come into force with effect from the academic session **2023-2024**.
- ❖ **Duration of the Programme:** *The B.A./ B.Sc./B.Com/BBA Programme shall be for a minimum duration of Eight (08) (with an **exit option** after completion of 2nd/4th/6th Semesters) consecutive semesters of Six months each, i.e. The odd semester will start ordinarily in the month of July and the even semester in the month of January of every year.*

*A student prosecuting a regular course of study for semester wise degree course shall have to clear all semesters in all respect within a span of **seven years** from the year of admission to the particular course and combination, failing which enrolment of the student shall stand cancelled.*

Explanation: A student already admitted in this course may seek fresh admission with different course/ subject combination (with respect to Major/ Minor subjects) subject to eligibility criteria.

❖ **Applicability of the Regulations:**

- These regulations shall be applicable to the students taking admission to the B.A. / B.Sc. Course from the academic session 2023-2024.
- *Students who have already successfully completed any U.G. degree earlier are not eligible to take admission into above course*
- 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. (Single-Major) **Course of Studies provided the candidate has also passed in English having full marks not being less than 100 and fulfills the conditions as follows**
- **No student shall be allowed for admission after a lapse of more than 4 (four) years from the year of passing the previous qualifying examination.**

(Explanation: The year of admission shall not be taken into account while calculating four

years from the year of passing the previous qualifying Examination). (Ref: Notification No. CSR/23/2026.)

- Students who have passed **the Higher Secondary (10+2) Examination** or its equivalent from the All India Boards/Councils (i.e. **CBSE, ISC and National Institute of Open Schooling**) **need not require to submit the Migration Certificate for getting Registration under this University.**

- For the purpose of determining eligibility for admission to the B.A./B.Sc./ (Single-Major) Courses, aggregate marks shall be calculated by adding the marks **in top-four subjects in order of marks secured by a student.** However, marks in compulsory Environmental Education/Studies shall not be taken into account for calculation of aggregate marks. However, if the subject “Environmental Science” is studied as an elective subject of 100 marks, it may be taken into account for the purpose of determining the aggregate marks.

Regulations for Re-Admission

1. If a previously registered student takes fresh admission through online mode with change of Course & Combinations, then it shall be allowed with change of previous enrolment and the candidate shall get 7 years from the year of the new admission.
2. If a previously registered student takes fresh admission through online mode with same Course & Combinations, then following guidelines shall be applicable:
 - a) Previously registered candidate who did not appear at any end semester examination under this University shall be allowed against cancellation of previous enrolment and candidate shall get 7 years span from the year of new admission to complete the course.
 - b) Previously registered candidate who appeared at least one end semester examination under this University shall be allowed keeping the previous registration unchanged and candidate shall get 7 years span from the year of first admission to complete the course. Such readmission is permissible only if required time span to complete the pursuing U.G. Courses of Studied is available.

Note: - For all the conditions stated above, a candidate has to fulfil other eligibility criteria, as stated in the Admission Regulations of the concerned course.

Ref : NotificationNo.CSR/24/2026

Minimum eligibility to Apply :

Category A : General Merit				
Sl. No.	Honours / Major Subject	Stream/Comments	Minimum eligibility to Apply	Index Marks
1	Bengali		50% Aggregate & 50% in Bengali	Index: Aggregate + % Marks in Bengali Note: In case of same index: <ol style="list-style-type: none"> 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		60% Aggregate & 70% in English	Index: 20% of aggregate + 80% of Marks in English Note: In case of same index: <ol style="list-style-type: none"> 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 Bengali / Hindi will be considered.
3	History	Arts stream with History	55 % aggregate, 60% in History& 60% in English/Bengali	Index : 30% of aggregate + 70% Marks in History
		Arts stream without History	60% Aggregate,&60% in English/Bengali (whichever is higher)	Index: 30% of aggregate + 70% in English/Bengali (whichever is higher)
		Science stream	60% Aggregate, & 60% in English/Bengali (whichever is higher)	Index : 30% of aggregate + 70% in English/Bengali (whichever is higher)
		Commerce Stream	60% Aggregate + 60% in English/Bengali (whichever is higher)	Index : 30% of aggregate + 70% in English/Bengali (whichever is higher)
			Note: Candidates with same index: <ol style="list-style-type: none"> 1. If tie occurs in Index Marks then the Subject Marks, i.e. History will be considered. 2. If still tie occurs then Marks in English will be considered. 	

Sl. No.	Honours / Major Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
4	Philosophy		50% Aggregate & 45% in Philosophy / Psychology / Mathematics / Education / Sociology / Political Science	<p>Index: Aggregate + % Marks in Philosophy</p> <p>(If candidate has not studied Philosophy, % marks in Psychology/Education/Mathematics / Sociology/Political Science (whichever is higher))</p> <p>Note: Candidates with the same index:</p> <ol style="list-style-type: none"> 1. If a 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	Arts stream with Pol. Sc.	55% aggregate, 60% in Pol. Sc. & 60% in English/Bengali, whichever is higher	Index: Aggregate % + % Marks in Pol. Sc. + % in English/Bengali (whichever is higher)
		Arts stream without Pol. Sc.	55% aggregate & 60% in English/Bengali, whichever is higher	Index: Aggregate % + 2 x % Marks in English/Bengali (whichever is higher)
		Science / Commerce streams	55% aggregate, 70% in English/Bengali, whichever is higher	Index: Aggregate % + 2 x % Marks in English or Bengali (whichever is higher)
		<p>Note: Candidates with the same index:</p> <p>If tie occurs in the Index Marks, then the Subject Marks, i.e. Political Science, will be considered.</p> <ol style="list-style-type: none"> 1. If a tie occurs in Index Marks, then the Subject Marks, then the Political Sc. will be considered. 2. If still tie occurs then Marks in English will be considered. 		

Sl. No.	Honours / Major Subject	Stream /Comments	Minimum eligibility to apply	Index Marks
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6	Sanskrit		50% in Aggregate	<p>Index: Aggregate %</p> <p>Note: Candidates with same index:</p> <p>If tie occurs then Marks in English will be considered.</p>
7	Botany		55% in Biology/Bio-technology/ Botany	<p>Index: Aggregate + % Marks in Biology/-Botany /Biotechnology</p> <p>Note: Candidates with same index:</p> <ol style="list-style-type: none"> 1. If tie occurs in Index Marks then marks in Biology/ Botany/ Biotechnology will be considered. 3. If still tie occurs then marks in English will be considered.
8	Chemistry		Should qualify Higher Secondary (or equivalent) as per UGC with Chemistry, Physics, Mathematics and English with 55% marks in aggregate and 55% marks in Chemistry	<p>Index: 2 x % Marks in Chemistry + % Marks in Physics + % Marks in Math</p> <p>Note: Candidates with same index:</p> <ol style="list-style-type: none"> 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. 5. This is to be noted that those who will choose Zoology as minor subject won't be able to appear in the JAM Examination in future.
9	Computer Science		55% Aggregate, 60% in Math + 60% in Comp. Science / Physics / Statistics	<p>Index: With Computer Science</p> <p>Aggregate % + % Marks in Math + % Marks in Comp. Sc.</p> <p>Index: Without Computer Science Aggregate % + % Marks in Math+% Marks in Physics or Statistics (whichever is higher)</p> <p>Note: Candidates with same index:</p> <ol style="list-style-type: none"> 1. If tie occurs in Index Marks, then the Marks in Mathematics will be considered. 2. If till tie occurs, then marks in Computer Science/ Physics/ statistics will be considered. 3. If still tie occurs then Marks in English will be considered.

Sl. No.	Honours/ Major Subject	Stream /Comments	Minimum eligibility to apply	Index Marks
10	Economics		55% Aggregate & 50% in English & 60% in Mathematics/Business Mathematics/ Applied Mathematics. For HS Council Board student who have passed Business Economics including Business Mathematics (BEBM) are also eligible. & 45% in Economics (If any)	Index: 40% of aggregate% + 60% of % marks in Mathematics / Business Mathematics / Applied Mathematics / Business Economics including Business Mathematics (BEBM) Note: Candidates with same index: 1. If tie occurs in Index Marks, then the Marks in Mathematics/ Business Mathematics/ Applied Mathematics will be considered. 2. If still tie occurs then Marks in English will be considered.
11	Mathematics		55% Aggregate + 60% in Mathematics	Index: 2 x % 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.
12	Microbiology		60% Aggregate, 60% in Chemistry & 60% in Biology/Biotechnology	Index: Aggregate % + % marks in Biology/Bio-technology + % marks in Chemistry. Note: Candidates with same index: 1. If tie occurs in Index Marks, then the Marks in Biology/Biotechnology will be considered. 2. If still tie occurs then Marks in Chemistry will be considered.

13	Physics	50% marks in the aggregate and 45% marks in Physics OR 55% marks in the Physics in the final board examination after class 12. Student must have mathematics in previous qualifying exam.	Index: % in Physics + % in Mathematics in the final board examination after 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	55 % in aggregate & 60% in Biology/Bio-technology/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 English will be considered.

Semester Wise Four-Year/Three-Year B.Com Courses of Studies under Curriculum and Credit Framework (CCF -2022)

Criteria for Admission to B.Com Honours Course for the year 2026-27			
Honours Subject	Stream	Minimum eligibility to apply	Index Marks
15	B. Com	i) A minimum of 50% in aggregate (Best of FOUR), 45% in the subject or related subject in the previous qualifying examination or ii) 55% marks in the subject or related subject at the previous qualifying examination Related Subjects: <i>Accountancy, Business Economics including Business Mathematics, Business Organization, Mathematics, Business Mathematics, Economics, Statistics, Business Studies, Office & Secretarial practice, Financial Accounting, Elements of Cost Accountancy and Auditing, Book keeping, Commerce, Cost Accountancy and Principles of Management, Commercial Law and Preliminaries of Auditing, Costing & Taxation</i>	60% of aggregate + 40 % of Related Subject Note: Candidates with same index: (a) If tie occurs in Index Marks then marks in the related subject will be considered (b) If still tie occurs then the Aggregate Marks in the best of four subjects of the candidate be considered

Admission Regulations for Semester Wise Four-Year BBA (Hons) Courses of Studies Under Curriculum And Credit Framework (CCF- 2022)

Criteria for Admission to BBA Honours Course for the year 2026-27			
Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
16.	BBA	A minimum 50% marks in aggregate from any stream	<p>80% of aggregate + 20% of English</p> <p>Note: Candidates with the same index:</p> <p>(a) If a tie occurs in the Index Marks, then the marks in English will be considered</p> <p>(b) If still a tie occurs, then the Aggregate Marks in the best of four subjects of the candidate will be considered</p>

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

	Honours / Major Subject	Stream / Comments	Minimum eligibility to apply	Index Marks
17	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.
18	PWD (Person with Disabilities)		<p>55% in the subject or related subject in the qualifying examination</p> <p>OR</p> <p>A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination.</p> <p>OR</p> <p>50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied</p>	<p>Index Marks calculated as in the General Merit Category</p> <p>Index Marks calculated as in the General Merit Category</p> <p>Index Marks calculated as in the General Merit Category</p>

19	Christian		<p>55% in the subject or related subject in the qualifying examination</p> <p>OR</p> <p>A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination.</p> <p>OR</p> <p>50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied</p>	<p>Index Marks calculated as in the General Merit Category</p> <p>Index Marks calculated as in the General Merit Category</p> <p>Index Marks calculated as in the General Merit Category</p>
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Note: If still tie occur Application Number (i.e. Application date and time) will be considered.

Reservation Policy :

- a. Reservation Policy for admission 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.
 - 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 be admitted EITHER as a General candidate OR as a SC/ST candidate against reservation.
- b. 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.
 - ***There is a provision of 5% reservation for management discretion and sports quota.***
 - 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.

▪ **SEAT DISTRIBUTION**

Stream /Course	Subjects (Honours/ Major)	General	Christian		SC	ST	PWD	Total
			CNI	Churches Other than CNI				
B. A. (Honours)	Bengali	21	8	5	7	2	1	44
	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	17	7	4	5	2	1	36
	Chemistry	24	9	6	7	3	1	50
	Comp. Sc.	16	6	3	5	2	1	33
	Economics	28	11	7	9	3	2	60
	Mathematics	33	13	8	11	3	2	70
	Micro Biology	16	6	3	5	2	1	33
	Physics	24	9	6	7	3	1	50
	Zoology	17	7	4	5	2	1	36
B.Com	B.Com	49	18	11	15	5	2	100
B.B.A	B.B.A	24	9	6	7	3	1	50
MDC		49	18	11	15	5	2	100

**SEMESTER WISE THREE-YEAR B.A./ B.Sc.
(MULTIDISCIP COURSES OF STUDIES)**

CC1	CC2	MINOR
PHYSICAL EDUCATION	SOCIOLOGY	BENGALI
		SANSKRIT
		PHILOSOPHY
		HISTORY
		POLITICAL SCIENCE
PHYSICAL EDUCATION	PSYCHOLOGY	BENGALI
		SANSKRIT
		HISTORY
		POLITICAL SCIENCE
PHYSICAL EDUCATION	HINDI	SANSKRIT
		PHILOSOPHY
		HISTORY
		POLITICAL SCIENCE
PSYCHOLOGY	HINDI	SANSKRIT
		HISTORY
		POLITICAL SCIENCE
SOCIOLOGY	HINDI	SANSKRIT
		PHILOSOPHY
		HISTORY
		POLITICAL SCIENCE
SOCIOLOGY	PSYCHOLOGY	BENGALI
		SANSKRIT
		HISTORY
		POLITICAL SCIENCE

**FEE STRUCTURE
AT THE TIME OF ADMISSION 2026-27**

SL. NO.	MAJOR SUBJECT	MINOR SUBJECT	AMOUNT (₹)
1	Bengali	History	12826.00
		Sanskrit	12826.00
		Sociology	12826.00
		Philosophy	12826.00
		Psychology	16296.00
		Physical Education	16296.00
		Economics	12826.00
		Political Science	12826.00
2	English	History	17051.00
		Philosophy	17051.00
		Sociology	17051.00
		Physical Education	20521.00
		Economics	17051.00
		Psychology	20521.00
		Hindi	17051.00
		Political Science	17051.00
3	History	Bengali	17051.00
		Hindi	17051.00
		Philosophy	17051.00
		Sanskrit	17051.00
		Psychology	20521.00
		Sociology	17051.00
		English	17051.00
		Physical Education	20521.00
		Political Science	17051.00
4	Philosophy	Bengali	12826.00
		Hindi	12826.00
		Political Science	12826.00
		Sanskrit	12826.00
		Sociology	12826.00
		History	12826.00
		Physical Education	16296.00
		English	12826.00
5	Political Science	Bengali	17051.00
		English	17051.00
		Hindi	17051.00
		Philosophy	17051.00
		Psychology	20521.00
		Economics	17051.00
		Sociology	17051.00
		Physical Education	20521.00
		History	17051.00
6	Sanskrit	Political Science	12826.00
		History	12826.00
		Bengali	12826.00
		Hindi	12826.00
		Psychology	16296.00
		Philosophy	12826.00

Sl. NO.	MAJOR SUBJECT	MINOR SUBJECT	AMOUNT (₹)
1	Botany	Chemistry	24215
		Microbiology	24913
		Zoology	24215
2	Chemistry	Computer Science	27568
		Mathematics	24283
		Physics	24983
		Zoology	24983
3	Computer Science	Mathematics (Compulsory)	48222
		Physics	48922
		Statistics	48222
4	Economics	Computer Science	21418
		Mathematics (Compulsory)	18133
		Political Science	18133
		Statistics	18133
		Psychology	18833
5	Mathematics	Computer Science	23418
		Physics	20833
		Statistics	20133
6	Microbiology	Botany	52622
		Chemistry(Compulsory)	52622
		Zoology	52622
7	Physics	Computer Science	26800
		Mathematics	23515
		Statistics	23515
		Chemistry	24215
8	Zoology	Botany	24215
		Chemistry	24215
		Microbiology	24913

Bachelor of Commerce (B. Com.)

One-time admission 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 Cautio n Deposi t	Securi ty Deposit	TOTAL AMOUNT (₹)
1331	11531	5637	2013	2013	13528	660	1000	10000	47713

Bachelor of Business Administration (BBA) Honours

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 Cautio n Deposi t	Security Deposit	TOTAL AMOUNT (₹)
1331	11531	4832	1611	2416	2416	20132	660	1000	4000	49929

BA MDC COURSE FEE STRUCTURE

SL.NO.	CC1	CC2	GE1	TOTAL AMOUNT (₹)
1	PHYSICAL EDUCATION	SOCIOLOGY	BENGALI	18126.00
2	PHYSICAL EDUCATION	SOCIOLOGY	SANSKRIT	18126.00
3	PHYSICAL EDUCATION	SOCIOLOGY	PHILOSOPHY	18126.00
4	PHYSICAL EDUCATION	SOCIOLOGY	HISTORY	18126.00
5	PHYSICAL EDUCATION	SOCIOLOGY	POLITICAL SCIENCE	18126.00
6	PHYSICAL EDUCATION	PSYCHOLOGY	BENGALI	18898.00
7	PHYSICAL EDUCATION	PSYCHOLOGY	SANSKRIT	18898.00
8	PHYSICAL EDUCATION	PSYCHOLOGY	HISTORY	18898.00
9	PHYSICAL EDUCATION	PSYCHOLOGY	POLITICAL SCIENCE	18898.00
10	PHYSICAL EDUCATION	HINDI	SANSKRIT	18126.00
11	PHYSICAL EDUCATION	HINDI	PHILOSOPHY	18126.00
12	PHYSICAL EDUCATION	HINDI	HISTORY	18126.00
13	PHYSICAL EDUCATION	HINDI	POLITICAL SCIENCE	18126.00
14	PSYCHOLOGY	HINDI	SANSKRIT	18126.00
15	PSYCHOLOGY	HINDI	HISTORY	18126.00
16	PSYCHOLOGY	HINDI	POLITICAL SCIENCE	18126.00
17	SOCIOLOGY	HINDI	SANSKRIT	15354.00
18	SOCIOLOGY	HINDI	PHILOSOPHY	15354.00
19	SOCIOLOGY	HINDI	HISTORY	15354.00
20	SOCIOLOGY	HINDI	POLITICAL SCIENCE	15354.00
21	SOCIOLOGY	PSYCHOLOGY	BENGALI	18126.00
22	SOCIOLOGY	PSYCHOLOGY	SANSKRIT	18126.00
23	SOCIOLOGY	PSYCHOLOGY	HISTORY	18126.00
24	SOCIOLOGY	PSYCHOLOGY	POLITICAL SCIENCE	18126.00

- **The library caution deposit (₹ 1000, included in the amount specified in the above list) and the security deposit shall be refunded without interest only upon completion of the course.**
- **B.A. Honours students opting for Physical Education/Psychology as a Generic Elective subject shall pay ₹4000 as a security deposit, whereas those not opting for these subjects shall pay ₹2000. The said amounts are included in the totals specified in the above list.**

Application Procedure

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

- I. Create ABC** (Academic Bank of Credit) -ID from the Portal <https://www.abc.gov.in/>
- II.** Go to College website and click on the **UG Admission 2026** button. Then click on the **Online Admission Portal**. Click '**Admission to UG Courses 2026-2027**'.
- III.** 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.

IV. 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.

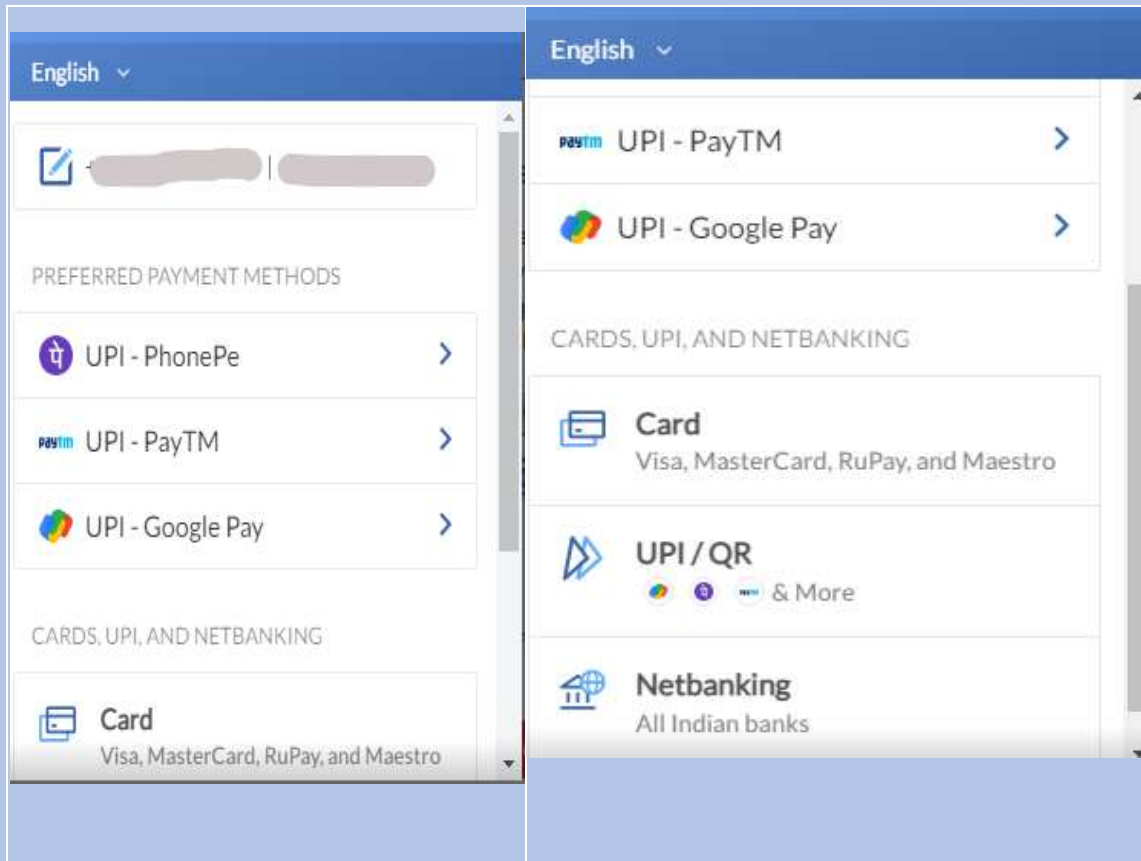
Step - 3: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her **Photo, Signature and self-attested (with date) photocopies** of following documents **in .jpeg format only**

- a. Mark Sheet of the Qualifying Examination (Higher Secondary [10+2] or other equivalent examination)
- b. Age Proof Document (Birth Certificate or Admit Card showing DOB)
- c. 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).]
- d. PWD Certificate (if applicable)
- e. BPL Certificate (if applicable)
- f. 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.**
- g. 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.**
- h. 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 - 5: Print / Download: The applicants are advised to print / download the application form for future reference after successful submission of application form.

2. All the payments related to admission for the **session 2026-27** have to be made in online mode i.e., **through Credit card/ Debit card/ Net banking and UPI.**

Screenshot of the payment gateway interface:



3. After submission of the application form, the 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.**
4. **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.

5. 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 enquiry2026@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.

6. 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.

7. 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 enquiry2026@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.**

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

9. 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.

10. 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.**

11. 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.

12. 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.
13. 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.
14. **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.**
15. 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 all the uploaded testimonials and documents in original and a photocopy of each document for verification on that day.
16. **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 college.* Therefore, all applicants are requested to be very careful while submitting relevant information and uploading of testimonials during the online process of application/admission.**
17. 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.
18. 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.

19. 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.

20. PLEASE CHECK THE COLLEGE WEBSITE REGULARLY FOR UPDATES.