



Estd. : 2002

Syamaprasad Institute of Technology & Management (SITM)

Approved by AICTE and affiliated to MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY(MAKAUT), West Bengal



www.sitmcollege.com

Join the
23 Year
Legacy
of Academic
Excellence

In Pursuit of
Excellence





Founder's Desk

"Don't settle for average"

Welcome to SITM, an organization that takes pride in shaping aspirations and dreams to bring them to fruition. We have been disseminating knowledge and skills required for the demanding economy of the twenty-first century. Our focus is to create a better tomorrow. This is our fundamental pledge and I value your participation in this worthy goal. Join us in our efforts to enrich lives in every possible way we can.

Late Prof. Jnanankur Goswami

Director's Desk

It gives me immense pleasure to emote on an institution that has had a vision of holistic development of its students since its inception and we strongly believe in channelizing the footsteps in a direction that would flourish their dreams. I firmly believe that S.I.T.M. has been constantly striving to impede the fullest development of its students in all its years of existence. We train the mind of our students and nurture their hearts to become successful professionals on the scale of excellence. Education determines the path of progress and prosperity to which S.I.T.M. is very much committed. The sheer dedication of our Principal, Staff and students enables them achieve their goals, fulfilling both the aspirations of the parents and the ambitions of the pupils.

M. K. Goswami

Director of SITM



Smt. Chandrabali Dutta
Registrar



Prof. Ayona Chowdhury
Asst. Registrar



Dr. Tanusri Ghosh
Principal



Welcome To Syamaprasad Institute of Technology & Management

You dream and we provide the path to reach it. We believe in achieving excellence with technology and sheer determination. We at SITM offer Under Graduate Degree Courses in Technology, Management, Science and Medical fields that include BCA, BBA, BBA (Hospital Management), B. OPTOM, B.Sc (Media Science) & B.Sc (Psychology). Learn and train yourself with our Industry oriented systematic learning system.

About SITM

About SITM - Syamaprasad Institute of Technology & Management, established in 2002, is one of the pioneer colleges affiliated under MAKAUT located in the heart of Kolkata, West Bengal. Supported by experienced faculties, infrastructure & holistic student development, our college excels in degree courses like BCA, BBA, BBA (Hospital Management), B. OPTOM, B.Sc (Media Science) & B.Sc (Psychology).

The institution embraces growth with time, knowledge with all round development & freedom for every student to nurture their dreams into reality.



Vision

Driven to provide excellent educational opportunities that are responsive to the needs of our students, we empower them to meet and exceed challenges as active participants in shaping the future of our nation holistically.

Mission

The college aims to foster academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment.

Courses Offered (Affiliated to MAKAUT)



Bachelor of Computer Application (BCA)

Bachelor of Computer Applications (BCA) is an undergraduate degree programme that focuses on computer applications and software development. The course is designed to provide students with a strong foundation in computer science and practical skills in programming, software development, problem-solving, critical thinking, communication, teamwork, and project management, making graduates well-prepared for the demands of the IT industry. Graduates of BCA often find employment in various roles such as software developer, system analyst, database administrator, web developer, network administrator, and IT consultant.

Duration: 3 years (6 Semesters) Full-time Degree Course/4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

Bachelor of Business Administration (BBA)

BBA stands for Bachelor of Business Administration. It is an undergraduate degree programme that focuses on developing the skills and knowledge necessary for a career in the business and management field. BBA programmes typically cover a broad range of business-related subjects to provide students with a strong foundation in business principles and practices. BBA programme aims to develop a range of skills, including critical thinking, problem-solving, communication, teamwork, leadership, and analytical skills. Graduates of BBA programmes are prepared for entry-level positions in various industries such as finance, marketing, human resources, and management.

Duration: 3 years (6 Semesters) Full-time Degree Course/4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

BBA (Hospital Management)

BBA (Hospital Management) is a specialized undergraduate programme designed to provide students with the skills and knowledge needed to manage and administer healthcare organizations effectively. This programme combines business and management principles with a focus on the unique challenges and requirements of the healthcare industry. This programme provides students with a solid foundation in both business and healthcare, preparing them for managerial roles in healthcare organizations. It combines theoretical knowledge with practical experience, equipping graduates to address the unique challenges of the healthcare industry. As the healthcare sector continues to evolve, professionals with a background in hospital management play a pivotal role in ensuring efficient and effective healthcare delivery.

Duration: 3 years (6 Semesters) Full-time Degree Course/4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

Bachelor in Optometry (B. OPTM)

Optometry is a healthcare profession that focuses on the examination, diagnosis, treatment, and management of disorders and conditions related to the eyes and vision. Optometrists are trained to provide primary eye care services, including prescribing glasses and contact lenses, detecting and managing eye diseases, and promoting overall eye health. After successful completion of this programme, graduates can work as optometrists in various settings such as private practice, eye care clinics, hospitals, or corporate settings.

Duration: 4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

B.Sc in Media Science

B.Sc in Media Science at SITM is a comprehensive course that includes the studies of print, electronic, radio and digital media. It includes study of media management, media production, journalism, public relations, marketing, advertisement, business communications and more. The curriculum of this course is practice oriented and aligned with the present industry needs. In this programme students can learn media skills including content development, social media management, digital marketing, photography, direction, editing, filmmaking, audio production and more. Students can interact with experts, get guidance from industry leaders, along with internship in media houses and placement assistance.

Duration: 3 years (6 Semesters) Full-time Degree Course/4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

B.Sc. (Psychology)

B.Sc. in Psychology is an undergraduate degree program that delves into the fascinating world of human behavior, cognition, and emotions. Students explore core areas such as biological psychology (studying the brain and nervous system), cognitive psychology (investigating memory and perception), social psychology (understanding group interactions), developmental psychology (tracking human growth across the lifespan), and clinical psychology (addressing mental health issues). Along the way, they develop research skills, effective communication abilities, critical thinking, and empathy. Graduates can pursue careers in counseling, human resources, education, healthcare, or research. Students get internship opportunities in optical organisations, eye hospitals and clinics where they get hands on experience in clinical training.

Duration: 3years (6 Semesters) Full-time Degree Course/4 years (8 Semesters) Full-time Honours Course.

Eligibility: Passed 10+2 or equivalent. (As per University guideline*).

BCA CURRICULUM AT A GLANCE: A BRIEF INDEX

SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI	SEM-VII	SEM-VIII
COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME
1.Programming for problem solving (C-PROGRAMMING)	1.Web Designing (JAVA, html, CSS)	1.Python Programming	1.Database Management System	1.PHP With MYSQL	1.Advance java With Web	1. Data Mining/Machine Learning	1. Cloud Computing/Block Chain Technology/AI
2. Digital Electronics	2.Computer Architecture	2.Data Structure through C	2. Operating system	2.Object Oriented Programming with JAVA	2. Unix & Shell Programming	2. Research Methodology	2.Statistical Analysis with R Programming
3.Principles of Management	3.Organization Behaviour	3.Principles of Marketing	3. Software Engineering	3.Entrepreneurship	3. Networking	3. Cyber Security	3.Research Project
4. GE Basket	4. GE Basket	4. GE Basket	4.Human Resource Management	4. Financial Management	4. Customer Relationship Management	4. Consumer Behaviour	
5. English & Professional Communication	5. Modern Indian Language & Literature	5. The Constitutions, Human rights, And Law	5. E-Commerce	5. Internship	5.Career Planning & Management	5. Strategic Management	
6. Life skill & Personality Development	6. IT Skill	6.Understanding basics of cyber security	6.Society Culture and Human Behaviour				
7.Value Added Course	7. Value Added Course						

BBA CURRICULUM AT A GLANCE: A BRIEF INDEX

SEM- I	SEM-II	SEM-III	SEM-IV	SEM- V	SEM-VI	SEM-VII	SEM-VIII
COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME
1.Principles of Management	1. Environment & Sustainable Development	1. Operations Management	1. Marketing Management	1. Entrepreneurship	1.Project Management	1, Management Accounting	1.Customer Relationship Management
2.Business Economics-Micro	2.Business Economics - Macro	2. Financial Management & Risk Analysis	2.Human Resource Management	2.Sales & Distribution Management & logistics	2.Business research Methods	2.Business Intelligence	2.Marketing Analytics/Financial Analytics
3. Computer Fundamentals	3. Management Information System	3.Word, PowerPoint & Spreadsheet Application with Excel	3.Organizational Behaviour	3.Consumer Behaviour/Elements of taxation/Management of Organizational Change	3.Data Analytica Skills for Managers	3. Software Project Management	3.Research Project
4.GE Basket	4. GE Basket	4.GE Basket	4.Database Management with SQL	4.Cloud Computing	4. Web Development with HTML and CSS	4.Digital Marketing	
5. English & Professional Communication	5. Modern Indian Language & Literature	5. The Constitution, Human Rights & Law	5. Graphic Design with Photoshop	5.E-Commerce & application	5.Internet & Networking	5. Summer Internship Project Presentation	
6.Life-Skill & Personality Development	6. IT Tools For Business	6. Understanding basics of cyber security	6. Society Culture & Human Behaviour				
7. Value Added Course	7.Value Added Course						

BBA (Hospital Management) CURRICULUM AT A GLANCE: A BRIEF INDEX

SEM- I	SEM-II	SEM-III	SEM-IV	SEM- V	SEM-VI	SEM-VII	SEM- VIII
COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME	COURSE NAME
1.Hospital Operations Management& Planning	1.Medical Terminologies	1.Medical Records II	1. Support Utility Services - I	1. Support Utility Services - II	1.Quality in Healthcare	1.Healthcare Management Information system	1.Social and behavioral sciences and basics of clinical psychology
2. Accounts	2.Medical records I	2.Healthcare Marketing	2.Hospital Inventory & Purchase Management	2.Epidemiological transition in healthcare	2.Public Health & Healthcare Policy	2. Research Methodology in Healthcare system	2.Health Economics
3. Principles of Management	3. Organization Behaviour	3. Minor Basket	3. Environment & Sustainable Development	3.Minor Basket	3. Occupational Health & Hazards	3. Health Insurance	3.Internship & Research Project
4.GE Basket	4. GE Basket	4.GE Basket	4.Minor basket	4.Minor basket	4. Minor basket	4. Minor Basket	4.Academic Project
5.English & Professional Communication	5. Modern Indian Language & Literature	5. Fundamentals of Entrepreneurship	5.Minor Basket	5. Observation ship	5. Minor basket	5. Minor Basket	5. Public Health nutrition
6. Life-Skill & Personality Development	6.IT Skills	6. Understanding Basics of Cyber Security	6. Indian Constitution & Society				6. Evolution of AI Application in Healthcare
7. Value added Course	7.Value Added Course						

B.OPTM CURRICULUM AT A GLANCE: A BRIEF INDEX

SEM - I	SEM - II	SEM - III	SEM - IV	SEM - V	SEM - VI	SEM - VII	SEM - VIII
Geometrical Optics	Physical Optics	Visual Optics	Ophthalmic Instrumentation and procedure	Clinical Refraction	Low Vision Aids & Visual Rehabilitation	Healthcare Counselling	Community Optometry
Basics of General Anatomy & Physiology	Ocular Anatomy & Physiology	Medical Pathology & Microbiology (general and ocular)	Pharmacology	Ocular Disease	Binocular Vision & Orthoptics	Fundamentals of Clinical Research methods	Data Analytics
Computer Fundamentals	Any one from Minor Basket	Any one from Minor Basket	Ophthalmic Lens & Dispensing optics	Any one from Minor Basket	Any one from Minor Basket	Systemic Conditions & the Eye	Internship & Research Project/ Dissertation
GE Basket	GE Basket	GE Basket	Any one from Minor Basket	GE Basket	GE Basket	Any one from Minor Basket	
English & Professional Communication	Modern Indian Languages and Literature	Fundamentals of Entrepreneurship	GE Basket				
Life Skills & Personality Development	IT Skills	Understanding basics of Cyber Security	Society Culture and Human Behavior				
Value Added Course	Value Added Course		Observation ship				

B.Sc MEDIA SCIENCE AT A GLANCE MAKAUT

SEM - I	SEM - II	SEM - III	SEM - IV	SEM - V	SEM - VI	SEM - VII	SEM - VIII
Introduction to Media & Mass Communication: Folk to Digital	Basics of Still Photography & Videography	Basics of Broadcast Media - TV & Radio	Basics of Film Theory & Practice	Print & New Media	Advanced Broadcast Media	Comm. Research / Media Research	Advanced Specialization Project I
Introduction to Media Technology	Introduction to Journalism	Integrated Marketing Communication	Advanced Photography & Videography	Advanced Film Theory & Practice	Adv. Integrated Marketing Communication	Development Communication	Advanced Specialization Project II
Media Technology Practical	Photography & Journalism Practical	Broadcast Media Practical	Writing Across Media	Print & Film Practical	Media Laws & Ethics	Specialization Project I	Capstone / Research Project
Minor Basket	Minor Basket	Minor Basket	Film & Photography Practical	Minor Basket (2)	Broadcast & IMC Practical	Minor Basket (2)	
GE Basket A/D	GE Basket B/E	GE Basket C/F	Minor Basket (2)	Internship	Minor Basket (2)		
English & Professional Communication	Modern Indian Languages and Literature	The Constitution and Human Rights	Society, Culture and Human Behavior / UHV				
Life Skills	IT Tools	Cyber Security Basics					
Physical Fitness, Wellness and Yoga	Environmental Education						

B.Sc PSYCHOLOGY CURRICULUM MAKAUT

SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI	SEM-VII	SEM-VIII
Introduction to Psychology & Practical on Intelligence	Statistical Methods I & Practical	Development of Psychological Thought & Practical	Understanding Psychological Disorder I & Practical	Understanding Psychological Disorder II	Industrial Psychology	Research Methodology	Health Psychology
Biological Psychology & Practical on Emotional states	Psychology of Individual Differences	Social Psychology & Practical	Applied Social Psychology in Practice & Practical	Developmental Psychology	Educational Psychology	Counselling Psychology	Positive Psychology & Stress Management
Computer Fundamentals (Minor)	Management Information System (Minor)	Word, PowerPoint & Excel (Minor)	Statistical Methods II & Practical	Introduction to Computer Network (Minor)	Behavior Modification	Human Resource Management & Emotional Intelligence	Research Project (12 Credits)
Any one from Basket A/D (IDC)	Any one from Basket B/E (IDC)	Any one from Basket C/F (IDC)	Basics of Operating System (Minor)	Internship	Web Development with HTML & CSS (Minor)	Introduction to Cyber Security and Cyber Laws (Minor)	
English & Professional Communication	Personality Development & Soft Skills	The Constitution, Human Rights & Law	Society, Culture & Human Behaviour		Internet and Networking	Digital Marketing	
Life Skills & Personality Development	IT Skills	Understanding basics of Cyber Security					
Yoga/Health & Wellness/Sports	Critical Thinking / NSS / Mental Health						

***Eligibility (Undergraduate courses – BCA/BBA/BBA(Hospital Management)/B.OPTM/B.Sc(Media Science)/B.Sc(Psychology) :**

Passed or appeared at the Higher Secondary Examination in the General or Vocational Stream under WBCHSE or its equivalent examinations (CBSE / ISC / other State Boards / NIOS) / undergraduate Programmes as prescribed from a recognised Board / University. Successful candidates once admitted in affiliated College or in the University, will have to undergo special prerequisite audit bridge programme, as decided by the University, if required. Students who are due to appear for Class XII final exams / awaiting results may be given provisional admission.

Mode of Payment:

Demand Draft in favour of "SYAMAPRASAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT", payable at Kolkata.

Online Payment: State Bank of India (Tollygunge New Theatre Studio Branch)

A/c No.: 30694681393

IFSC Code: SBIN0005680

Facilities



- State-of-the-art Infrastructure
- Dedicated Placement Cell
- Student's Credit Card Facility available for Bank Loan
- Swami Vivekananda Scholarship and other Government Scholarships are available
- Scholarship for Meritorious Students
- Computer Laboratories with LAN Connection & Comfortable classrooms with modern technology tools such as Audio-Visual Projector to assist classroom presentations
- Eco-friendly Wi-fi Campus
- Quality & Expertised Instructions, Personal Care, Friendly Environment, Hands-on-Training to the students are the essence of Excellence which the Institute maintains
- Full-time, dedicated, highly qualified, sincere and hardworking Faculties are the genuine assets of our College who are ready to help the students round the clock
- Well-stocked Library
- Dedicated medical room with first-aid facilities
- Cafeteria
- Common Room and Sports Facility : Cricket, Football, Badminton, Table-tennis, Carrom etc.
- Assistance in finding PG accommodation
- We have CCTV surveillance in every Classroom
- We have an Internal Complaints Committee (ICC). The committee does not act as a moral police; neither does it intrude on any one's privacy. The role of the committee is to create awareness about sexual harassment and to deal with & recommend punishment for sexual harassment. Our committee members are sensitive to the issue and does not let personal biases & prejudice to effect their functioning. ICC Helpline: 98045 27027 / 98048 04578 / 98048 04575
- The Institute practices a zero tolerance to any kind of ragging in campus, which is ensured through close monitoring by Anti Ragging Committee & Squad as well as through undertakings from students & parents as per guidelines of the 'Anti Ragging Act 2000 in Educational Institutions' of Govt. of West Bengal and Supreme Court order dated 16th May, 2007, to crack down on ragging in campuses across the country. Anti ragging Helpline: 98048 04578 / 98045 27027 (Registrar) / 98048 04575 (Asstt. Registrar).





PICNIC AND EXCURSION

Our institution organizes picnics every year. The picnic is a one-day event. All the students join the picnic in order to make it a success. Exotic places, friendly euphoria, a different life for a day make it truly exciting for the students and thus every year they look forward to it.

INTRA COLLEGE COMPETITION

Every year the college holds different intra college competitions. This is done to encourage the students to excel in extra-curricular activities also. The different intra college competitions are debate, quiz, cricket tournament, football tournament, badminton tournament. The winners of these competitions are awarded on the annual prize distribution

day. These competitions are held throughout the year. The students of the institute participate in these competitions with great enthusiasm. The faculties of the institute also participates in these competitions, thus making these competitions even more interactive.



“COLLAGE” (ALUMNI)

The years of graduation are said to be the golden years of one's life. When the college days end abruptly it seems that all the fun, enjoyment and most importantly the contacts between friends are about to get over without whom the college days would have been a sheer mess. For this reason every college have got their own alumni where the ex-students enroll themselves and keep in contact with each other as well as their friends. SITM also has got its alumni named “COLLAGE”. The ex-students of this college have got an emotional relation with the alumni. They remain associated with the college through this alumni.



Infrastructure



LIBRARY

The library is an integral part of any educational institution and we are no exception. It has got a good collection of books for the students and for all the subjects that are taught here. It's a well-stocked digitalised library.

The library staffs are equally amicable with utmost friendly gesture towards the students.

COMPUTING FACILITY

Computing facility or the lab facility of SITM are always provided to all the students of the institution. The computer rooms are totally air conditioned with ample computers that are upgraded with the latest version. The labs are all GPON enabled. Each student here are allotted with single computer. The computers here are LAN connected. There is internet facility.

Computers have got high speed devices for networking, Turbo C/C++, Windows latest version, Visual studio, Android studio, Python, Anaconda, Eclipse, Xampp, SQL server. In short the computer labs are fabulously prepared only for the betterment of the students of this institution.



LABORATORY

We have state of the art Computer Lab, Optometry Lab and Media Science Lab.

CLASSROOM

Classroom is said to be the place where the minds of the youths are ignited with the stimulus from the teachers who overcome the mere tag of being a teacher and become a mentor. Here all the students as well as the interactive student teacher sessions are carried out. Thus classroom is an important aspect of any educational institution and we try to provide the best classroom facility to all the students.

AUDITORIUM

- Well furnished AC auditorium
- All our cultural activities are performed there

SPORTS FACILITIES

- A large, green playground is there for the students
- Football, Cricket, Badminton and other outdoor sports are being played by the students
- Other indoor sports facilities like Carrom, Table Tennis are also there

PROCEDURE OF ADMISSION

- Two passport size photographs, two stamp size photographs, two sets of photo copies of all mark sheets, school leaving certificate, age proof document are to be attached with the application form.
- Admission confirmation notice will be published in the Notice Board of the College.
- On receiving admission confirmation student has to pay the first semester fees, etc. and university fees with the given dates.



Cultural Activities

We organize many vibrant cultural programmes throughout the year.

The programmes organized are:

“ANANDAM” (FRESHERS WELCOME)

The Freshers programme is conducted to welcome the new admitants in the college.

“ECSTASY” (FEST)

The freshers programme is then followed by the huge event that is the FEST. This is a cultural event where the students of SITM to get a chance to show their talents in different fields.

“UTKARSHA” (ANNUAL PRIZE DISTRIBUTION)

The students are evaluated according to their talents and annual results are rewarded in the annual prize distribution ceremony.

“MIRAGE” (COLLEGE MAGAZINE)

The college magazine is named “MIRAGE”. The students write about various topics in the magazine. Our institution allows the total creative flow of the students in terms of thoughts, ideas and innovation. In this magazine all types of writings are entertained such as creative writing, poems, short essays, science fiction and other forms of writing, academic interest.



Rules of Conduct and Discipline

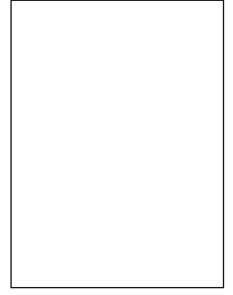
1. Students admitted to the College will be governed by the rules and regulations of the College as laid down from time to time.
2. Students are accountable / responsible to the Principal / Director or other Administrators of the College for their conduct in the College and in Public places.
3. Student shall always wear their College uniforms and identity Cards issued by the College and show them as and when demanded by the Principal / teachers / Office Staff / Security Staff.
4. Students shall be punctual and regular in attendance, both in theory and practical and also in submission of team-works / project works, etc. 75% attendance is necessary for all students to sit for the University Examinations.
5. Students must appear at class test, internal examinations conducted by the College.
6. All important instructions, notices will be displayed on the notice boards of the College or may be posted in the Whatsapp groups. Students must develop the habit of regularly checking notices / instructions put up on the notice board. or posted in the Whatsapp groups. Failure to read notices will not be accepted as an excuse for non-compliance of instructions.
7. Any change of address / contact numbers of the students or parents must be informed in writing to the College Office.
8. Students shall behave in an orderly, disciplined and decent manner in the College campus and in public places.
9. Use of mobile phones in the College campus should only be limited to academic purposes and not for chatting, watching movie or listening to music.
10. Smoking, chewing of tobacco, gutka and other addictive elements are strictly prohibited in the College campus.
11. Students should not remain in the classrooms during free hours as it might disturb other classes; they may go to the library or reading room.
12. Students are prohibited from loitering along the corridors or in vacant classrooms. Loitering and wandering inside the campus will be strictly dealt with.
13. Students are prohibited from entering the campus, laboratories, office, staff room, etc. except when they are expected to be there.
14. All students should leave the campus immediately after their classes are over except when they are instructed to stay.
15. Students should not bring outsiders into the College campus.
16. Students shall not indulge in any anti-national or anti-social activity or ragging or similar activities, which will disturb the peace and harmony of the College as well as the society.
17. If students are involved in the activity causing damage to the College property, buildings, furniture, equipments, materials, ground, trees, flowers, etc. it will be viewed seriously and punished heavily. Students shall pay for the repairs / replacements of the College property, if damaged or lost by them. Such action may attract fine, Guardian Call, Suspension or even expulsion from the College.
18. Ragging in any form, is strictly prohibited and anybody involved in such activity will be reported to the 'Anti-ragging Committee' and strict action will be as per the decision of the Committee.
19. Decent behaviour is expected from boy students towards girl students. Misbehaviour with girl students will be reported to 'Internal Complaints Committee' and strict action will be taken as per the decision of the Committee.
20. Students should not throw litter in the College campus and rather place them only in the waste bins. This campus belongs to each of the student and he / she must keep it clean.
21. College administration does not take any responsibility for loss of personal belongings of the students.
22. Fees must be paid by the due date mentioned in the Prospectus and as intimated through notices. If a student fails to pay fees within due date, his / her name will be removed from the rolls of the College. If the student has to be readmitted, he / she has to remit all arrears of fees along with fine and obtain permission from the Principal.





SYAMAPRASAD INSTITUTE OF TECHNOLOGY & MANAGEMENT (SITM)

(A College Division of Syamaprasad Institute of Advance Education (SIAE)
7, Raja Rammohan Roy Road, (Tollygunge-Siriti) Kolkata - 700 041
Mobile : 9804804571 / 72 / 75 / 76 / 77 | Whatsapp : 9804527027
Email : siae.edu@gmail.com | Website: www.sitmcollege.com



Estd. : 2002

APPLICATION FORM FOR ADMISSION IN _____ UNDER MAKAUT

PROVISIONAL
FINAL

ACADEMIC SESSION : 202____ TO 202____

Fill in Block Letters only

- Name of the Applicant Sri / Smt. _____
Mobile _____ E-mail ID : _____ Gender (M/F/Others) _____
- Date of Birth ____/____/____ Nationality _____ Religion _____ Blood Group _____
- Candidate's Mother Tongue _____ Place of Birth _____ State _____
- (a) Father's Name (Put Shri if alive, Late if dead) _____
(b) Occupation _____ Mobile _____
(c) Mother's Name _____ Mobile _____
- Present Address (with Telephone) _____ Mobile _____
P.S. _____ Dist. _____ PIN: _____
- Permanent Address (with Telephone) _____ Mobile _____
P.S. _____ Dist. _____ PIN: _____
- (a) Local Guardian Name & Address with Phone No. _____
_____ Mobile _____
(b) Relationship with Local Guardian _____
- Whether the candidate is a ST / SC / OBC / Minority / Other Category (PH) etc. _____
- Academic Information _____
- How did you get to know about SITM? Friends / News Media / Social Media (FB, Insta, Google)/Others _____

Std.	Board / University (Full Name)	Name of the School / College	Year	Subjects	Marks Obtained/ Full Marks	Total %
10th						
12th						
Others						

Date :

N.B. Submit xerox copy of Xth & XIIth Admit & Market Sheet.

Full Signature of Candidate

For Office Use Only

Roll No. : _____

Form checked by : _____ Signature : _____

Authorised Signatory : _____

Institution Seal : _____ Date : _____

DECLARATION BY THE CANDIDATE

I do hereby solemnly declare and agree that:

1. The entries made by me in the above columns of Admission form are true.
2. I do pledge to abide by the rules and regulations of the college / Institute and also those that may be issued by the College Authority from time to time.
3. I know that admission in this College is purely provisional and subject to scrutiny / verification of marks etc. by the authority of the college and that of the University.
4. I shall not make the College authority responsible provided my admission in the Course is not granted by the University authorities on the ground of ineligibility /incompetence or any other cause, during any stage of my academic career in the College. The College authority shall not be responsible for any suffering/damage due to such consequences.
5. I know that fees once paid shall not be refunded in any way. So before tendering the fees I have gone through the rules & regulation fixed by the College authority or university as notified by the College on the notice board and website of WBUT.
6. I also know that mere submission of fees shall not entitle myself to get the promotion for the next semester. I also know that I have to attend 75% of the classes held in the Semester.
7. I agree to accept the conditions that in case of my withdrawal or taking T.C. no refund of Fees/Deposits shall be given back.
8. I further declare that I intend to donate the Library /laboratory Caution money deposit to the Building Development fund of the College after the termination of my academic career in this College. I declare that this option/intention is rigid and the College authority shall have the right to ignore my subsequent options, if any, in this regard.
9. I accept the condition that in case of my admission to BCA, BBA, BBA (Hospital Management), B. OPTM, B.Sc (Media Science) & B.Sc (Psychology). , the job-facility is not guranted. College authority may help for campus interview, provided the students are found suitable, by concerned authorities, and subject to discretion of the companies concerned.
10. I shall have no objection if the College authority takes any disciplinary action whatsoever including forced T.C. against me provided (i) I am involved in the act of breach of discipline, or Rules and Regulations of the College, or misconduct, or moral turpitude etc. (ii) provided I damage the College property or involve myself in the act of destabilizing the academic atmosphere in the College premises (iii) provided I vendor/or campaign or propagate any sort of politics in the College premises or involve myself in the act of ragging in any form (iv) I shall have no objection if the College authority does not allow me to sit for exam due to lack of required percentage of attendance as per rule (v) I shall also obey the rules of conduct and discipline of the College (vi) I shall not involve myself in any kind of sexual harassment on Male or Female classmates /Junior/Senior Students or Staff of the college. (vii) I shall not be involved in any form of Ragging.

.....
Full Signature of the Candidate with date

I corroborate the declaration made my ward and agree to accept the conditions as laid down above.

.....
Full Signature of the Guardian with date

.....
ADMIT PROVISIONALLY

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