

**YOU & YOUR UNIVERSITY**  
**Undergraduate Fresher's Orientation**

**JADAVPURUNIVERSITY**  
**KOLKATA - 700032, INDIA**

Website: [www.jaduniv.edu.in](http://www.jaduniv.edu.in)

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## **WELCOME**

Dear Fresher, the first day in an institution is always a memorable day. All of us at the University are happy to receive you amongst us. On behalf of the entire JU family, I extend our warmest welcome to you.

Dear students, I would like to congratulate you on getting admission to this University which has been accorded the status of a University with Potential for Excellence, and re-accredited by NAAC with a CGPA of 3.68 on a four point scale at A Grade for a period of five years from 24.09.2014. Jadavpur University is also ranked 10th in India, by Academic Performance (URAP) Research Laboratory 2012-13; 47th in the Times Higher Education-Thomson Reuters list of the 100 best universities in the BRICS and Emerging Economies, 2013; and 76th amongst the best Asian universities in the latest Times Higher Education University rankings. Recently the university took pride in celebrating a decade-long association of being a SYLFF institution. You can feel proud that your university, out of about 500 plus Universities and Deemed-Universities in India, has a very unique place in the arena of higher education. Not only does it offer a world of opportunity for attaining academic excellence in the field of Arts, Science and Engineering & Technology, but also tries to uphold the highest ideals of our nation. Students here are also encouraged to develop their latent skills and abilities so that they become more rounded individuals.

While growing under its care you may sometime face some hurdles. We try our best to offer solutions. We also urge you to make use of the various agencies that are intended to address your problems.

I sincerely hope that you will develop fondness and love for your Alma Mater in the years to come and work sincerely to bring further glory to this University and to your life and career. My blessings to you.

**Jadavpur University.**

Kolkata - 700032

**Prof. Suranjan Das**

Vice-Chancellor

## **IDEALS**

“With the pulsation of a national sentiment throbbing in our breast our first care should be to put education on a sound basis. We have met here today to discuss how best we can realise that ardent desire...

If we are all ready to undergo the huge sacrifices that have been lately heard of, what in the world is there in the way of starting a National University?...

Why then do we halt and falter? The great demand is that of sacrifice. If I may say so, the first, the next and the last essential are sacrifice in the present crisis. Let us make a beginning here today. The students are already setting themselves of their comforts in order to contribute their humble mite to the National University Fund. Their example has not been lost and is found to evoke universal response.

For my part, to show my sympathy with their laudable efforts, I most humbly beg to place at the disposal of the promoters of this cause my humble contribution of a lakh of rupees. I am not gentleman, a wealthy man. I can ill afford the luxury of making such a gift. But the call of the Mother is clear, and respond we must, be we great or small.”

### **SUBODH CHANDRA MALLIK**

[From the speech delivered in the public meeting at “*Pantir Math*” (the present site of Vidyasagar Hospital) on November 9, 1905, on the eve of the formation of National Council of Education]

### **THOUGHTS**

“When we established this college, and left other occupations, other chances of life, to devote our lives to this institution, we did so because we hoped to see in it the foundation, the nucleus of a nation, of the new India which is to begin its career after this night of sorrow and trouble, on that day of glory and greatness when India will work for the world. What we want here is not merely to give you a little information, not merely to open to you careers for earning a livelihood, but to build up sons for the motherland to work and to suffer for her. That is why we started this college and that is the work to which I want you to devote yourselves in future.”

### **AUROBINDO GHOSH**

[From his farewell speech delivered on August 23, 1907 to the Students of Bengal National College as he resigned from the post of Founder-Principal]

## **O R I E N T A T I O N**

## 1. A HEARTY WELCOME

You are here today to attend the Welcome and Orientation Programme arranged for you. We are all very glad to receive you amongst us.

## 2. ORIENTATION : WHAT AND WHY

The purpose of the programme is to acquaint you with this University – its historical past, rich tradition and the glowing present

Straight from your schools and may be colleges, you have come to this University. It is primarily a UNITARY UNIVERSITY having only two affiliated colleges, viz. J.D. Birla Institute and Institute of Business Management under the National Council of Education, Bengal. Due to the tradition and achievements, your University has been recognized as one of the leading Universities of India.

No doubt it can't be done in a single day. As you have joined this FAMILY OF JADAVPURIANS and will grow under its care, you will gradually learn better through involvement. You are just being initiated today this great task of knowing and loving your ALMA MATER.

## 3. KNOW YOUR UNIVERSITY

As per UGC's present recognition, there are 620 Universities in India. Jadavpur University is one of them, and yet, is uniquely different in its foundation, history, tradition and culture.

The University stands on an area of 60 acres of land at Raja S.C. Mallick Road in Jadavpur, Kolkata-700 032. Jadavpur became a statutory University only on 24th December, 1955. But the story began much earlier, under very different and unique circumstances.

During the closing decades of the nineteenth century the idea of national education was crystallising particularly in Bengal. The then Dawn Society, established in 1902 endeavoured to include a proper outlook on education in the perspective of national tradition, national interest and true educational values. Then came the declaration for the partition of Bengal by the British Viceroy into two provinces on the basis of caste and religion. The spirit of national self-respect found its outburst in the Swadeshi Movement for boycott of everything of the then British including education. The Dawn Society ceased to exist and on the sixteenth November, 1905, the cream of Bengal intelligentsia met in a conference in Calcutta, and resolved to form a National Council of Education – Literary, Science and Technical – on National lines and under National Control. On June 1, 1906, the Council was registered. On the 11th March of 1922 – foundation day of the Council – the foundation stone of Sri Aurovinda Building at the present Jadavpur University was laid. Of all the undertakings of the National Council of Education of a few decades ago, the Bengal Technical Institute, founded in 1910 and renamed as the College of Engineering and Technology, was the only one to survive after a long and bitter struggle. Because the traditions, the Council could not contemplate seeking affiliation to any of the existing Indian Universities, although the standard of education imparted to the students through the diplomas and the degrees awarded by the Council was recognised as equivalent to the standard of University education both at home and abroad. Finally the Jadavpur University Bill was introduced in the West Bengal State Legislature in September, 1955 and was formally established the Jadavpur University.

**Second Campus** (Salt Lake City, Block-LB, Plot No.8, Sector-III, Kolkata-700108)

Our Second Campus at the Salt Lake, as planned, will develop as self-contained seat of learning. It is envisaged as a venue for Centres for the Specialised Studies & Research in the Engineering areas. At present classes in full time Degree Courses in Construction Engineering, Instrumentation and Electronics Engineering, Printing Engineering, Power Engineering and Information Technology are being held here regularly.

### The Emblem

The University adopted for its seal and emblem a design of three lamps encircled in lotus petals, executed under the direction of Nandalal Bose. The lamp represents knowledge, while the three flames are emblematic of intellectual training, integration of emotion, and imagination of spiritual development. The petals of the lotus in the periphery represent philosophy, the fine arts and culture.

### National Council of Education, Bengal

N.C.E. Bengal, with whose story we began to-day, is well and alive still. Here on the campus it runs a Primary School and a Higher Secondary School called JadavpurVidyapith and a College with Degree and Post-graduate courses in Education. N.C.E. has also introduced the much-sought-after M.B.A. course in the evening. You may certainly try your turn after graduation. N.C.E. as the mother and well wisher looks after the welfare of Jadavpur University.

We all feel, even in this changed socio-political set up that the Council has much to do towards cultural and moral regeneration of the country. The Council has, of late, taken up an ambitious project of 'JatiyaAbhidhan' in the pattern of original Oxford Dictionary. It also runs a 'Centre of Place-Names' having interesting research work on West Bengal Villages and maintains an Archives and a Publication Centre.

National Council needs dedicated and alert workers and you can find your berth there as and when you are established.

### Our Great Benefactors, Masters and Teachers

Generous donations for the great cause came from Raja Subodh Chandra Mallik, Brojendra Kishore Roy Choudhury, Maharaja Surya Kanto Acharya Choudhury and others and National Council of Education (N.C.E.), Bengal proceeded with its programme. Subsequently came a princely bequest of Rs.13 lakhs from SIR RASHBEHARI GHOSH, the legendary legal luminary.

Calcutta Corporation under the wise guidance of its Mayor DESHBANDHU CHITTARANJAN DAS leased out to N.C.E. the present site of Jadavpur Campus where its Engineering College was shifted in 1924. The Aurobindo Building, now housing the administrative offices, still bears testimony of the old class-rooms of the Engineering College.

SRI AUROBINDO was the first Principal of the Bengal National College and among the teachers were luminaries like RABINDRANATH TAGORE, SIR GOORODAS BANERJEE, ANADA COOMARSWAMY, SURENDRA NATH BANERJEE, RAMENDRA SUNDAR TRIVEDI, RADHA KUMUD MUKHERJEE, BENOY KUMAR SARKAR, SAKHARAM GANESH DEOSKAR and others.

Dedicated, learned and pioneer teachers like PROF. HEM CHANDRA DAS GUPTA, PROF. HIRALAL ROY, PROF. SATISH CHANDRA BHATTACHARYYA, and many others introduced new disciplines and domains of engineering and changed the dimensions of the then colonial engineering education. The lamp thus lit was further carried forward by Dr. TrigunaSen, Prof. HemchandraGuha, Prof. Karuna Roy, Prof. M.L. Schroff, Prof. Tuhin Roy, Prof. Gopal Chandra Sen and many others.

An equally bright galaxy of people with erudition and imagination like Prof. Sushil Kumar De, Prof. AmartyaSen, Prof. Ganesh Ch. Bose, Prof. SudhindranathDatta, Prof. Buddhadeva Bose, Prof. GourinathSastri, Prof. Susovan Chandra Sarkar, Prof. Pratul Ch. Gupta, Prof. Gopinath Bhattacharyya, Prof. Subodh Ch. Sen Gupta, Prof. Prithwis Ch. Chakravorty, Prof. PanchananChakravorty, Prof. PrabhatSarbadhikary, Prof. Prafulla Kr. Guha, Fr. Robert Antoine, Prof. BibhutiBhusanSen, Prof. Satyasundar Deb, Prof. Anil Kumar Majumdar, Prof. ShyamadasChatterjee, Prof. Bankim Ch. Mukherjee, Dr. Amitava Bhattacharyya, Dr. Jnan Saran Chatterjee, Prof. SukumarDatta and many others steered the early progress of our Arts and Science Faculties – the new additions to the original Faculty of Engineering and Technology.

#### **High-points of Jadavpur University as of present:**

- National Assessment and Accreditation Council (NAAC) reaccredited JU with grade A and CGPA 3.68 of 4.
- University Grants Commission recognized JU as one of the top five Universities in the country with potential to develop into a Centre for Excellence in 2003. JU received the UPE [Phase-II] grant from UGC under the scheme.
- JU is the first Indian University recognized by the Nippon Foundation as a SYLFF (Sasakawa Young Leader Fellowship Fund) Institute to promote research by young leaders in the social sciences and humanities.
- JU received the prestigious PURSE [Phase-II] grant from DST, Govt. of India as it ranked 2<sup>nd</sup> on the basis of research performance in Science and Technology assessed by CSIR-NISTADS
- JU is ranked in the Times(World) 2018 ranking under the category 601-800
- JU is ranked in the Times (Asia) 2018 ranking under the category 127<sup>th</sup>
- JU is ranked 117<sup>th</sup> in the Times (BRICS) 2018 ranking
- The NIRF ranking (initiated by MHRD, Govt. of India) of JU amongst all Indian Universities and Institutions, is as follows
  - NIRF-Overall 2018 13<sup>th</sup>
  - NIRF-Universities (2018) 06<sup>th</sup>
  - NIRF-Engineering (2018) 12<sup>th</sup>
- Jadavpur University is among the 10 State Universities identified for funding of Rs. 100 Crores under under RUSA-2
- JU is also shortlisted for the award of Institute of Eminence by MHRD, Govt. Of India.

#### **4. OUR FAMILY TODAY**

The University has a strength of about **12,109** students (**Male – 8301, Female – 3808**) excluding those of affiliated colleges, nearly half of which belongs to the Engineering Faculty. Girls' students constitute about **64%** of the student population of Arts Faculty and about **31%** of the total strength.

We have about **127** foreign students including certificate courses covering **22** countries of Asia, Africa, Europe and America. We have about **600** full-time teachers, **282** in Engineering, **161** in Arts and **134** in Science and **23** in Inter-disciplinary Studies, Law & Management (ISLM). So also the number of non-teaching staff, including officers, will be in the region of **1306**. Lady teachers constitute about **24%** of the Faculty. It's a big, but homogeneous, family.

#### **5. COURSES OFFERED TO THE STUDENTS AND NATURE OF INSTRUCTION**

37 Major Departments offering various courses of studies or disciplines are there under four Faculties – 16 in Engineering, 7 in Science and 13 in Humanities and 1 in Interdisciplinary Studies, Law and Management plus 14 M. Phil courses are also running under different department and schools.

There is a Psychological Counseling Centre in the Dept. of Philosophy. At present **four Indian (Bengali, Sanskrit and Hindi, Pali) and nine Foreign languages (French, German, Spanish, Japanese, Italian, Korean, Portuguese, Chinese, and English)** are being taught regularly. Classes are held between 5- 7:30 PM.

The School of Languages & Linguistics, located in the ISLM Faculty, offers Certificate Courses in Sanskrit, Bengali, English, Hindi, Korean, French, Spanish, German, Italian, Pali, Linguistics Portuguese, Chinese and Functional and Communicative English; Diploma Courses in Bengali, Hindi, Sanskrit, Spanish, Japanese, French, German, Italian, Portuguese, Korean All are evening courses. Admission taken place in January-February and fees are modest.

## **Evening Courses (Part-time)**

### **Evening Courses (Part-time)**

Our concern is not merely for the day-scholars. We have our evening scholars too. The evening students constitute about 16% of total student's strength.

In the Engineering Faculty there are three evening Undergraduate courses in Civil, Mechanical and Electrical Engineering. These courses are for Diploma holders already in some employment and their selections are made through written tests. They are to study five years for their Bachelor of Engineering Degree. In the Faculties of Arts and Science, there are evening Post-Graduate courses. These courses are primarily meant for service-holders. Here the duration of course is of three years instead of two years.

### **Medium of Instruction**

The medium of instruction and examination is English in the Faculty of Engineering & Technology, pending the adoption of Bengali as the medium, English shall be the medium of examinations except where otherwise specifically indicated at the beginning of the session by the Head of the Department concerned as approved by the relevant Faculty Council. Bengali as an optional medium is, however, prescribed for the Bachelor of Arts Examinations (except for English) – Undergraduate students of the Science Faculty may write their answer scripts in all the examinations of the university in Bengali on an optional basis while retaining English terminologies, equations and English or Greek Symbols as per international practice.

### **Tutorial System**

Adequate arrangements for tutorial and seminar type classes are a special feature of this University. They provide personal contacts between the teacher and the taught.

## **6. CUMULATIVE RECORDS: MUSTER ROLL SECTION**

As you join us, we try to collect relevant data regarding your school life and social background. We take your photographs too. Our intention is always to keep an up-to-date dossier on you.

So, whenever there is a change in address or any important development in your career, you should please keep us informed. You should write to the Registrar and submit it at the Muster Roll Section, where records are maintained. Master Roll Section renders the following services to the students

1. Issue of Identity Card
2. Issue of Registration Certificate
3. Verification of Studentship
4. Issue of Railway Concessional Ticket Order for Monthly/Quarterly Ticket and Concessional Ticket Order for going home during vacation.
5. Issue of Migration Certificate
6. Name removal/Withdraw from the University Roll
7. Processing University fees.

## **7. EXAMINATION AND ASSESSMENT**

For good or bad, we all, at this country, are very much examination-conscious. Our rosy dreams end to Grade Cards / Mark Sheets and probably in our socio-economic set up; there is no escape from it.

**All the information related to Examinations including exam rules of various courses is available in the Website – [www.jaduniv.edu.in/link-EXAMINATION](http://www.jaduniv.edu.in/link-EXAMINATION) in home page.**

**Jadavpur University Examination Management System is now under JUMS (Jadavpur University Management System). Students have to do the online functions related to Examination, starting from Examination form fill up, Downloading Admit Card, Time Table, Grade Card, Review in his/her own Web Portal under JUMS in Website. All payments related to examinations in SBI I-collect through Debit/Credit Card (so one personal Savings Bank A/C and Debit card is essential for making online payment transaction). Always fill up your Exam Form and pay the fees within due date failing which you will not be able to appear in the Exam.**

### **Semester System**

For Engineering ( all UG & PG ), Arts (all UG & PG ) and Science ( all UG & PG) students, we have Semester System (two semesters in a year), which means in the middle of the Academic session (Nov.- Dec.) a student has to appear in an odd numbered semester examination (e.g. Sem. I/III/V/VII) and at the end of the academic session (Apr.-May) in an even numbered semester examination (e.g. Sem. II/IV/VI/VIII).The semester examinations are held according to the academic calendars announced by the Faculties at the beginning of the session. There are scopes of consequent attempts for uncleared papers in the supplementary/with regular students next year, for UG Engineering, MCA examinations.

**CBCS** – for all the UG Courses under Faculty of Arts and Science having Choice Based Credit System (see details in website)

### **Eligibility of Semester Examination**

Essentially, you need an eligibility to appear at the Semester Examination and this eligibility depends on your regularity in attendance (70%) in Theoretical and Practical/Sessional classes. Once you fail to pass in any of the sessionals (pass marks 50%), you are sure to lose a year. **Absence in any paper(s) is regarded as failure in that paper(s) and no repeat exam will be considered for the sessionals.**

### **Continuous Evaluation System**

The assessment of your merit is not based on a 3-hour marathon performance only. We have for the students under all Faculties, a continuous evaluation system which makes you sit for two class tests in each paper in each semester. So you can never detach yourself from your daily classes and regular studies.

### **Examination Rules**

It is difficult to apprise you of all examination rules at this stage. But you should remember that ignorance is never an excuse so far examination rules are concerned. All examination rules are available in the website– [www.jaduniv.edu.in/link-Examination/link-Rules and Regulations](http://www.jaduniv.edu.in/link-Examination/link-Rules%20and%20Regulations). You should always keep yourself abreast of all changes, modification and additions in examination rules. The best person, in this regard to contact is the Secretary of the Faculty Council / the Controller of Examinations. Your Students' Union may also come to your help.

### **Publication of Results & Review System**

In the Semester system, all the results are generally published within 60 days. **Students can see their online grade and in respective JUMS Portal Link.** All results are sent to the concerned department. Student may apply for online review on the basis of notified result with requisite fees (Rs. 50/-) as per date notified in student exam portal. Students will get grade cards from the counter of Exam department. Collect it within six months from date of issue of grade card. **All grade cards are preserved for six months,** after that, students have to apply for “**duplicate**” with fees (Rs. 150/- per grade card).

### **Promotion**

Students except PG (Engg.) under all faculties will be promoted automatically irrespective of their no. of failed theoretical papers if they pass all sessional papers. For PG (Engg.) students have to get minimum SGPA/CGPA of 5.0 and have to pass all sessional papers. Promoted students will be required to pay their tuition fees, session charge and Examination Fees for the session immediately after the promotion. Students, who do not get promoted to the next higher class, may apply for readmission/casual enrollment as per university rules.

### **Award Degree**

Students, at the successful completion of the course, will be awarded the degree in the Annual Convocation, held in a fixed date, i.e. on 24<sup>th</sup> December of every year. **The students having any back paper during his/her academic period will not be eligible for Merit Rank and Medal.**

All merit lists since 1956 are available in the website [www.jaduniv.edu.in/link-examination/link-Merit list archive](http://www.jaduniv.edu.in/link-examination/link-Merit%20list%20archive). **All degree certificates and medals are preserved for five years from the year of convocation.** After five years you have to apply for Duplicate Certificate even if you have not received the original certificate.

### **Campus wise office**

Apart from our main office at the Aurobindo Bhawan (1<sup>st</sup> Floor), we have another office at the Salt Lake Campus for the students of the respective Departments. So, you need not to come at Jadavpur Main Campus for your routine work related to exam, if you are studying in the Salt Lake Campus.

## **8. STUDY AIDS**

Education is never complete within the four walls of class-rooms. You should develop the habit of using Libraries. It is neither easy nor possible that you will purchase all your text-books. Both Central and Departmental Libraries are there to help you as also the staff there. However, in case of special need, you may approach the Chief Librarian who will be too glad to help you.

The University is proud of its library system, which comprises the Central Library, Salt Lake Campus Library, Departmental Libraries, and also the Libraries attached with Schools and Centres for studies. Also note in this regard, that soft copies of question papers of previous semesters are available in the Central Library as well as in your portal

### Central Library

The University Library System comprises of the Central Library, Salt Lake Campus Library, 35 Department Libraries, Libraries of different Schools and Centres for higher studies; and the **Centre for Digital Library and Documentation**. Last year, the **Accessible Library for Persons with Disabilities** was inaugurated on 5<sup>th</sup> September, 2018 at the ground floor of the Jadavpur University Central Library. We have also inaugurated a new portal for the University Library recently (<http://122.15.82.40:9900/>)

### Library Hours

Day	Main Campus	Salt Lake Campus
Monday to Friday	10:00 am to 8:30 pm	10:00 am to 7:00 pm
Saturday	10:00 am to 5:30 pm	10:00 am to 5:30 pm
Sunday	11:00 am to 6:00 pm	11:00 am to 6:00 pm

### Library activities during April 2016 – March 2017

Item	Main Campus	Salt Lake Campus
Total collection of books	682683	34982
Journal subscribed (Print)	188	42
Journals subscribed (online for both campus)	5323	5323
Journals subscribed (online+ print)	20	11
Access to online journals through <b>eShodhSindhu(INFLIBNET)</b>	7292	7292
Active student members(including UG and PG)	3674	1591

### Library Membership

After being admitted into the respective departments, **Under Graduate** students need to produce following documents for library membership on week days only:

1. Original money receipt of your admission
2. 6 copies of passport size photograph
3. Original address proof

The student needs to fill up a form and deposit at the specified hours and will get the new membership cards after 7 days. **Please check with the Central Library notification for details.**

UG students will be given **6 cards** in total, **3 for Department Library, 2 for Central Library and 1 for the Reading Room.**

They will use these cards for borrowing books. In addition they will use the Reading Room Card (blue one) for other Sections, like Reading Room, Reference, Serials, Digital Library, Bound Volume, etc.

**Sample card(s):**

**1. Library Membership Registration Card**

Jadavpur University Student membership Registration Card	
Name (in block letters)-----	AJAY ADDY-----
Category of Students: UG/PG/M.PHIL_____	UG_____
Stream/Subject _____	Dept. BENGALI _____
Session _____	2017-2020_____
Day / Night _____	DAY_____
Membership Card No. _____	K0110_____
Roll No. _____	123456789(as mentioned in the money receipt)
Permanent Address _____	21 ABC Road ;Kolkata700032_____
Mobile No _____	1234567890_____
Local Address _____	21 ABC ROAD KOLKATA 700032_____
E mail: _____	addyajay2017@abc.co.in_____
<b>##All data given in the card are fictitious. Students must fill the form accordingly, in clear hand writing</b>	

**Back portion of the registration card**

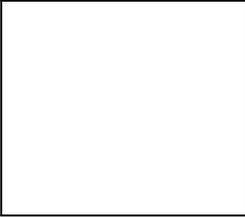
Registration No _____	45678_____	- of _____	2017-2018_____
Deposit RS _____	500_____	Dated _____	Receipt No _____
Withdrawn on _____			
Membership Withdrawn on _____			
Clearance Certificate Issued on _____			
Signature of the Student _____			
Signature of the Issuing Staff _____			
Dated _____			

**2. Book Lending Card (Yellow)**

JADAVPUR UNIVERSITY KOLKATA 700032	
Loan Card For: Students UG/PG Day/Night	
Name _____	
Dept _____	Roll No _____
Session _____	
Issue Date _____	validity _____
Paste Your photograph here	Card No..... Signature _____
Chief Librarian	

Local Address _____ _____ _____
Permanent Address _____ _____ _____
Ph No. _____
Issued by _____

**3. Reference/ Reading Card (Blue)**

<p><b>Jadavpur university Library</b> KOLKAT A 700032</p>  <p>READING CARD Card Number _____</p> <p><b>NOT TRANSFERABLE</b></p>	Name _____ Designation _____ Dept _____ Roll _____ Course _____ Year I/II/III/IV _____ Session _____  Signature of the member _____  Contact No. _____	Permanent Address _____ _____ Phone _____  Local Address _____ _____ _____ Phone _____  Chief Librarian      Issuing Staff

### Central Library (Main Campus) Floor Plan

Floor	Description
Ground	<b>Registration</b> (for new membership),Circulation (for issue and return of books), Reading Room, Bound Volumes(of old printed journals)
1 <sup>st</sup> floor	Acquisition, Serials (for current journals and newspapers), Old and Rare Books (for consultation only), Photocopying, Chief Librarian, Centre for Digital Library and Documentation( <b>for accessing online journals, old question papers, e-books etc</b> )
2 <sup>nd</sup> floor	Librarian, Cataloguing , Reference(for consultation of reference books, not for issuing),Bound Volumes
3 <sup>rd</sup> floor	Thesis Section(need prior permission for consultation)

### Library services

- Issue and return of books for specified period, Demand book requisition
- Reading Room
- Photocopying, Imaging (with prior permission)
- Reference, etc.

**Some important URL** (can be accessed from Centre for Digital Library and Documentation)

Serial No	Description	URL
1	OPAC	<a href="http://172.24.146.89:8380/opac/">http://172.24.146.89:8380/opac/</a>
2	Summon Discovery Service	<a href="http://jaduniv.summon.serialssolutions.com/">http://jaduniv.summon.serialssolutions.com/</a>
3	E-book Central	<a href="https://ebookcentral.proquest.com">https://ebookcentral.proquest.com</a>
4	Previous year's question papers	<a href="http://122.15.82.40:9900/questionbank">http://122.15.82.40:9900/questionbank</a>
5	Scopus	<a href="https://www.scopus.com">https://www.scopus.com</a>
6	Web of Science	<a href="https://apps.webofknowledge.com">https://apps.webofknowledge.com</a>
7	Science Direct	<a href="https://www.sciencedirect.com/">https://www.sciencedirect.com/</a>

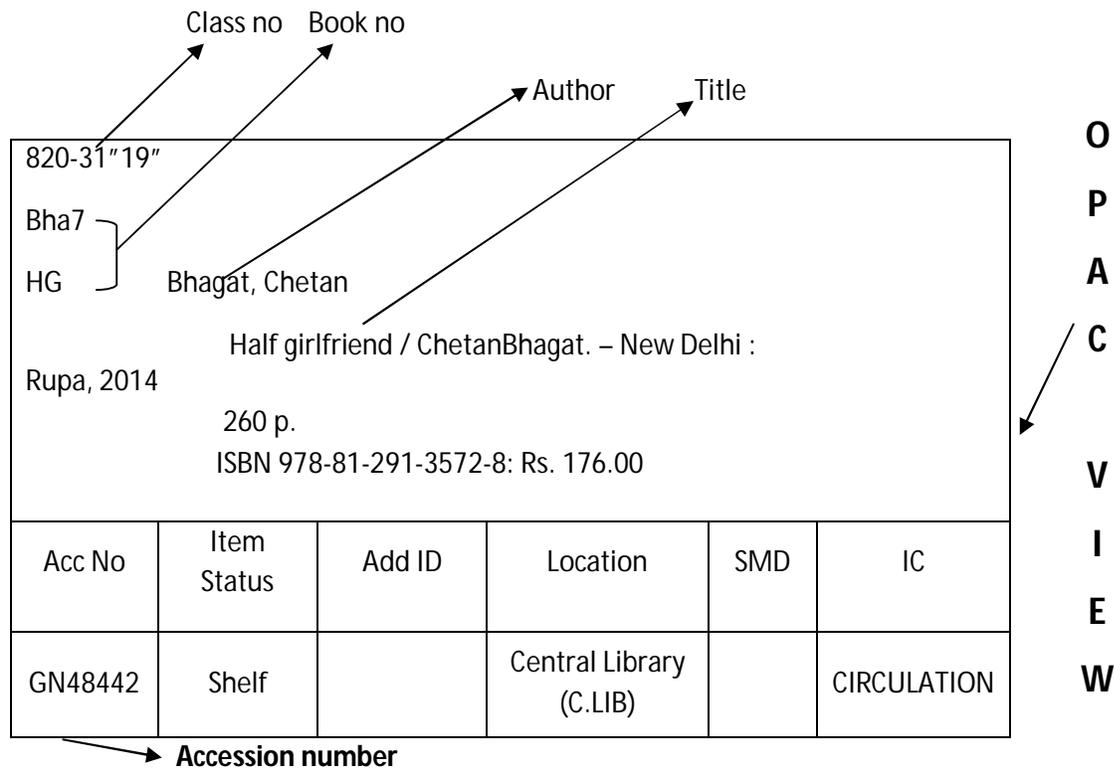
8	Jstor	<a href="https://www.jstor.org/">https://www.jstor.org/</a>
9	Project Muse	<a href="https://muse.jhu.edu/">https://muse.jhu.edu/</a>
10	i-Scholar	<a href="http://www.i-scholar.in/">http://www.i-scholar.in/</a>

### How to find books through OPAC (<http://172.24.146.89:8380/opac>)

Along with the card catalogue, any reader can search the Online Public Access Catalogue (OPAC) for locating a particular book in the following way :

- Keywords (for subject search, where you do not know the exact title or author of the book, but you know the subject only, like particle physics, music, social network etc)
- Author (Surname first, e.g. Bhagat, Chetan)
- Title

For example if any student is looking for 'Half girlfriend' by ChetanBhagat, the student has to write Bhagat, Chetan under "Author".



Please fill the book requisition slip as per the above diagram and request for the particular book. This book of ChetanBhagat is available in the **Central Library only**. Please check the LOCATION before dropping the requisition slip.

**Please feel free to ask any Library Employee for assistance. You can also mail to [ref.sec@jadavpuruniversity.in](mailto:ref.sec@jadavpuruniversity.in)**

## 9. RESIDENTIAL FACILITIES

Our university is not a residential university. However, we try our best to provide accommodation to needy students from areas outside greater Kolkata or from other parts of the country. You can pursue your higher education at this University staying with your own family.

### **Dormitory**

**There are 15 (4 for Girls and 11 for Boys)hostels** with provision for accommodating over 1460 students including Research Scholars and International Boys Hostel. Accommodation in both Women' hostel and Boys hostel falls much shorter of the demand and efforts are being made for extension of the existing buildings and construction of new buildings.

Hostel Mess is conducted by the Students Mess Committee under the guidance of the Superintendent of the respective hostels. The Main Hostel complex is situated outside the campus. At the Main Hostel complex at the main campus as well as the Ladies' Hostel, there are private canteens supervised by the Students' Committee.

### **Enrolment in Hostels**

If you need accommodation in a hostel, you are to collect a prescribed application form from Information Office or university website and submit to the Office of the Dean of Students duly filled in. At the time of admission in the hostel, you are to pay about Rs.3000/- in all, inclusive of Caution Deposit and Mess Advance. Besides, you are to pay monthly seat rent and electricity charges at the rate of Rs.15/- and Rs.10/- respectively. The payment for two major meals at the hostel varies from one hostel to another and you are to pay every mess bill according to the bills made by the Students' Mess Committee. Hostel-borders are to abide by the hostel rules framed from time to time. It may be noted that for non-payment of mess dues, seat rent or electricity charges, the boardership of the hostel may be cancelled. Two stamp size photographs are to be submitted to the office of the Dean of Students at the time of Hostel admission. For details follow **Hostel Rules and Regulations**.

Any application form of a boarder to any officer must be forwarded through the Hostel Superintendent.

## **10. Centre for Disability Studies (formerly Special Education & HEPSN Cell)**

Special Education & HEPSN Cell started in 2002 with financial support from the UGC 'Higher Education for persons with Special Needs' (HEPSN) project. Supported by the UGC UPE-I programme during 2003 to 2008 the Cell was included in the UGC UPE-II programme since December 2012. On June, 2014 it was renamed into 'Centre for Studies and Rehabilitation of Differently Abled Persons' which was further renamed into 'Centre for Disability Studies and Rehabilitation' on and from November 2017. At present the Centre is known as 'Centre for Disability Studies'.

The Centre for Disability Studies aims to prepare 'Audio Books' for the University so that they can be used when and as required in the academic progress of disabled students, conduct research works in and around West Bengal to acquire knowledge regarding educational progress of disabled children and identify their problems and work on it and help the government to take necessary actions in this regard. The Center also wishes to make the University environment more accessible and disability friendly.

### **Undergoing Projects**

#### **A. 'Audio Book' or 'Talking Book' Project:**

The main purpose of 'Audio books' is to replace the traditional Braille Books. There are several disadvantages of Braille books that urge people to choose audio books over fussing with Braille books- Braille books are bulky and cause a hindrance to mobility. Audio books break away from the monotony of reading experience by providing vocal variations an additionally, they are relatively more appealing for those who have lost their eyesight later in life. Moreover an Audio Book does not employ the vast amount of resources and technology that the production of Braille books necessitates. These factors sum up to make the 'Audio Book' or 'Talking Book' in electronic and digitized format, the latest technique to provide reading materials to visually employed persons. The Centre has developed an Audio Book Library in Bengali and English languages for the use of students of the University and its faculty in their academic endeavor. The 'Audio books' are used as a technical tool (assistive technology to replace Braille for the visually impaired persons). Copies of the audio books are provided to the University and the funding agency for developing a 'Specialized Audio Book Library'.

**Method:** 10 Book-readers and 1 Voice Editor are already working for the preparation of audio books. The book reader first records the book in MP3 format through voice recorder in the sound-proof recording room and then the voice editor makes the necessary corrections in that MP3 track. The corrected tracks are then separated in chapters as per the contents of the book and preserved in our library, after being written in CDs or DVDs.

#### **B. Personality Grooming and Communicative Language Course:**

The Centre started a free Personality Grooming and Communicative Language Course for the students with disability of our University since 2016-17.

In this course disabled students are taught different behavioral traits and mannerisms. They are also taught to speak in English. All these will help them to participate in the broader world more easily.

- C. **Basic Computer Course:** The Centre has 15 independent computers that support JAWS (Screen Readable Software) to conduct free computer training program in basic level from time to time especially for the *visually disabled students* of our University. The students also have access to these computers for their personal academic use.
- D. **Counselling Course:** The Centre started a one year post graduate diploma course in “Guidance, Psychological Counselling & Family Therapy” (passed by Executive Council of Jadavpur University) on and from 2<sup>nd</sup> May 2013, which may be a good prospect for the students in the field of counselling. A dozen of Resource persons and Faculties from different universities and some Psychiatrists as well as Psychological Counsellors are appointed for this course. At present the 5<sup>th</sup> batch of the said course is in progress at the Centre. Owing to huge demands from the very senior professionals from various social sectors like nursing colleges, schools, homes, the Academic Committee of the Centre has super numerated the seats to 40 candidates instead of 30 in the previous sessions.

### Intensive Research Work of the Cell

#### Field Survey

Every year the Centre organizes a field survey in some selected areas under the supervision of the Jt. Coordinators. The Centre would like to conduct different field surveys in and around places in West Bengal to collect data regarding educational development of the disabled persons and recommend future agendas for their overall development.

- In 2016-17, the field survey was organized in the four blocks of the Sunderbans area (Kakdwip, Kultali, Gosaba and Hingalgunj).
- In 2017-2018 The Centre conducted another survey in the Barasat region namely in the two blocks Barasat 1 and Barasat 2. This time the main focus was on Kanyasree scheme. From the given data obtained in the two blocks of Barasat, both the blocks show a very low profile in case of educational qualification of the disabled members of the family. Most of them are not encouraged to study at higher levels and are only concentrated at the primary level. The number of educated females as compared to the educated males is much lower in both the blocks. Hence to arrive at the analysis of how much they have benefitted from the Kanyasree scheme is very difficult. But we can conclude that though there is high rate of awareness, they are not much interested in continuing their studies and are not properly encouraged to do so. As a result they fail to get the benefits of the Kanyasree scheme, or else they would have gained a lot through this scheme. The final report though is yet to be published and work is under progress.
- Preparation of Critical Directory: The main objective of the project is to prepare and maintain a directory that will contain up-to-date database of the *students with disabilities* and the Teaching and Non-teaching Staff of the University. This project will be continued with every new academic year along with new admissions.

## 11. HEALTH CENTRE

The University Health Centre is located in the campus within easy reach of all students. It is attended by a full-time Medical Superintendent and part-time qualified specialists in general medicine, eye, E.N.T., skin, pathology and radiology. The centre is also providing other services, at a charge much lower than the market rates like Ultrasonography, ECG & some blood biochemical tests.

#### **University Clinic Schedule**

(Open on all working days during office hours)

Ph: 2414-6437; Internal: 2452, 2479

Consultation timings of Specialist

#### **Chief Medical Superintendent:**

**Dr. K. Dutta :** All working days of the week

#### **Specialists**

**Eye: Dr. A.K. Gupta:** Tues, Wed & Fri:  
11: 00 a.m. to 1: 00 p.m.

**E.N.T. : Dr. P.K. Dutta :** Mon, Wed & Fri  
3: 30 p.m. onwards

**Medicine: Dr. S.Roy :** Mon, Tue, Fri  
11: 00 a.m. – 1: 00 p.m.

**Skin:**

**Dr. (Mrs.) M.Bhattacharya :** Tues, Thurs 11:00 a.m.  
Fri 3: 30 p.m. onwards,

**Radiologist:**

**Dr. S. Chakraborty :** Tue: 10: 00 a.m. onwards

**Acupuncture:**

**Dr. SumanDey :** Mon, Fri  
Afternoon – 3: 00 p.m.

(USG & ECG done at the Health Centre with prior appointment.) A Pathology Unit is running where some biochemical tests like blood sugar, LFT, lipid profile, urea, creatinine& uric acid are done on Mon, Wed, & Fri. Reporting time for drawing of blood is 10: 00 a.m. to 11: 00 a.m.

**ULTRASONOGRAPHY TEST IS DONE ( on Tuesday morning)  
AT HEALTH CENTRE WITH PRIOR APPOINTMENT**

**Hostellers' Health Care**

In case of emergency at odd hours, the Hostel Superintendent may call a local physician and transfer the sick boarder to any government hospital or students' health home for immediate care.

**Students' Health Home (SHH)**

SHH, situated at Moulali near Sealdah, is a centre for treatment of ailing students. J.U. has 02 beds reserved at the Health Home. Consultation at the Home is free of charges and only nominal charges are made for the medicines, investigations and hospitalization, if any. Students are advised to contact the Dean of Students before checking into Health Home for smooth admission on emergency basis or student may directly visit Health Home with university ID card and Fees book. In order to get admission you may have to present your Health Card at the Student's Health Home.

**Health Card**

The students are advised to read the following instructions carefully before filling up the Health Card:

- i) The "Personal data" and the "medical data" should be filled up and signed by the students with the help and knowledge of his guardian and Head of the Department who in turn should countersign in the space provided in the card. Thereafter the Health Card is to be produced at the Dean of Students' office for recording and the signature of Dean of Students. It is important that the medical data is filled-in correctly.
- ii) The student should produce the Health Card each time he/she visits the Health Centre. Records of visits with any relevant clinical notes/advice will be filled by the attending doctor and will be returned to the students. This will help us maintain a proper record and also help in the treatment and follow-up of the student.
- iii) The students should take utmost care in keeping the card updated. The student should produce the card as and when required by the authority for official use and verification.
- iv) Additional pages for the "Record of Visits" should be countersigned by the Dean/HOD and attached with the Card.
- v) Loss of Health Card should be reported immediately to the Dean of Students' Office and a new card will be provided as per rules.

**12. PERSONAL ACCIDENT-CUM-MEDICAL INSURANCE FOR STUDENTS OF JADAVPUR UNIVERSITY**

This policy has been in effect from 1.11.2002. The policy provides worldwide, round the clock coverage for all registered students of Jadavpur University, including evening students, against bodily injury resulting from accident caused by external means. Students under the new fee structure as implemented from 2001 have been brought within the ambit of this policy. All insured students, on meeting with an accident, if any, should report to the University Health Centre, if possible, or to appropriate Medical Centre, as deemed necessary, and must procure all the receipts and documents thereof for putting forward his/her insurance claim, if any, to the Office of the Director of Youth Welfare for necessary onward action.

**Details of the Insurance Policy and accident-claim benefits**

- i) Capital Sum Insured (C.S.I) – Rs. 50,000/- per student per year
- ii) Death:- 100% of C.S.I. (Post-Mortem Report is mandatory)
- iii) Permanent total disablement: - 150% of C.S.I.
- iv) Permanent partial disablement: - 2% to 100% of C.S.I. (as per Policy details)
- v) Medical Expenses: - Rs. 25,000/- per student per year.

Medical expenses includes cost of operation and / treatment, both in house and/ outdoor expenses, arising out of accidents covered under the policy. However, please note that an FIR/G.D. is required for the purpose of claim in case an accident occurred outside the university premises.

### **Exclusions**

No benefit is payable in respect of death, injury or disablement of the insured arising out of the following circumstances:-

- a) From intentional self-injury, suicide or attempted suicide.
- b) Whilst under the influence of intoxication, liquor or drugs.
- c) Arising or resulting from the insured committing any breach of law with criminal intent.
- d) Directly or indirectly caused by venereal diseases or Insanity.
- e) Resulting directly or indirectly from child birth or pregnancy.

### **13. FINANCIAL ASSISTANCE**

We know, many of our students, coming from middle and lower-middle income group, need some sort of financial assistance to meet their educational expenses. And your University goes a long way in helping the students in this regard. Application Form for such assistance is generally issued from the Dean of Students office at the end of August.

#### **Concession in Fees**

The concession in fees, in terms of full and half free-studentship are awarded to needy students of the day-courses as well as evening courses of Arts and Science Faculty. Undergraduate (day) students of Engineering & Technology Faculty get the same facility.

After due notification by the Dean of Students, application forms are issued at the beginning of the session from the Office of the Dean of Students.

#### **Stipends**

We have a lot of internal stipends including those sanctioned by D.P.I. office. In awarding stipends consideration is always made both of academic performance and the financial condition of the family.

For our students quite a number of endowments have been made with the University by some generous persons from which nearly about 80 stipends can be distributed among the needy students, one-fourth of which may possibly go to the 1st year students.

#### **Scholarships/ Educational Loan: National/ State Level**

Some of you might have earned National Scholarship on the merit of your results at the 'Madhyamik'. These scholarships are expected to continue as you pursue your Under-graduate courses. For that you should pick up a renewal form from the Scholarship Section and submit it to the D. P. I. Office at BikasBhavan, Kolkata-700091. There are number of scholarship available for the students for which you may contact the Scholarship Section of the University and Office of the Dean of Students.

#### **SC/ST/Physically Handicapped and B. Ed. Physical Edn.and other Scholarships**

- (1) SC/ST stipend application forms are available from the BikasBhavan, Salt Lake, Kolkata.
- (2) Physically handicapped Scholarship application forms are available from District Social Education Officer, Govt. of West Bengal, 26 & 26/7 Hindustan Park, Kolkata – 700029.
- (3) Stipend /Scholarship forms for B. Ed. Physical Edn. (for Students and deputed Teachers) are available from D.P.I. Office.
- (4) From the same office of D. P. I. Special scholarship forms are also available for other scholarships.
- (5) Stipend and Scholarship for poor and meritorious students from West Bengal Minorities Development Corporation. (BhabaniBhavan, 2<sup>nd</sup> floor {west}, Alipore, Kolkata-700032.)
- (6) Education Loan Scheme from West Bengal Backward Classes Development and Finance Corporation. 12, B B D Bag (East), HemantaBhavan, Kolkata-700001.

#### **Merit Awards and Book Grants**

Your performances at the Annual Examinations may earn Free-studentship or Book grants for you, irrespective of your financial condition. However, in some cases financial backwardness is one of the criteria to receive Endowment Scholarship/ Book Grants.

#### **Students Aid Fund**

This fund raised by the students from their own contributions and supported by matching grants from the University is disbursed by Students' Union among the applicants from students of the Faculty. The amount is not fixed and may vary from person to person depending on their individual need.

#### **Monthly Railway and Air Concession: Home-going Concession**

Many of you will be traveling to and from your University by train. You are entitled to monthly/quarterly railway ticket at concessional rate. For that you are to secure a form from the M.R. (Muster Roll) Section.

You are entitled to home-going single-fare double-journey benefits by Railway / Air only twice in a year during Puja / Summer Vacations. M.R. Section will guide you properly.

## 14. CO-CURRICULAR ACTIVITIES

You always benefit by participating in co-curricular activities for which ample opportunities are offered at JU. By taking part in activities like sport, social service, literary activities, dramatics, music, photography etc., you are likely to develop your personality features in various ways. Virtues such as sportsmanship, cohesive behavior, confidence, leadership abilities, compassion, creativity etc. are likely to get enhanced. By developing and pursuing an area of interest, you may derive eternal joy in the participation itself and it may well turn out to be an avenue of alternative vocation in your future life. You may therefore consider joining sports, the students' clubs and societies, National Service Scheme, National Cadet Corps or participate in various other cultural/literary activities which are being held in the university campus round the year. For further relevant details, you may contact the offices of the Dean of Students/Director of Youth Welfare/Director of Physical Instructor/NSS.

### National Cadet Corps (NCC)

Jadavpur was pioneer among all Universities in introducing NCC training for its boys, and has an impressive record of brilliant performances by its NCC Cadets.

On successful completion of specific training periods, usually 2/3 years, you are entitled to be awarded 'B'/'C' certificate respectively, which also qualifies you for special considerations, including waiver from written examination while applying for a commissioned career in defense/paramilitary services. For further details you may contact the office of the DYW.

### National Service Scheme (NSS)

How can you put your social responsibilities aside being a Jadavpurian? NSS gives you ample opportunities to take part in community services. It reverberates that through its Motto "**Not me but you**", which reflects the essence of Democratic Living and upholds the need for selfless service.

The National Service Scheme is a flagship programme of Ministry of Youth Affairs & Sports, Government of India that was launched in Mahatma Gandhi's birth centenary year 1969, as a student youth service programme. It is the largest student youth movement in the world to establish linkage between campus and community.

The aim of the NSS to arouse the social consciousness of the Youth with an overall objective of "**Personality Development of Students through Community Service**". In the year 1969 the number of NSS volunteers was 40,000 only and in 2017-2018 the strength was more than 3.8 million. The National Service Scheme (NSS) started functioning at Jadavpur University since 1969 and the performance of this scheme is, so far, highly satisfactory. More than 3200 students have enrolled their names as student volunteers in previous years.

The NSS unit of Jadavpur has undertaken various projects since its inception and continues to work on the thrust areas viz. Social Harmony and National Integration, Functional Literacy, Environment Enrichment, Life Skills Education, Women Development and Gender Justice, Disaster Management, Adolescent Health and Development and many more. Core activities are **Education** – Adult literacy, pre-school education, continuing education of schools drop-outs. **Health, Family Welfare and Nutrition** – Immunization, blood donation, health education, AIDS awareness. **Environment Conservation** – Plantation of trees, cleaning and maintenance of streets and drains. **Social Service Programmes** – Work in Hospitals, institutions for disabled persons, orphanages, old age homes. **Status of Women** – Generating awareness, Women's rights, imparting skill training. **Relief and Rehabilitation during Natural Calamities** – Working with local authorities in rescue and relief operation. **Production Oriented Programmes**– Education registration, improved agricultural practices, animal resources development. Students are always encouraged to take up these activities with NSS in the form of regular activities and special camps and National/International programmes conducted every year. Student volunteers can also take part in National Youth Festival, Pre-Republic Day parade camps, Republic Day parade camps and National and International Youth Exchange Programmes, Adventure Programmes and many more organized by the Government of India.

The programmes are conducted by the Programme Coordinator and 32 Programme Officers who are faculty members of various departments of this University.

Every successful volunteer receives a certificate of participation on completion of designated period of voluntary service as stipulated in NSS guidelines. These certificates may be enormously helpful even during professional career of a volunteer.

Students willing to register their name as NSS volunteer may contact: NSS Central Office [1<sup>st</sup> Floor] Amenity Centre (A C Canteen Building), Contact no. – 033-2414-6151, 2457-2502, Fax- 2414 – 6151] or through their Department's respective Programme Officers'. E-mail: [nssju1969@gmail.com](mailto:nssju1969@gmail.com)

## Sports Board

Sports Board of Jadavpur University strongly recognizes the idea of "Sports for All" as access to sports is being considered the fundamental right to all which seems to preserve integrity of sports in the university. The university has registered its repute not only in academics, but also in the field of sports too.

### Vision:

To access sports as a fundamental right to all

To promote health and fitness among the students

To provide a vibrant sports environment

To bring out talented sports persons

To give wide exposure in the field of sports to university community into the hall of fame

To develop healthy relationship amongst students through sports

To enhance quality and standard of sports performance

The office of the **Director of Physical Instruction(Sports Board)** coordinates and executes the following functional activities.

- 1. Sports Quota Admission:** For admission under sports quota, a student must have represented a state or equivalent in any National Championship (Junior/Senior/Fed Cup) or National School Competition (SGFI) or above or secured position 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> for individual event / sports or member of Champion / Runners up team for team event/sports/games in Inter-Dist / State Championship (open) or above conducted under the aegis of respective Federation/ Association recognized by MYAS/ IOA in the sports and games offered by the A.I.U, with percentage of marks / JEE rank as fixed by the concerned faculty at qualifying examination for UG level courses including B.Ed, B.P.Ed, B.Lib course of the university and for PG level, candidate should have attained the standard of minimum 4<sup>th</sup> place in any Zonal Inter-University competition or any Team event/ sports/ games where direct All India Inter-University competition is conducted or secured 8<sup>th</sup> place for individual event/ sports in any All India/ Inter-Zonal Inter-University competition in the AIU ([www.aiuweb.org](http://www.aiuweb.org)) conducted sports / games or having participation in any recognized National repute competition/ National Championship (representing any state) affiliated by competent authority of the respective National sports bodies in the sports and games recognized by the AIU with percentage of marks/ rank as fixed by the concerned faculty at qualifying examination for PG level including M.Ed, M.P.Ed, M.Lib course of the university where graduation is minimum qualification. For Chess, applicant having the FIDE rating (standard) 1700 and above for boys and FIDE rating (standard) 1300 and above for girls and for Tennis, applicant having the AITA ranking up to 300 for under 18 years boys/girls or ranking up to 500 for open (Men/Women) category is eligible both for UG & PG level to apply for admission under the sports quota. The rating/ ranking for Chess & Tennis is applicable on the day/ week of publication of the advertisement. For Cricket & Football applicant must have represented any 1<sup>st</sup> Division Club or above with participation of 40% matches organized by CAB/ IFA or any State Association or the criteria as specified above are eligible for admission under sports quota. Such sports representations at UG or PG courses are to be made within current year or any one of the two preceding calendar years (i.e commencing from 1<sup>st</sup> January) only.
- 2. Placement provisions for Meritorious Sportsperson:** Office of the D.P.I, Sports Board endorses to the meritorious Sportspersons who have represented the Jadavpur University in any one of the A.I.U recognized sports / games for employment to different grade of service under the State Govt., Central Govt. and other private sector / institutions.

- 3. Sports Award (Blue certificate, Blazer & Memento for prize winner):** Students who represented the university in Zonal / Inter Zonal / All India Inter-University competition under the auspices of AIU at any event, is given Blue certificate and the students who represented university consecutively thrice in the same event, is awarded Blazer. Mementos are awarded to the students those who have won medals in individual or team event at Zonal, Inter-Zonal / All India Inter-University competition.
- 4. Sports Inspiration:** Sports Board organizes sports inspiration programme every alternate year / every two years to felicitate and motivate the student-participants of Jadavpur University for their representation and outstanding sports achievements in the Inter-University sports / games by awarding them Blue certificate, Blazer and Memento. In this programme university invites sporting legends to address the august gathering.
- 5. Best Sports Person Trophy:** This trophy is awarded to a student who will secure maximum points by representing the university and performing well at various Zonal, Inter-Zonal / All India Inter-University level competition in sports & games. This trophy is awarded each year in the Annual Convocation.
- 6. Participation in the AIU Inter-University Sports& Coaching Camp:** To bring out talented sports persons, Sports Board welcomes all the deserving students to participate in various Inter-University sports events such as Football, Volleyball, Basketball, Cricket, Tennis, Table Tennis, Air Rifle Shooting, Squash Rackets, Kho-Kho, Badminton, Ball Badminton, Athletics, Taekwondo, Aquatics, Diving, Rowing, Weight & Power lifting, Gymnastics, Yoga, Handball, American Football, Netball etc. at Zonal, Inter-Zonal & All India Inter-University level. In support of participation, university run sports coaching camp for the above stated sports events as & when required under the supervision of part-time coaches and fitness & gym trainer.
- 7. Opportunities for participation in World University Games:** There will be golden chance for the intervarsity players to participate in World University Games in respect of winning the gold medal or ranking the first (1<sup>st</sup>) position or member of the Champion team in Inter-Zonal / All India Inter-University Tournament / Championship under the aegis of AIU.
- 8. Participation other than Inter-University Tournament / Competition:** Other than AIU Inter-University tournament, university teams / players also participate in other State / National / International level competitions like West Bengal Inter-University / Inter-College Tournament / State Championship / Inter-State (National) Championship & International competitions recognized by the competent authorities.
- 9. Hosting of AIU Inter-University Tournament / Competition:** Sports Board ofJadavpur University takes the opportunity for organizing various Inter-University tournaments / competitions as and when entrusted by the AIU. The university organized All India Tennis (W), East Zone Table Tennis (M&W), Chess (M&W), Cricket (M) etc. several times.
- 10. University Intra-Mural Sports Activities:** Sports Board of Jadavpur University organizes Annual Sports, Inter-Hostel, Inter-Department, Inter-Faculty competitions, celebrates ‘Independence Week’byorganizing sporting activities and provides opportunity to participate in various Invitational & Friendly matches in the

university campus. Sports Board also runs Karate coaching programme with the aim to promote self-defense activity and encourages Multi-Gym & Fitness Training throughout the year in the university for all the boy & girl students.

**11. Sports Affiliation with other Bodies / Agencies:** To create professional and corporate atmosphere and to give exposure to the university community into the hall of fame, Jadavpur University Sports Board has been associated with the other sports organizations / associations like Cricket Association of Bengal (CAB), Indian Football Association (IFA), West Bengal Athletics Association (WBAA), West Bengal Basketball Association (WBBA), Bengal Tennis Association (BTA) etc. for collaborative sports programmes like sports league, tournament, seminar, clinic etc. to develop healthy relationship with other institutions.

**12. Sports Facilities:** Sports Board offers a vibrant sports environment with facilities of spacious playgrounds, courts, gymnasiums along with the regular sports provision for all major sports and games to the university students and employees as the following:

2 Cricket grounds with net practice (One at Salt Lake campus with international standard & one common ground at Main campus), 2 Football grounds (One 9 side at SL campus & one common ground at Main campus), 2 Basketball grounds (One at SL campus & one at Main campus with flood lighting), 4 Volleyball courts (One at Main campus with flood lighting, one at SL campus and two at Hostels), 1 Tennis court at Main campus with flood lighting, 1 Netball/Throw ball court & 1 common Handball court at Main campus with flood lighting, 1 Badminton court (outdoor) at SL campus, 15 Table Tennis Boards (Hostel-9, Student unions- 4 & Main campus-2 with lighting), 2 Kabadi courts at Main campus with flood lighting, 1 Kho-Kho field at Main campus with flood lighting, 1 Sports Pavilion with Store rooms & 1 Chess Room at Main campus, 1 Common 300 mts. Athletic Track at Main campus, 1 Multipurpose hall including T.T, Yoga, Weight & Power Lifting, Karate etc. at Main campus, 2 Gymnasiums with 4 Multi-gyms (2 at Main campus: one 12 & one 16 stations, 1 at Hostel: 12 stations, 1 at SL campus: 16 stations) and 1 Open Air Theater with top cover with flood lighting.

*Sports Board of Jadavpur University wants everyone to turn out to be a true sports person, not merely in the play fields, but in the game of life too.*

\*\*For any matter relating to sports and games, you may contact to the Office of the

**Director of Physical Instruction, Sports Board,**

Email: [dpi@admin.jdvu.ac.in](mailto:dpi@admin.jdvu.ac.in) / [dir.phy.ins@jadavpuruniversity.in](mailto:dir.phy.ins@jadavpuruniversity.in)

**Ph. 033-24136989 (O) / 0332457-2309 (Internal).**

### **Clubs and Societies**

Jadavpur University is one of the few universities which has a full-fledged system of students run clubs and societies with allocated budgetary provisions for each and formal recognition. Each club/ society/ forum has a structured students body with students being in positions such as secretary, jt. secretary, executive body members etcetera. Usually a teacher(s) is/are involved with the clubs in the capacities of treasurer or/and advisors. The Director of Youth Welfare is the President of the Clubs. The clubs are expected to function consistently throughout the year and cater to the interests of JU students in general. The clubs attain this objective with varying

degrees of success. Interested students may contact the Office of the **Director of Youth Welfare** (e-mail: [diryw@admin.idvu.ac.in](mailto:diryw@admin.idvu.ac.in), Ph. 2457-2247) regarding information of the clubs and societies.

**Photographic Club (JUPC):** It has its own studios, fully digital high resolution photographic set-up along with the customary developing units and dark rooms. It provides subsidized photographic services to the university stake holders at various functions including the annual convocations. The annual training programme, usually held from early August, is a great learning experience for the beginners. The club has won many National and International laurels over the years and is one of the premier prestigious student run photography club of the nation. The website [www.jupconline.com](http://www.jupconline.com) can further enlighten you regarding the club.

**Music Club:** The Jadavpur University's Music Club, also popularly known as 'GeetiSamsad' offers training facilities to its members and arranges competitions and programs. It has raised an excellent students' choir to present befitting music at all important University ceremonies and functions including the Annual Convocation. The members often meet over formal and informal musical programmes/rehearsals at the club and assist the university contingents greatly at the AIU's Inter-University Youth Festivals.

**Quiz Forum & Debating Society (QFDS):** Our University has over the years produced a band of debaters and quizzers of national repute. It also organizes national level quizzing and debating contests in QRIOSITY and VOX-POP, respectively, which are immensely popular across the country. The QFDS meets regularly at their club for separate sessions on Quizzing and Debating and is drawing more and more members with every passing session. For further details you may visit [www.qriosity.web.com](http://www.qriosity.web.com) and [www.voxpop2011.com](http://www.voxpop2011.com) for respective areas.

**Film Society:** Modern films demand better sense of appreciation from you. You may be able to learn the finer facets of film appreciation while being a member of this club. The club aspires to host Film Appreciation Courses and exhibit quality movies and documentaries to the students of JU. Film Society is a member of Indian Film Federation and has its own journal in "Katha, Galpa, Chhabi."

**Drama Club:** Drama and theatre brings out the latent creative expressions which are features of every growing youngster. The platform can act as an extension for youth interest in related pursuits. The club occasionally organizes Drama Workshops for young learners.

**Art & Literary Society:** It offers great opportunity to young writers and poets to showcase their talents amongst their peers. One can hone his skills in these areas over their academic period in this university and thereby enhance their profile and ability for even a vocational future.

**Mountaineering Club (JUMHC):** JUMHC is an Indian Mountaineering Foundation (IMF) recognized highly reputed students club of the country with a noteworthy history of high achievements. It has, in addition to regular equipments of mountaineering, an in-house artificial wall within the club itself, and is expected to get the incentive of a competition size artificial wall in JU soon. Apart from the regular trainings in Rock Climbing and Mountaineering, it acts as the nodal agency for students' participation in trekking and expeditions. Over the years JUMHC has made Jadavpur University proud by successfully completing several high altitude expeditions of peaks scaling above heights of 21,000 ft.

**Painting Club:** This is a student club which offers opportunities to the JU students in the areas of fine arts. It aspires to promote a wide range of disciplines such as sketching, drawing and painting with water colour, pastels, crayons, oil, charcoal etcetera, pottery, clay modeling, craft work, ceramic works, college, rangoli /alpana.

**Science Club:** In a university internationally known for its contribution to the field of education and more so in science and technology, the significance of having a students club nurturing and shaping the temperaments of young scientists in the making cannot be overemphasized. The club aspires to offer youngsters, irrespective of their chosen areas of academic pursuits, with a platform wherein they can collectively work, getting a chance to bind with fellow students and teachers of other departments/faculties so as to develop an all-encompassing scientific outlook.

**Chess Club:** The Chess Club of JU has had the privilege of having the support of highly experienced FIDE ranking student members amongst its ranks. The club has been successful in attracting a great number of enthusiastic learners of the game in its first couple of years. Now, apart from hosting regular chess sessions at the club, where the newcomers are trained, the annual competitions have become a prestigious event drawing participants numbering close to a hundred.

## 15. STUDENTS' AMENITIES

**Canteen and Similar Services:** Canteens are a part and parcel of campus life. Three hours serious studies probably need relaxation at the Canteen. So also you need a 'bite' when hungry.

There are five canteens on the main campus run privately and university canteen for providing subsidized plates.

### **University Canteen: Bidhan Chandra Vidarthi Bhawan (Students' Amenity Centre Canteen)**

This bhawan includes for indoor games like Table Tennis, Karate for boys and girls and a cafeteria. This cafeteria with its spacious sitting place, is a nice place for budding intellectuals. You may enjoy tea or coffee here along with lunch meal paying less than the due, as the Canteen is subsidized by the University.

### **Students' Cheap Stores**

There is another Book Store just behind Sri Aurobindo Building which is supervised by the Engineering Students' Union. This wayside store is a boon to commuter students who may need a last minute purchase of note books etc. while rushing for classes.

## **Xerox Services**

Your university offers you the service of the five Xerox machines. Such facility is available at Central Library, P G Arts Building, U G Arts Building, near gate No.4 and last one at the Amenity Centre Canteen Building. If you are tired of copying an important passage from a book and need the materials for study at home, you need not worry. You may approach to such place for a Xerographic copy against payment.

## **16. STUDENTS' REPRESENTATION**

### **Students' Union**

Students Union, functioning faculty wise, are the most important Student Bodies on the campus. They are consulted by the administration on academic and other matters.

Every Student is, *ipso facto*, a member of his Union and Union Office-bearers are directly elected by all students of the faculty. Your duty does not end with the casting of the vote. You should see that your Union comes to your help as and when you really need it.

### **Teachers'–Student Committee**

Students, here, are encouraged to help the Departmental Head in academic matters by forwarding their suggestions and enumerating their difficulties. So every department has a Teacher–Student Committee where a young teacher is to work as the Convenor. If you have any academic and other problems in and around the class, you should first contact the members of that Committee, if it exists in the department.

### **Other University Bodies**

Students' Unions and Hostel Boarders have their representations to the important University Bodies like Students' Welfare Board, C.S.C. etc. So the Sportsmen have their representation to the Sports Board. We want that you share the responsibility and do not merely criticize. By virtue of the University Act Students' representatives have become the full members of the University Court and the Executive Council.

### **Students' Publication: Journals**

Each Faculty can publish Journal. Committee formed by the Union can only help in editing; the materials for publication must come from you. If you are really seized with an 'idea', give it a written shape in prose or in poetry and then wait to see your name in the print.

## **17. BEST ALL ROUND GRADUATE/POST-GRADUATE AWARDS**

The importance of co-curricular activities, certainly not at the expense of your studies, at this University can be assessed from the fact that there are six medals for the Best All-Round Graduates, and one for the Best All-Round Post-Graduate, which are presented to the deserving awardees at the prestigious Annual Convocations of the university every year. The awards are as follows -

1. PrativaMoyee Gold Centered Silver Medal for the Best All-Round Female Graduate (including all the Faculties)
2. Alumni Association Gold Centered Silver Medal for the Best All-Round Graduate combining all the three faculties.
3. Purna Chandra Laha silver Medal for the Best All-Round Graduate including all the faculties
4. PrafullaKanti Banerjee Silver Medal to be given to the Best Graduate from the remaining faculties (two)
5. Monibala Roy Gold Centered Silver Medal to awarded to the Best All-Round Girl Graduate of the Engg. Technology Faculty only
6. Dipak Kumar Choudhury Memorial Gold Centered Silver Medal for the Best All-Round Graduate combining all the three Faculties and
7. B.D. Mukherjee Memorial Gold Centered Silver Medal for Best All-Round Post-Graduate Award

For assessment, 50% credit comes from his/her final examination results and the other 50% from performances in Sports, Literary Activity, Cultural Activity, Social Service, Leadership etc. But, remember that the total assessments are based only on the achievements in the relevant period for evaluation, i.e., under-graduate/post-graduate period, as the case may be.

## **18. PRE-AND POST-GRADUATION SERVICE**

### **Factory Training**

Though attachment to a factory for a specified period is not a precondition for an Engineering Degree here, adequate arrangements are made for intensive factory visits and vocational training at the factories.

As you graduate, you are recommended to various firms and establishments who want qualified young people for their organizations.

### **Employment Bureau**

The Government has established an Employment Bureau on the campus. It will help you in registering your name for employment and thus avoiding long queues at the Employment Exchanges.

### **Officer of Placement and Training**

Here is an officer, well informed of employment market and in constant touch with the employers, to guide and assist you. No doubt his job is comparatively easier for Engineering Graduates than those of Arts and Science Faculties. But he is equally helpful to all. Remember, he is neither the creator nor the giver of a job. Develop yourself well technically and in personal qualities so that the employer selects you.

### **Placement Activities, Industrial Training and Internship**

Apart from regular placement activities, Industrial training facilities are also provided to the Engineering students of various disciplines. Internship training is provided to MCA students. We are also in the process of developing facilities to offer Soft-skill training and Personality-development sessions for our students.

### **19. ALUMNI ASSOCIATION**

Here are your elder brothers, and sisters not Big Brother and sisters mind you, always ready to help you.

Jadavpur is the first among the Indian Universities to organize an Alumni Association in 1921 and the moral and material help of the Alumni sustained Jadavpur in times of need.

The Alumni Association has on the campus its own house, the Old Boys Home, having guest rooms, and it has generously allowed its ground floor to be used as our sports pavilion. So also the Indoor Stadium, originally known as Recreation Hall, was an Alumni gift to the University.

Alumni Association has its branches in all-important cities of India and these days, even on other side of the globe, we mean the U.S.A., U.K. and Australia. Both as a student as well as an Alumnus, whenever you will seek their assistance, the elders are ready to help you.

**For our students, the Alumni Association conducts the following programmes:**

- A) Training Programmes in Group Discussion and Job Interview to improve performance.
- B) Communicative English Course designed to help students polish their skills in a practical, supportive environment.
- C) Financial Assistance Programme for needy students.
- D) The Alumni Association awards Merit Medals to the students who come first in all departments of 2nd year & Engineering Department of 3rd year.
- E) i) Campus Beautification Project, currently under way with NSS.  
ii) Evening Tutorial classes for the wards of the group D staff, JU  
iii) Awareness campaign in the Campus

### **20. CENTRE FOR COUNSELLING SERVICES AND STUDIES IN SELF-DEVELOPMENT**

The counseling centre of the Jadavpur University was set up in 1995. It offers free and confidential counseling services to students and members of the staff. At present, Jadavpur is the only University in the country to offer this on-campus facility.

The Centre tries to help members of Jadavpur University community to cope with mental stress, shock or emotional disturbances. There have been instances when the Centre has successfully assisted students in overcoming depression, anxiety, cultural maladjustment, drug addiction, suicidal tendencies and many other problems related to self-development and academic affairs.

The need for counseling in battling everyday stress, in coping with disappointments in one's career or personal life, and in improving self-esteem has long been acknowledged. **The Centre has its office in Darshan Bhavan, 2<sup>nd</sup> floor, Department of Philosophy.** It is run by a panel of psychiatrists and trained counsellors including psychologists and psychoanalysts. The service is available on weekdays after 2 p.m. in both of the campuses of the University.

Centre for Counselling Services and studies in Self Development offered a course on 2<sup>nd</sup> year PG Diploma Course in Counselling and Stress management and this an evening as well as self-financed Course

**Telephone number of the centre: (033) 24572481**

**Telephone number of the Joint Coordinator: Prof. Samar Kundu Mondal, Dept. of Philosophy: 9434182501**

**Telephone number of the office staff: Mr. Sunirmal Gayen: 8697060171**

### **21. Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace**

As per "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL ACT, 2013)", AND "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) RULES, 2013", Jadavpur University has constituted 'Internal Complaints Committee' to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

## **Sexual Harassment**

“Sexual Harassment” include any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

## **Circumstances may amount to Sexual Harassment**

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-

- i) Implied or explicit promise of preferential treatment in her employment ; or
- ii) Implied or explicit threat of detrimental treatment in her employment; or
- iii) Implied or explicit threat about her present or future employment status; or
- iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v) Humiliating treatment likely to affect her health or safety.

## **Complaint to be made**

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee (Prof. Jayashree Roy, Presiding Officer of ICC, Dept. of Economics/Vice-Chancellor/Registrar, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

## **22. ANTI-RAGGING COMMITTEE**

It is brought to the notice of all students that “RAGGING” is not only a social evil but also a penal offence. Any student indulging in ‘ragging’ of the Freshers during admission / interview and/or subsequently in the hostel or in the classroom, or in the corridors or anywhere inside the campus, shall be severely dealt with ragging from loss of academic year/loss of boardership of the hostel to expulsion from the University itself.

Any incident of “Ragging” coming to the notice of any member of University community may please be brought to the notice of the Dean of Students/Director of Youth Welfare/Head of the Dept. /Hostel Superintendent/Members of the Anti-Ragging Committee. Appropriate action may be taken against miscreant/s promptly.

Complaints of Ragging may be made at the following contacts –

### **24 X 7 ANTIRAGGING UGC HELPLINE:**

**Toll Free No. : 1800-180-5522**

**E-mail : [helpline@antiragging.net](mailto:helpline@antiragging.net)**

### **24 X 7 ANTIRAGGING JADAVPUR UNIVERSITY:**

**Tel No. : Concerned Hostel Superintendent/8335005576 (during office hours)**

**E-mail : [antiragging@jadavpuruniversity.in](mailto:antiragging@jadavpuruniversity.in)**

You are now a well-informed student of Jadavpur University and it is expected that you will be proud of your University. **Let the University also be proud of your conduct, activities and achievements...**

**Welcome aboard..**

