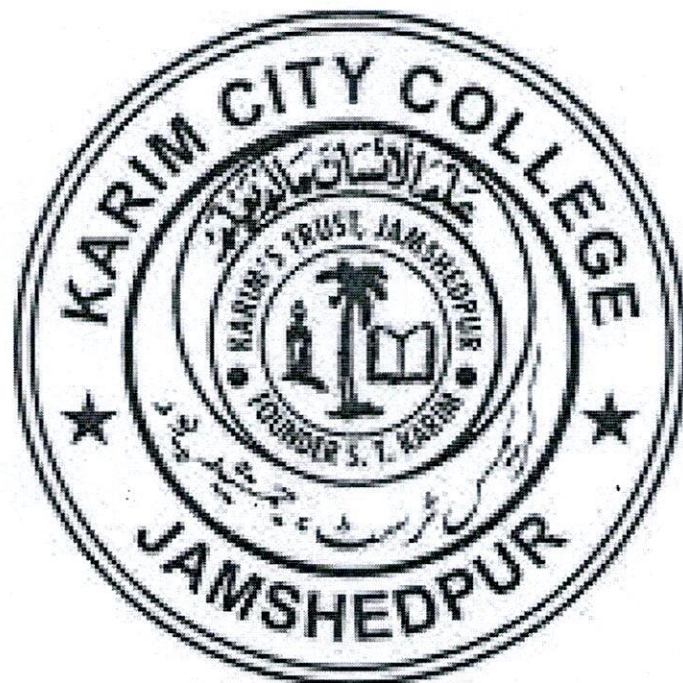# KARIM CITY COLLEGE

JAMSHEDPUR

STANDARD OPERATING PROCEDURE

ADMINISTRATION SECTION

The college runs undergraduate and postgraduate courses in traditional as well as vocational patterns of education. It has twenty two departments under the five conventional faculties i.e. **Faculty of Humanities, Faculty of Social Sciences, Faculty of Science, Faculty of Commerce** and **Faculty of Education.** The college also runs two such centres through which several courses are offered.

The Departments include:
- ➢ Department of Bangla
- ➢ Department of Economics
- ➢ P. G. Department of English
- ➢ Department of Geography
- ➢ Department of Hindi
- ➢ Department of History
- ➢ Department of Odia
- ➢ Department of Philosophy
- ➢ P. G. Department of Psychology
- ➢ P. G. Department of Urdu
- ➢ Department of Botany
- ➢ P. G. Department of Chemistry
- ➢ P. G. Department of Mathematics
- ➢ Department of Physics
- ➢ Department of Zoology
- ➢ P. G. Department of Commerce & Management
- ➢ Department of Mass Communication & Video Production
- ➢ Department of Information Technology
- ➢ Department of Computer Applications
- ➢ Department of Education
- ➢ Department of Add-on (Vocational) Courses
- ➢ Centre for Distance Education
- ➢ Centre for Guidance and Counselling

UG Courses:

- ➢ Four Year Under Graduate Programme (FYUGP) with B. A. Major in: Bangla, English, Hindi, Urdu, Philosophy, Economics, Geography, History, Psychology & Political Science
- ➢ Four Year Under Graduate Programme (FYUGP) with B.Sc. Major in Botany, Chemistry, Mathematics, Physics, Zoology
- ➢ Four Year Under Graduate Programme (FYUGP) with B.Com. Major.
- ➢ Four Year Under Graduate Programme (FYUGP) in Mass Communication-Video Production
- ➢ Four Year Under Graduate Programme (FYUGP) in Information Technology
- ➢ Four Year Under Graduate Programme (FYUGP) in Computer Applications
- ➢ B.Ed.
- ➢ B.B.A.

PG Courses:

- ➢ M.A. Urdu
- ➢ M.A. English
- ➢ M.A. Psychology
- ➢ M.Sc. Mathematics
- ➢ M.Sc. Chemistry
- ➢ M.Com.
- ➢ M.A. in Mass Communication
- ➢ P.G. Diploma in Guidance and Counselling

We follow the following process for taking admission in our college;

UG/PG Application Process: First of all students will apply the online "Application Form" through Chancellor's Portal (Kolhan University). If any student is not capable to fill up the online application, college arranges the "Student Help Desk" to help the students for appling the online application form.

UG/PG Admission Process:K.U. sends the applied students list to the college. College filtered the student data according to the Highest Marks Percentage Basis and Cast Category Wise. After this process college displays the selected student list in the college website, notice board and their registered mobile number to apply the online registration in K.U. through Chancellor's Portal.

UG/PG Admission Process: After the registration in K.U. students come to the college for taking admission. College handles this admission process through MIS. At the time of admission, our admission committee checks their certificates and related documents, if all certificates and documents are O.K. then the students have been proceed to take the admission. Students can pay the college admission fee through online and offline mode also. After paying the college fee students receive their class Roll No.

After completion the admission, college sends the admitted student list to Kolhan University for registration.

Student Diary Cloud: College has an APP named Student Diary Cloud. Admitted students can download this App through Play Store. In this App College provide the following facilities;

I.   Digital Identity Card
II.   Personal Information
III.   Notification
IV.   Messages
V.   Registered Subjects
VI.   Fees Paid
VII.   Attendance
VIII.   Time Table
IX.   Calendar

Admission Process in Vocational Courses: College runs the following five types of vocational courses under the Kolhan University;

A. Bachelor in Computer Applications
B. B.Sc. in Information Technology
C. Mass Communication & Video Production

D. Bachelor in Business Administration
E. PGDGC

In this above course, college has the direct admission facility. If students full fill the criteria for the above courses, they can take direct admission. After the admission Completion College sends the admitted student list to Kolhan University for registration.

Issue of certificates: We provide the following certificates to the students;
   a. Recommendation Certificate for Abroad Study
   b. College Leaving Certificate
   c. Transfer Certificate
   d. Bonafide Certificate
   e. Character Certificate
   f. Duration certificate
   g. Backlog Certificate
   h. Identity Card

   a. **Recommendation Certificate for Abroad Study:** If any student wants to go to abroad for higher study, we provide them recommendation certificate as per required.
   b. **College Leaving Certificate:** For applying the college leaving certificate, students collect the College Leaving Form of Rs. 2/- from the counter. This form is verified by their concerned Departments, Library, Accounts and Examination. After the Principal's order, college charges Rs. 150/- for UG and Rs. 200/- for P.G. Then administration office issue the certificate to the student having the signature of Assistant, Head Assistant and Principal.
   c. **Transfer Certificate:** If any students want to discontinue his/her study we provide transfer certificate. For this students collect the Transfer Certificate Form of Rs. 2/- from the counter. This form is verified by their concerned Departments, Library, Accounts and Examination. After the Principal's order, college charges Rs. 150/- for UG and Rs. 200/- for P.G. Then administration office issue the certificate to the

student having the signature of Assistant, Head Assistant and Principal.

d. Bonafide Certificate: For applying the scholarship we provide the Bonafide Certificate. For this students collect the Form of Rs. 2/- from the counter. This form is verified by their concerned Departments, Library, Accounts and Examination. After the Principal's order, college charges Rs. 50/- for UG and P.G. Then administration office issue the certificate to the student having the signature of Assistant, Head Assistant and Principal.

e. Character Certificate: For applying the Character Certificate students collect the Form of Rs. 2/- from the counter. This form is verified by the Exam Section. After the Principal's order, college charges Rs. 50/- for UG and P.G. Then administration office issue the certificate to the student having the signature of Assistant, Head Assistant and Principal.

f. Duration Certificate: For applying the Duration Certificate students collect the Form of Rs. 2/- from the counter. This form is verified by the Exam Section. After the Principal's order, college charges Rs. 50/- for UG and P.G. Then administration office issue the certificate to the student having the signature of Assistant, Head Assistant and Principal.

g. Backlog Certificate: If any students go to abroad for further study such as Canada, Japan, China, Australia etc. At the demand of that country we provide them Backlog Certificate free of cost.

Certificate Verification: If any company or organization asks to enquire about the student certificate through mail or post we reply them. Administration office checks the student record such as Student's Name, Class Roll No., Date of Admission, Session and Certificates. After the verification from Administrative Office, his/her data has been sent to Examination Section for checking the result. After the verification of examination section, we reply through the mail or post to the company.

Admission in Professional Course: College runs the B.Ed. course. For taking the admission in B.Ed. students give the entrance exam through **JCECEB** (Jharkhand Combined Entrance Competitive Examination Board). After completion the entrance examination, JCECEB conducts the counseling for the selected students. This counseling goes up to 1st to 5th round. This counseling is based on CML Rank and Cast Category. After the counseling process JCECEB declared the result and based on this result student can take the admission in the college. If seats are vacant, college has power for open counseling and as well as direct admission. After the completion of admission college sends the selected student list to JCECEB and Kolhan University for doing their registration.

Scholarship, Stipend & Free Studentship: Applications for Stipends received from the students belonging to Schedule castes, Schedule Tribes and Backward Classes are recommended by the college for realization of their fees to the District Welfare Department. At the time of admission, students belonging to these categories shall have to produce caste and income Certificates duly issued by the Additional Deputy Collector or Revenue Officer. No Certificates will be accepted after Admission. The college provides guidance and support to the students to apply at **NSP** (National Scholarship Portal) and for other government scholarships.

The college also offers financial assistance to the needy students through its own resources. For this the college has introduced merit cum means scholarships. **Syed TafazzulKarim Scholarship** for boys and **Mehrunnisa Scholarship** for girls have been given to meritorious and needy students. On the ground of poverty and merit, free Studentship up to 12.5% of the total number of students on the college roll is given. Besides, the college awards book grants and other help to needy students.

Administrative Staff

Session: 2023-24

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Ishteyaque Ahmad	Mr. Masroor Ahmad
Mr. PatitPaban	

Session: 2022-23

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Ishteyaque Ahmad	Mr. Masroor Ahmad
Mr. PatitPaban	

Session: 2021-20

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Ishteyaque Ahmad	Mr. PatitPaban
Mr. Faizuddin	Mr. Masroor Ahmad

Session: 2020-21

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Faizuddin	Mr. Masroor Ahmad
Mr. PatitPaban	

Session: 2019-20

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Adhir Kumar Sutradhar	Mr. PatitPaban
Mr. Faizuddin	Mr. Masroor Ahmad

Session: 2018-19

Mr. WasiHammad	Mr. Majid Ashraf
Mr. Md. MaqsoodAlam	Mr. Daniel Tandi
Mr. Adhir Kumar Sutradhar	Mr. PatitPaban
Mr. Faizuddin	Mr. Masroor Ahmad

Admission Committee

Session: 2023-24

Dr. S. M. Yahiya Ibrahim	Dr. Md. Moiz Ashraf
Dr. Indrasen Singh	Dr. AftabAlam Khan
Dr. M. M. Nazri	Dr. Anwar Shahab
Dr. NehaTiwari	

Session: 2022-23

Dr. S. M. Yahiya Ibrahim	Dr. Md. Moiz Ashraf
Dr. Indrasen Singh	Dr. AftabAlam Khan
Dr. M. M. Nazri	Dr. Anwar Shahab
Dr. NehaTiwari	

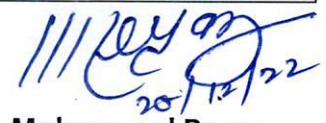**Session: 2021-22**

Dr. S. M. Yahiya Ibrahim	Dr. Indrasen Singh
Dr. Md. Moiz Ashraf	Dr. AftabAlam Khan
Dr. B. N. Tripathy	Dr. AftabAlam Ansari
Dr. M. M. Nazri	

Session: 2020-21

Dr. S. M. Yahiya Ibrahim	Dr. Indrasen Singh
Dr. Md. Moiz Ashraf	Dr. AftabAlam Khan
Dr. B. N. Tripathy	Dr. AftabAlam Ansari
Dr. M. M. Nazri	

Md. MaqsoodAlam
Section Officer

Dr. Mohammad Reyaz
Principal