

Scottish Church College

Christian Minority Institution | Parent Body: Church of North India Estd. 1830 | Affiliated to University of Calcutta |
NAAC Re-Accredited Grade 'A' Institution (3rd Cycle)
NIRF Rank 100 (2023)



Admission Brochure

Session 2024-2025

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 2024-25. Our UG Admission portal URL: <https://www.scottishadmissions.com>
- *The process of admission for the academic session of 2024-25 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 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. For any queries contact: *enquiry2024@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 would 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 **2024-2025**.
- ❖ **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 **2024-2025**.
- ❖ **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 2024-2025.
- *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**
- However, no student shall be allowed to take admission after a lapse of more than **three** from the year of passing years (i.e. 2021, 2022, 2023, and 2024) the previous qualifying examination.
- 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.

Minimum eligibility to Apply :

Category A : General Merit				
Sl. No.	Honours Subject	Stream/Comments	Minimum eligibility to Apply	Index Marks
1	Bengali		50% Aggregate & 50% in Bengali	<p>Index: Aggregate + % Marks in Bengali</p> <p>Note: In case of 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 English will be considered.
2	English		60% Aggregate & 70% in English	<p>Index: 20% of aggregate + 80% of Marks in English</p> <p>Note: In case of 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 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)
				<p>Note: Candidates with same index:</p> <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 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 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 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 same index:</p> <p>If tie occurs in Index Marks then the Subject Marks, i.e. Political Science will be considered.</p> <ol style="list-style-type: none"> 1. If 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 Subject	Stream /Comments	Minimum eligibility to apply	Index Marks
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> <p>1. If tie occurs in Index Marks then marks in Biology/ Botany/ Biotechnology will be considered.</p> <p>3. If still tie occurs then marks in English will be considered.</p>
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.
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 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		50% Aggregate + 45% 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 2024-25			
Honours Subject	Stream/Comments	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 2024-25			
Honours Subject	Stream/Comments	Minimum eligibility to apply	Index Marks
16.	BBA	A minimum 50% marks in aggregate from any stream	80% of aggregate + 20% of English Note: Candidates with same index: <ul style="list-style-type: none">(a) If tie occurs in Index Marks then marks in English will be considered(b) If still tie occurs then the Aggregate Marks in the best of four subjects of the candidate be considered

Category B – Reservation (SC/ST/PH/Christian)				
	Honours 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
2	PWD (Person with Disabilities)		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category
3	Christian		55% in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			A minimum of 50% marks in aggregate and 45% marks in the subject or related subject in the qualifying examination	Index Marks calculated as in the General Merit Category
			OR	
			50% in aggregate when the candidate has not studied the subject in his/her qualifying examination provided all other clauses are satisfied	Index Marks calculated as in the General Merit Category

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

❖ **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)	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	33	13	8	10	3	2	69
B.B.A	B.B.A	24	9	6	7	3	1	50
MDC		96	36	24	28	12	4	200

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

SI. NO.	MAJOR SUBJECT	MINOR SUBJECT	FEES PAYABLE
1	Bengali	History	12826
		Sanskrit	12826
		Sociology	12826
		Philosophy	12826
		Psychology	16040
		Physical Education	16040
		Economics	12826
		Political Science	12826
2	English	History	14691
		Philosophy	14691
		Sociology	14691
		Physical Education	17905
		Economics	14691
		Psychology	17905
		Hindi	14691
		Political Science	14691
3	History	Bengali	14691
		Hindi	14691
		Philosophy	14691
		Sanskrit	14691
		Psychology	17905
		Sociology	14691
		English	14691
		Physical Education	17905
		Political Science	14691
4	Philosophy	Bengali	12826
		Hindi	12826
		Political Science	12826
		Sanskrit	12826
		Sociology	12826
		History	12826
		Physical Education	16040
		English	12826
5	Political Science	Bengali	14691
		English	14691
		Hindi	14691
		Philosophy	14691
		Psychology	17905
		Economics	14691
		Sociology	14691
		Physical Education	17905
		History	14691
6	Sanskrit	Political Science	12826
		History	12826
		Bengali	12826
		Hindi	12826
		Psychology	16040
		Philosophy	12826

Sl. NO.	MAJOR SUBJECT	MINOR SUBJECT	FEES PAYABLE
1	Botany	Chemistry	20994
		Microbiology	21571
		Zoology	20994
2	Chemistry	Computer Science	23766
		Mathematics	21051
		Physics	21629
		Zoology	21629
3	Computer Science	Mathematics (Compulsory)	40835
		Physics	41413
		Statistics	40835
4	Economics	Computer Science	18336
		Mathematics (Compulsory)	15621
		Political Science	15621
		Statistics	15621
5	Mathematics	Computer Science	20336
		Physics	18199
		Statistics	17621
6	Microbiology	Botany	44529
		Chemistry(Compulsory)	44529
		Zoology	44529
7	Physics	Computer Science	23131
		Mathematics	20416
		Statistics	20416
8	Zoology	Botany	20994
		Chemistry	20994
		Microbiology	21571

Bachelor of Commerce										
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 Caution Deposit	Security Deposit	FEES PAYABLE	
1100	9530	4659	1664	1664	11180	660	1000	10000	41457	
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 Caution Deposit	Security Deposit	Total payment for Sem I
1100	9530	3993	1331	1997	1997	16638	660	1000	4000	42246

- 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.

SL.NO.	CC1	CC2	GE1	FEES payable in SEM-1 MDC
1	PHYSICAL EDUCATION	SOCIOLOGY	BENGALI	15926
2	PHYSICAL EDUCATION	SOCIOLOGY	SANSKRIT	15926
3	PHYSICAL EDUCATION	SOCIOLOGY	PHILOSOPHY	15926
4	PHYSICAL EDUCATION	SOCIOLOGY	HISTORY	15926
5	PHYSICAL EDUCATION	SOCIOLOGY	POLITICAL SCIENCE	15926
6	PHYSICAL EDUCATION	PSYCHOLOGY	BENGALI	16564
7	PHYSICAL EDUCATION	PSYCHOLOGY	SANSKRIT	16564
8	PHYSICAL EDUCATION	PSYCHOLOGY	HISTORY	16564
9	PHYSICAL EDUCATION	PSYCHOLOGY	POLITICAL SCIENCE	16564
10	PHYSICAL EDUCATION	HINDI	SANSKRIT	15926
11	PHYSICAL EDUCATION	HINDI	PHILOSOPHY	15926
12	PHYSICAL EDUCATION	HINDI	HISTORY	15926
13	PHYSICAL EDUCATION	HINDI	POLITICAL SCIENCE	15926
14	PSYCHOLOGY	HINDI	SANSKRIT	15926
15	PSYCHOLOGY	HINDI	HISTORY	15926
16	PSYCHOLOGY	HINDI	POLITICAL SCIENCE	15926
17	SOCIOLOGY	HINDI	SANSKRIT	13288
18	SOCIOLOGY	HINDI	PHILOSOPHY	13288
19	SOCIOLOGY	HINDI	HISTORY	13288
20	SOCIOLOGY	HINDI	POLITICAL SCIENCE	13288
21	SOCIOLOGY	PSYCHOLOGY	BENGALI	15926
22	SOCIOLOGY	PSYCHOLOGY	SANSKRIT	15926
23	SOCIOLOGY	PSYCHOLOGY	HISTORY	15926
24	SOCIOLOGY	PSYCHOLOGY	POLITICAL SCIENCE	15926

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

1. CREAT ABC Academic Bank of Credit) -ID FROM THE PORTAL <https://www.abc.gov.in/>
2. Go to College website and click on the **UG Admission 2024** button. Then click on the **Online Admission Portal**. Click '**Admission to UG Courses 2024-2025**'.
3. 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.

4. 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.

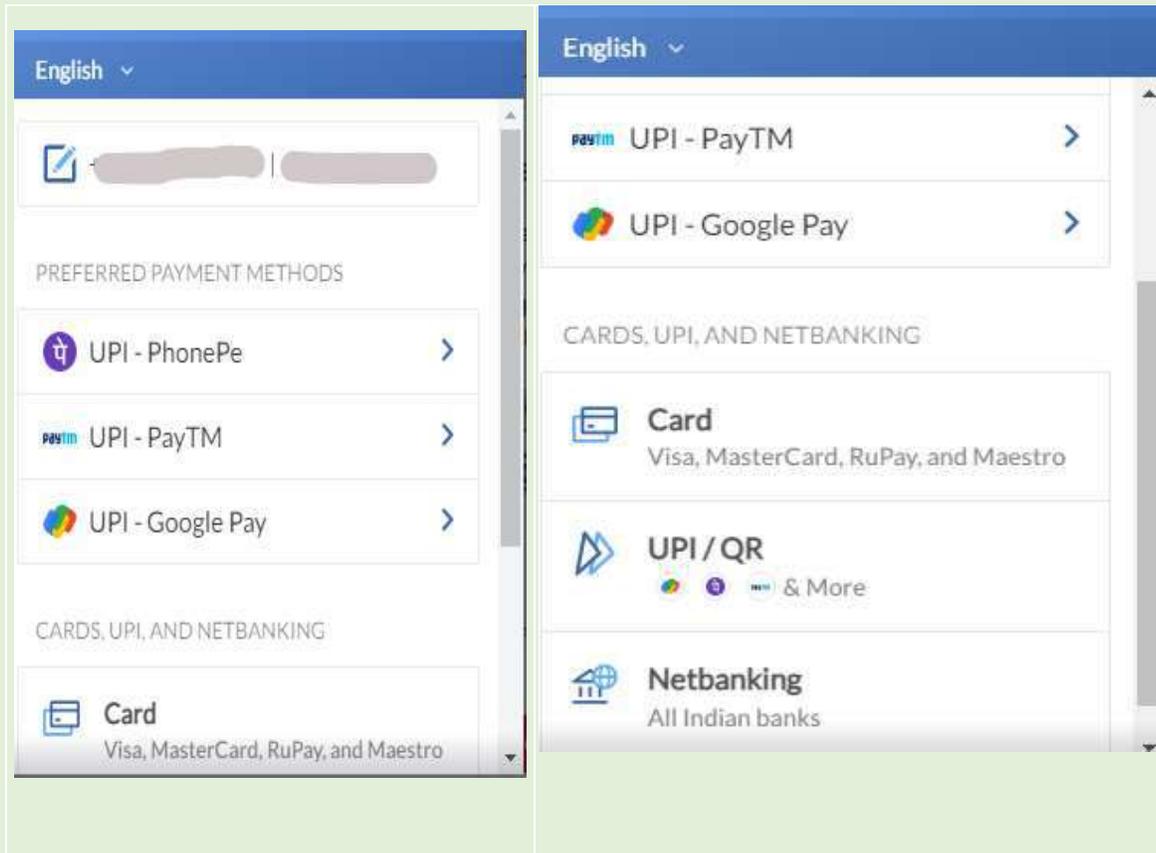
Step - 3: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her **Photo, Signature and self-attested (with date) photocopies** of following documents **in .jpeg format only**

- 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 to150kb each.**
 - All other self-attested documents within **50kb to100kb 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 successfully submission of application form.

- All the payments related to admission for the session 2024-25 have to be made in online mode i.e., **through Credit card/ Debit card/ Net banking and UPI.**

Screenshot of the payment gateway interface:



- 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.**
- 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 enquiry2024@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 enquiry2024@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.**