

SITALKUCHI COLLEGE

PROSPECTUS

Session-2022-23



Introduction

Sitalkuchi College was established in the year 1999, with the aim of providing the scope for higher education to the aspiring students of the remote areas of Sitalkuchi and Sitai Community Development Blocks of the District of Cooch Behar. With this aim in mind, the college came into being mainly with the enthusiasm of the local educationists, committed social workers and other patronisers of the Sitalkuchi-Sitai region. From 1st September, 1999, the academic activities of the college were started in a one storied school building near Sitalkuchi Hospital. Then in the last week of October, 2006, the college was shifted to its own premises. It is twenty two Kilometers away from Panchanan More, Mathabhanga, and is located on the left side of the Sitai-Sitalkuchi Road (ODR) toward Sitai one Kilometers on the East from Sitalkuchi. The college having a campus area of 3.33 acres of land, a big playground on the opposite side of the PWD Road, now functions from a three winged three-storied building. As the college is socially committed to upgrade its academic mission infra-structural construction work is still going on.

Mission and Vision of the College:

Mission: The mission of Sitalkuchi College is to provide quality under graduate education to the students of a remote, rural, backward area along Indo-Bangladesh border of Sitalkuchi and Sitai community development blocks of Cooch Behar district. The college is contributing to the development of the area in which it is embedded by preparing the young minds for imbibing knowledge, skills and sensitivity. Anchored by the values of excellence, accountability, respect for differences, gender equality, social responsibility, fellow feeling and austerity, the college fosters its students to pursue self fulfilment and contribute meaningfully to the local as well as the larger society after completion of their studies.

Vision: The vision of the college is to build itself as an excellent higher education institution providing high quality education to the students of its backward hinterland. This requires the college to provide excellent academic and infrastructural facilities to all its students. It visualizes to provide an empowering, responsive and enabling academic environment looking forward to a future when a large number of its students succeed in their professional lives and act as responsible and responsive citizens to build a sustainable physical and social environment of the region and the country at large.

Core Values of the College

To fulfill the mission and materialise the vision of the college, it is guided by some core values. The College endorses these values as: Excellence, Accountability, Respect for Differences, Gender Equality, Social Responsibility, Fellow Feeling and Austerity.

Excellence: The College is committed to providing the best possible education to the students. It fosters and nourishes the strength and talent of all the in-house stake holders of the institution, so that they can *be the Best* and can *give the Best*. The college promotes an informative, academic environment for all its members to achieve the highest standard in their respective activities.

Accountability: The College upholds the principle of accountability in preparing the teachers, staff and providing services to the students. Responsibility, honesty and transparency form the base of this value. For maintaining accountability all are incited to *accept responsibility and be accountable*. Responsible decision making and conflict resolution are encouraged and dignity of the concerned person is highly respected.

Respect for Differences: The College is committed to the belief that differences and diversity strengthen the academic environment. Respect for differences in culture, values and perspectives are maintained and cherished, dialogue and free exchange of ideas with respect and civility are maintained. We *appreciate the differences but smile in the same language*.

Gender Equality: The College cherishes the value of gender equality and practices it on campus in different activities. The number of girl students in the institution has gradually outnumbered the boys and currently they are 60% of the student strength. This indicates progress towards women empowerment. For inculcating this value to the students, awareness programmes are arranged and girl students are treated at par in each and every activity. *Equal in dignity and neutral in treatment* is the motto of the College in dealing with all issues relating to the students.

Social Responsibility: The College promotes the value of social responsibility through engaged academic activities as well as community service. The idea of responsible citizenship is fostered by providing opportunities of environmental awareness, equal opportunity to all and gender sensitivity. As an academic institution activity of the college is committed to *work together and make progress*.

Fellow Feeling: The College strongly believes in producing a healthy academic and corporate life within the institution by following the principle of fellow feeling, mutual kindness, the sense of common duties. The only way to avoid the growth of any conflict of interest, it is absolutely necessary to build up a sense of mutual empathy among the students, teachers and staff. We *promote love for all and hatred for none*.

Austerity: The College is committed to the value of austerity as against the prevailing dominant value of consumerism. This institutional value is inculcated among the students, teachers and staff. We *foster austerity but rely on dexterity*. The College feels sure that the value of austerity could lead to achieve the goal of sustainability in the long run.

The corporate life of the college is guided by these values. However, as in all cases the realisation of these values requires continuous cultivation. The college is committed to such kind of nourishment always.

Academics:

The college, under the control of Directorate of Public Instruction, Department of Higher Education, Govt. of West Bengal, is affiliated to the **Cooch Behar PanchananBarmaUniversity**, since 30th July, 2015 and

formerly it was affiliated to the University of North Bengal since its inception in 1999. It is recognized by the University Grants Commission under section 2 (f) and 12B of the UGC Act, 1956. At present it offers the B.A Honours and B.A. Programme courses under Cooch Behar Panchanan Barma University.

Two UGC recognized add on courses under **Career Oriented Program** are also offered. Interested students can opt for **Certificate** and **Diploma** courses in **Functional English** and **Computer Application** in their 1st Semester & 3rd Semester respectively.

This college also extends its support to learner of higher education beyond its normal teaching hours through the mode of distance education. The Directorate of Distance Education, Rabindra Bharati University (RBU)& the Netaji Subhas Open University (NSOU) have made possible to fulfill the initiative. Since 2007 the Post Graduate Programmes in eight subjects are being run under the Directorate of Distance Education, RBU. Since 2013 Under Graduate programmes in seven subjects and Post Graduate Programmes in six subjects are being run under NSOU. These distance education programmes have immensely benefitted the off-campus learners of surrounding region.

The details of B.A Honours and B.A Programme Courses under Cooch Behar Panchanan Barma University are as follows:

1. **Honours Courses in: Arabic, Bengali, English, Education, History, Geography, Philosophy, Political science, Sanskrit and Sociology**
2. **Programme Courses in: Arabic, Bengali, English, Education, Economics, History, Geography, Philosophy, Political science, Physical Education Sociology and Sanskrit,**
3. Compulsory Subject: **Environmental Studies (AECC)**

Distribution of Seats for Honours and Programme Courses

Honours Courses	
Arabic	50
Bengali	87
English	75
Education	67
History	87
Geography	45
Philosophy	75
Political Science	57
Sanskrit	57
Sociology	55
Elective Courses	
Arabic	100 (in each section)
Bengali	250 (in each section)
English	150 (in each section)
Education	250 (in each section)
Economics	100 (in each section)

History	250 (in each section)
Geography	70
Philosophy	250 (in each section)
Political Science	250 (in each section)
Physical Education	55
Sanskrit	150 (in each section)
Sociology	250(in each section)

CourseCurriculum:

The College is affiliated to the **Cooch Behar PanchananBarmaUniversity** and offers B.A 3 year Honours &Programmecourses. Each Course is designed as per curriculum under **Choice Based Credit System (CBCS)** from the Academic Session 2017-2018 which replaced the earlier three year (1+1+1) system. The CBCS is Semester based dividing the curriculum in six Semesters.

Choice Based Credit System in B.A. Honours Course:

An undergraduate degree with Honours in a subject may be awarded if a student completes-

- **14 Core Courses (CC) in the Honours subject.**
- **4 Discipline Specific Elective Courses (DSE) from a pool of courses from the Honours subject.**
- **4 Generic Elective Courses (GE) from a pool of interdisciplinary courses offered by the college.**
- **2 Ability Enhancement Compulsory Courses (AECC), namely (i) English/MIL Communication (ii) Environmental Studies. ('MIL' means Modern Indian Languages)**
- **2 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.**

Course Details:

[illegible]

Full Marks: (700+200+200+100+100) = 1300

An undergraduate degree with Programme in **Arts** course with specific disciplinemay be awarded if a student completes-

- ### Course Details:

Year	Semester	Core Course (12)			Discipline Specific Elective (DSE) Course (4)			Generic Elective (GE) Course (2)			Ability Enhancement Compulsory (AECC) Course (2)			Skill Enhancement (SEC) Course (4)		
		Course/ Paper	Credit	Full Marks	Course/ Paper	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks	Course	Credit	Full Marks
I	1	LCC-1(MIL)	6	50							ENVS	4	50			
		DSC-1A	6	50												
		DSC-2A	6	50												
	2	LCC-2(ENG)	6	50							MIL	2	50			
		DSC-1B	6	50												
		DSC-2B	6	50												
II	3	LCC-3(MIL)	6	50										SEC-1	2	50
		DSC-1C	6	50												
		DSC-2C	6	50												

Full Marks: (600+200+100+100+200) = 1200

The students opting for Honours (Core course) may have the following options for GE

A student will have to select 2 Generic Subjects taking 2 from each group.

Sl. No	Honours (Core Course)	Options for GE	
		GE 1	GE 2
1	All Honours Subjects	Arabic	Economics
2		Bengali	Education
3		English	Geography
4		Sanskrit	History
5		Philosophy	Political Science
6		Sociology	

A student will have to select 1 Generic Subjects taking 1 from any group.

Sl. No	Honours (Core Course)	GE Group -A
1	All ProgramCourse	Arabic
2		Bengali
3		Education
4		English
5		Sanskrit
6		Philosophy
7		Sociology

Examination details:

1. In the **semester system**, the under-graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester for second year students and Fifth & Sixth Semester for the third year students respectively. The academic sessions including the examinations for first, third and fifth semesters are July to December and that for second, fourth and sixth semesters are January to June. Before each of the Semester Examinations, a student will enjoy study leave of 10-12 days for preparation.
2. A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the following essential condition:
 - **Minimum 75% attendance of teaching learning sessions is required. Under CBCS system 4 marks has been allotted for attendance.**
3. Students should complete **internal assessments (continuing evaluation, CE)** before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). For internal assessment 6 marks have been allotted.
4. All courses irrespective of credits attached with it, will be assessed on the basis of full marks 50. Out of this 8/10 marks of each theoretical course / unit will be assessed through continuous evaluation during the semester and 40/42 marks in the end-semester examinations. All the internal **continuing evaluation (CE)** will be conducted by the internal teachers of the concerned Department. It shall be on the basis of tutorials, seminar presentations, class tests or any combinations thereof, evenly distributed over the entire period of study, and on the basis of the percentage of a student's attendance in class. The modalities of such assessment will be recorded and documents will be preserved by the college.
5. The AECC courses will be assessed through continuous evaluation by the college and the related documents shall be preserved.
6. In the Semester system, there would be automatic progression right from the first Semester, till the fifth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.
7. **Eligibility conditions imply:** a) The student must get admitted in the concerned semester and must be present in at least 75% of classes held during the semester and participate in continuing evaluation.
8. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in **maximum three consecutive chances** irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester it would be included within the stipulated three chances. Students

who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on.

9. If a candidate secures qualifying grade (P grade) in all courses he/she will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he/she will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.

Duration of Examinations:

Subjects	Full Marks	Duration
Honours/Program Theoretical Paper	40/42	2 Hours
Honours/Program Practical Papers	Below 50	3 Hours (Maximum)

Results: Grading on 10 point scale

10 POINT SCALE		
LETTER GRADE	GRADE	% OF MARKS
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 – 89
A (Very Good)	8	70 – 79
B+ (Good)	7	60 - 69
B (Above Average)	6	55 - 59
C (Average)	5	50 – 54
P (Pass)	4	40 – 49
F (Fail)	0	x
Ab (Absent)	Ab	x

After publication of the results of each semester, the University will issue Grade Card (MarkSheet) to each candidate, which will contain the list of papers, the grades and the credit points, actually obtained marks in percentage obtained by the student along with SGPA (Semester Grade Point Average)in that semester. Course code will be an alpha-numeric symbol that would signify the course, semester and the department.

SGPA is evaluated by the formula:

SGPA (Si) = $\sum (Ci \times Gi) / \sum Ci$, where **Ci** is the number of credit of a paper, **Gi** is the grade point.

On successful completion of the program, CGPA (Cumulative Grade Point Average) will be calculated as follows:

$$CGPA = \sum (C_i \times S_i) / \sum C_i ; SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

On successful completion of the program, CGPA will be calculated as follows:

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Procedure of Admission to Under Graduate Courses:

Under the direction of the Higher Education Department, Govt. of West Bengal, admission to the under graduate courses is completed in online mode since 2015-16 Academic Session. The internet based admission procedure is completely done on merit and it follows the guideline and schedule of both the Department of Higher Education, Govt. of West Bengal and Cooch Behar PanchananBarma University.

1. Online Application: The forms and prospectus are circulated from the college website: www.sitalkuchicollege.ac.in under admission tab.

2. Admission on the basis of the merit list in case of both Honours and Programme Courses:

Candidates will be admitted on the basis of the merit in both Honours and Programme courses. The Merit List will be published on the stipulated date notified by the College authority.

Merit shall be calculated as per the following formula.

$$\text{Merit} = (2s+t) \div 6$$

T= Marks obtained in English + Marks obtained in the subject opted for Honours + best marks of other two subjects excluding EVS and the subjects opted for Honours and English.

S= Marks obtained in the subject opted for honours.

If the candidate does not have the specific subject opted for Honours in his/her previous course the procedure for merit calculation will be as follows.

$$\text{Merit} = T1 \div 4$$

T1= Marks obtained in English + best of other three subjects excluding ENVS. This procedure is also applicable in case of Programme Courses.

3. Candidates applying for Honours Courses will not be allowed to admit in Programme courses. Hence, all who are in doubt to get chance in Honours courses are asked to fill up admission Forms in Programme Courses also.

4. Physical Verification of Documents and Admission:

E- Counseling is considered as the first step of admission procedure. The Merit Lists for the admission to this institution in respective courses are generated in scheduled date and time and are notified in the

COLLEGE WEBSITE accordingly. After submission of the online admission fee the candidates need to come in the College campus only for verification of Original documents.

5. Documents / Credentials required at the time of physical verification:

- a) One Copy of filled in Application Form.
- b) One self attested photocopy of the mark sheet of the last examination (H.S.) passed.
- c) One self attested photocopy of the Admit card of Madhyamik or Equivalent for age proof certificate..
- d) One self attested photocopy of the caste certificate in case of SC/ST/OBC-A / OBC-B/EWS candidates from the competent authority (SDO)
- e) One self-attested photocopy of the physically handicapped certificate from the competent authority in case of the candidates under the P.H Category.
- f) Migration certificate in case of the candidates migrated from other Board or Council.

In case of any discrepancy in production of the original documents, the admission of the concerned candidate will be declared as cancelled. **No requests in this regard will be entertained.** The candidates already admitted in other colleges will not be allowed for admission in this institution unless they **produce proof of cancellation** of his /her admission.

Admission Directives

The admission to UG courses will be governed by the guidelines of the University and the Higher Education Department of Govt. of West Bengal.

At least 55% marks in the aggregate or 50% in the aggregate with 60% marks in the subjects in the qualifying examinations (in case of General candidates).

At least 50% marks in the aggregate or 45% marks in the aggregate with 60% marks in the subjects in the qualifying examinations (in case of SC/ ST candidates)

In the matter of eligibility to apply for admission to Honours courses 54.5% marks or above shall be treated as 55% marks and 59.5% marks or above shall be treated as 60%.

Other Admission Related Rules with subject combinations

- Admission to courses would be subject to availability of seats. Admission to all honours Courses will be based strictly on merit.
- **All admissions are provisional until confirmed by the University through Registration.**
- No student will be admitted to the college in any course unless he/she has passed at least in four subjects with English compulsory subject as per the statute of the **Cooch Behar Panchanan Barma University** regarding admission.

- Admission form will be cancelled if not properly filled in or signed or if any wrong or misleading information is given by the candidate.
- The names of the candidates selected for admission will be notified on College website from time to time. Claim to admission shall be forfeited if admission is not taken within fixed hour of the specified date.
- The college will follow the list of specified boards, the candidate should confirm their eligibility on the basis of board notified.

A detailed academic calendar is attached.

AddOn Courses

Presently, the college is offering UGC sponsored Career oriented Programme (COP) with an objective of introducing career and skill enhancing courses for an overall empowerment of its students. Under the scheme of Career Oriented Programme (COP) the college in addition to its conventional B.A degree program runs a system of Certificate and Diploma course in Functional English and Computer Applications since 2017-18 academic session. Sitalkuchi College along with affiliating University (CBPBU) play active role in running these courses particularly in preparing syllabi, in arranging examination and also in awarding certificates. The details of courses are as follows:

Certificate Course: The course will be of 20 credits. Each credit will have 15hrs of work load out of which 8 credits should necessarily be assigned to fieldwork/project work/training.

Diploma Course: The course will be of 20 credits (Excluding 20 credits of Certificate Course). Each credit will be the same like that of the certificate course.

(Visit college website for course Syllabi)

Career oriented Courses

The college has also collaborated with ICA (Institute of Computer Accountants), Cooch Behar Branch to provide an opportunity of job placement. The students need to follow the rules and regulations regarding fee structure, classes and other related phenomena as per the guidelines of ICA. The college provides the space and other infrastructural facilities while the collaboration partner ICA provides necessary educational resources.

HIGHLIGHTS OF OUR CAMPUS ACTIVITIES

WORKING HOURS

The college functions from 10 A.M to 5 P.M from Mondays to Fridays and from 10 A.M to 2 P.M. to 3 P.M. on Weekdays for meeting with parents. The office is fully automated with webcam and server.

Central Library of the College:

The college library started its journey since the inception of the college in 1999 with 485 books. Gradually it took its present shape with a strength of 16000 books and 30 subscribed journals. The library is enriched with valuable reference collections, special section on local history of North Bengal, different series of Social Sciences, a special collection of Human Right, Constituent Assembly Debates, encyclopedia Britannica etc. along with a subscription with N-list- Inlibnet. These are in addition to the rich collection of Books in different subject of studies.

A. GENERAL RULES

1. Strict silence are to be observed inside the library premises
2. Use of mobile phone inside the library premises is only allowed for taking photographs of books with prior permission of librarian. Talking and gossiping using mobile phone is forbidden
3. Students are advised to keep bag and baggage outside the library premises. Valuable things need to be carried inside the library.
4. No student can be allowed to enter Library without proper library card
5. Each reader shall put a countersign in the gate register before entering inside the library
6. Students must surrender the library cards to the library soon after they become casual students
7. Reference book, rare books, journals, unbound periodicals shall not be issued and should be used inside the library premises only for consultation
8. Users are requested to follow library notices for latest information and update of library rules

B. CIRCULATION RULES

1. On payment of the library deposit library card will be issued against which the books shall be lost
2. Each students can borrow maximum two books for a 15 days
3. Students shall return books within due date, failing which will lead to fine of Rs. 1.00 per book per day
4. Final semester students should deposit the book within one month before commencement of the exam otherwise admit card or result will be withheld
5. Librarian has the right to recall any book at any time if he considers that it is in the interest of institution

6. Tampering any portion or pages of book by any means if found into notice of librarian shall lead to a fine either the cost of the book or by replacing the damage book
7. Any book if lost by user shall be replaced with new latest edition, if not available the latest price of the book will be charged. In case of the foreign publication the price will be converted into Indian currency using latest price conversion method as on date
8. Sub-lending or transferring of books to another person's name is not permitted
9. The student shall renew library card after they are frontal to each semester/year

C. READING RULES

1. Students can use maximum two books for reading purpose
2. Taking snapshot of the entire book is forbidden. Two or three pages of the book shall be taken with permission of the librarian
3. User are allowed to keep the book in the table after the reading is over
4. Talking and gossiping is not allowed in the reading table

Departmental Libraries:

There are ten Subjects with Honours and Programme Courses and Two subjects with Programme courses only. Each department of a particular subject maintains a separate seminar library as an additional facility for students of its own. The books under this library are not meant for borrowing can only be consulted during college hours after production of student identity card in the respective departments.

Separate Departmental Accommodation for All subjects:

The College has a unique accommodation of separate departmental rooms for all subjects. The smooth running of departmental activities is the objective behind the facility. Seminar library, internet facilities, wall magazine, display board are in place in each departments. It facilitates close academic association with teachers and students.

Quality Assurance and Quality Control

IQAC Cell:

UGC Sponsored Internal Quality Assurance Cell has been formed in the College with the objective to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The Cell is looking after the material, and human resources of the College.

LABORATORY

The college has a well equipped Geography laboratory with sophisticated instruments where every student has access to laboratory, instruments and in case of any difficulty the teachers of the said department are available to help the students.

The college has a well equipped computer lab with 31 PCs and a unit of language laboratory. Elaborate?

SMART CLASS ROOM:

The college has four smart class rooms with modern smart board equipments.

Seminar Room

The college is equipped with a seminar room with an audio-visual facility to enrich students with additional educational resources.

EXCURSION

Excursion is compulsory for the students of Department of Geography as a partial fulfillment of the syllabus of the Cooch Behar PanchananBarma University. The expenditure of the excursion trips are to be borne by the students themselves. Non-participation citing medical causes is not allowed under any circumstances. The college has also initiated educational excursion for each and every subjects.

Magazine and Wall Magazine:

The College publishes an annual magazine named “Anwesha” written and edited by the students under the mentorship of a teacher-in-charge.

Each department of the college is also enlisted with publishing wall magazine focusing on subject specific topics. A body of students and teachers of the concerned department take part in this project with great enthusiasm and interest.

SPORTS

The College has a big playground where students can play football, volleyball, cricket and other games. An Annual Sport day is organized in every academic year. Moreover, the college encourages students to take part in intra-college and inter-college, University and other Govt. Organizations.

Gymnasium

A gymnasium equipped with exercise and fitness equipments helps the students to stay fit. It follows a 4 day work week under the supervision of one lady teacher.

Greenery of the campus:

The college is proud of owning a beautifully manicured garden within the campus. The Greenery around the premises not only pacify the work environment but also encourages the students and staff to be eco friendly and environmentally conscious.

CCTV surveillance

The college is under the CCTV surveillance to ensure the security of the students within the college campus.

STUDENT SUPPORT FACILITIES

NSS

It is necessary to arouse the social conscious of the students and to provide them an opportunity to work with the people in the villages. It is felt that their instruction with the common villages will expose them to the realities of life and bring about a change in their social perception. On the basis of the real motto of the NSS, that is 'NOT ME BUT YOU', a unit has been opened up in the college since the academic session 2007-8 and accordingly this unit has been performing its activities in the local area of the college on different occasions. Currently the college 3 Units of NSS and Programme Officers are **Prof Chandan Barman (Unit-I), Prof. Biplab Debnath (Unit-II) and Prof. Ananta Rava (Unit-III).**

CAREER & COUNSELLING CELL

The College has a career and counseling cell to guide the students properly in case of choosing their subject combination. Depression, stress problems, mental anxieties etc. are handled affectionately by the cell members. From the academic session 2010-11 the cell is sponsored by UGC. Further students are informed in seeking various jobs & Career.

Other Students Support services:

Student Identity Card

Identity cards are issued for college students in their first semester. For receiving identity card need to contact college office. In case of any loss of I. Card students are required to deposit Rs. 50/- at college cash for reissuance of it.

Common Room:

There are two Common Rooms with indoor games like Carom, Table Tennis etc, separately for girls and boys with attached toilet facilities.

Student Aid Fund:

The College offers **Half / Full fees studentship** to the Meritorious / needy students. Apart from this under the **Kannyashree Scheme** introduced by the Govt. of West Bengal, girls students of the college are availing cash transfer programme.

From the year 2021 the college has also become a part of **West Bengal Student Credit Card Scheme** to help student Credit card facility for pursuing higher education. (visit college website for fee structure, application procedure and application status)

Students' Union:

The College has a democratically elected Students' Union which aims to build up constructive relation between the students' representatives and the administration. The union organizes various cultural programmes and publishes college magazines during every academic year.

Grievance Redressal Cell: Monitored by senior member of the academic staff. The cell deals with students' problems. Students are free to write about their grievances.

Photocopy Facility:

Photocopy facilities for the students has been introduced at the college premises.

Mentor for the Students:

We believe a mentoring relationship among educators and learners. Mentor -Mentee environment help in meeting the best of any student's academic & professional goal. Department wise mentoring has been taken up as an outgoing process since last 2years.

Anti-ragging Cell:

We boast of our ragging free campus. At the same time, it is our duty to remind all of our students to behave properly in accordance with anti-ragging regulations. In the name of welcoming new students, this college strictly adheres to the rules and regulations as laid down in UGC guideline. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit available at the time of admission. All the students are hereby instructed to fill up the said affidavit available online to keep the filled in anti-ragging form with them and submit the same at the college during the time of registration.

In case of any harassment or unnecessary ragging incidences, students are asked to lodge online complaint in college website.

College Canteen:

A college canteen has been functioning inside the premises since beginning. Students and staff can take food from there without going to outside hotels.

Student Feedback System:

We encourage students to give their feedback in the specified format before learning the college. It helps in our self assessment and the education quality assistance system.

Alumni Association:

The alumnae association of Sitalkuchi College is taking interest in the college welfare and its development. It ensures a steady interaction between the bonafide and the ex-students.

GOVERNING BODY OF THE COLLEGE:

1. Md. Abed Ali Miah, (President)
2. Dr. Afzal Hossain, Secretary (Principal)
3. Sri Tapan Kr. Guha, Member (Govt. Nominee)
4. Sri Sunil Pramanik, Member (Govt. Nominee)
5. Sri Bhagirath Das, Member (University Nominee)
6. Vacant (University Nominee)
7. Prof. Pradip Kr. Roy, Member, (T.R)
8. Prof. Jagannath Basu, Member (T.R)
9. Prof. Harekrishna Sarkar, Member (T.R)
10. Vacant (T.R)
11. Md. AtiurRahaman (N.T.R)
12. Sri Bablu Barman, Member (N.T.R)
13. Vacant (Student Representative)

PRINCIPAL**Dr. Afzal Hossain****TEACHING FACULTY**

SL No	Department	Name of the Teacher	Position
1	Bengali:	1.Sri Pradip Kr. Roy	Assistant Professor
		2.Sri Ananta Rava	Assistant Professor
		3.Dr. Dhananjay Roy	State Aided College Teacher
		4.Mrs. Halima Khatun	State Aided College Teacher
		5.Sri Bidhan Chandra Barman	State Aided College Teacher
		6.Mrs. Lipi Paul	State Aided College Teacher
		7.Mrs.Parvin Khatun	State Aided College Teacher
		8.Sri Samir Ranjan Barman	State Aided College Teacher
2	English:	1. Sri. Jagannath Basu	Assistant Professor
		2. Sri BiplabDebanth	Assistant Professor
		3. Sri Amitava Chakraborty	State Aided College Teacher
3	Sanskrit:	1. Sri. Pratap Roy	State Aided College Teacher
		2. Sri Sukhinath Mitra	State Aided College Teacher
		3.Sri Sanjoy Barman	State Aided College Teacher

4	Arabic	1. Md. Hossain Ali	State Aided College Teacher
		2. Md. Shahabaz Alam	State Aided College Teacher
5	History	1. Sri Harekrishna Sarkar	Assistant Professor
		2. Sri Manik Paul	Assistant Professor
		3. MdSahidul Islam	Assistant Professor
		4. Sri Prosenjit Ray	State Aided College Teacher
		5. Sri Surajit Barman	State Aided College Teacher
6	Geography	1. Dr. Sangeeta Roy Chowdhury	Assistant Professor
		2. Dr. Dipanjana Chakraborty	Assistant Professor
		3. Vacant	Assistant Professor
		4. Md. MozammelRahaman	State Aided College Teacher
		5. Sri Tanmoy Pramanik	State Aided College Teacher
7	Philosophy	1. Sri Dipanjan Das	Assistant Professor
		2. Sri Chandan Barman	Assistant Professor
		3. Sri Pankaj Datta	State Aided College Teacher
		4. SmtMithuSaha	State Aided College Teacher
		5. Sri Krishnakanta Debnath	State Aided College Teacher
8	Political Science	1. Dr. Afzal Hossain	Principal
		2. Dr. Manabendra Roy	Assistant Professor
		3. Md. MaksedulMamin	State Aided College Teacher
		4. Md. Jiyarul Miah	State Aided College Teacher
9	Sociology	1. Sri Sankar Barman	State Aided College Teacher
		2 Mrs. Aparna Saha	State Aided College Teacher
10	Education	1. Sri Ujjal Barman	State Aided College Teacher
		2. Sri Mridul Islam	State Aided College Teacher
		3. Sri Biswajit Barman	State Aided College Teacher
11	Physical Education	1. Smt. Shova Barman	State Aided College Teacher
		2. Smt. Suchitra sarkar	State Aided College Teacher
12	Economics	1. Sri Alokesh Bhattacharya	State Aided College Teacher

Librarian: Priyanko Sen

NON -TEACHING STAFF:

Sl. No	Name	Designation
1	Vacant	Head Clerk
2	Sri Utpal Hui	Cashier
3	Vacant	Accountant
4	Vacant	Clerk
5	Md. AtiurRahaman	Typist
6	Md. Jakir Hossain	Library Clerk

7	Md. Musa Karimulla	Clerk
8	Sri Dipcharan Barman	Clerk
9	Sri Abhishek Pal	Electrician-cum-caretaker
10	Sri Apurba Kr. Jha	Laboratory Attendant
11	Sri Bablu Barman	Peon
12	Md. Saharuddin Mia	Peon
13	Vacant	Library Peon
14	Sri Debi Barman	Guard
15	Vacant	Guard

Non-Teaching Casual Staff

Sl. No	Name	Designation
1.	Sri Baburam Barman	Librarian (Contractual)
2.	Sri Rupan Debnath	Office Assistant
3.	Sri Biswajit Roy	RBU Office Staff
4.	Mrs. AshmitaPramanik	RBU Office Staff
5.	Sri Dipcharan Barman	RBU Office Staff
6.	Smt. Tanushree Roy Singha	Office Assistant
7.	Sri Ratan Paul	Office Assistant
8.	Smt. Sahera Khatun	Office Assistant
9.	Md. MostafizurRahaman	Office Assistant
10.	Smt. Shreyashi Barman	Office Assistant
11.	Smt. Parvin Suraiya Ahmed	Office Assistant
12.	Sri Rajesh Bansfore	Karmabandhu

SITALKUCHI COLLEGE POST GRADUATE STUDY CENTRE

Of

Rabindra Bharati University

(Estd.-2007)

Code No. – 13

Phone: 03583-263701

Situated in the border area of Cooch Behar district, Sitalkuchi is still less focused in the arena of higher education. In order to extend higher education among aspiring students of the locality, Sitalkuchi College initiated a Distance Education Study Centre of Rabindra Bharati University from the year 2007. It offers post Graduate course in the following Subjects

Environmental Studies

Political Science

History





Sanskrit

Bengali

English

Education

Special features of the Study Centre

-  Personal Contact Programme (PCP) classes by the expert University & College teachers.
-  Well Equipped Geography Laboratory with most sophisticated instruments and GIS & RS software like Global Mapper -13 Map info, ERDAS IMAGINE.
-  Arrangement of Special Classes.
-  Special Care for weak Students.

- ✚ Facility of interaction with the resource persons.
- ✚ Official Help Desk for, any type of problems
- ✚ Maintenance of Students' Response Sheet.
- ✚ Strict adherence to the rules of the affiliating University
- ✚ Formulation of policies as per students' feedback

SITALKUCHI COLLEGE UG,PG AND DIPLOMA STUDY CENTRE

Of

NETAJI SUBHASH OPEN UNIVERSITY

Sitalkuchi College Study Centre

(Estd.-2012)

Code No. – J-08

Phone: 03583-263701/03583-263351

Situated in the border area of Cooch Behar district, Sitalkuchi is still less focused in the arena of higher education. In order to extend higher education among aspiring students of the locality, Sitalkuchi College initiated a Distance Education Study Centre of **NETAJI SUBHASH OPEN UNIVERSITY (NSOU, Sitalkuchi College Study Centre Code-J-08)** from the year 2013. It offers Under Graduate, Post Graduate, Diploma and Certificate course in the following Subjects

B.A (Honours) Subjects: Bengali, English, History, Geography, Political Science and Sociology.

M.A Subjects: Bengali, English, History, Public Administration, Political Science and Master of Social Work (MSW)

Special features of the Study Centre

- ✚ Contract classes by the expert college teachers.
- ✚ Well Equipped Geography Laboratory with most sophisticated instruments and GIS & RS software like Global Mapper -13 Map info, ERDAS IMAGINE.
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