



Salesian College
Sonada | Siliguri

Additional documents for Metric 1.1.2

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UNIVERSITY OF NORTH BENGAL
REGULATIONS
RELATING TO “B.A. / B.SC. / B.COM. / B.C.A. & B.B.A.” HONOURS PROGRAM
AND
B.A. / B.SC. / B.COM. PROGRAM
UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS]

1. PREAMBLE:

These Regulations shall be known as UNIVERSITY REGULATIONS RELATING TO B.A. /B.Sc. /B.Com. /B.C.A. & B.B.A. HONOURS PROGRAM AND B.A. /B.Sc. /B.Com. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS] by the University of North Bengal, herein after referred to as the University.

2. AUTHORITY:

In exercise of the powers conferred upon it by Section 52 read with Section 21 sub sections XX, XXI. XXII. XXIII of the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981) read with the up to date amendments, the appropriate Authority approves the following Regulations namely: as UNIVERSITY REGULATIONS RELATING TO B.A. /B.Sc. /B.Com. /B.C.A. & B.B.A. HONOURS PROGRAM AND B.A. /B.Sc. /B.Com. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS]

3. DATE OF EFFECT:

These Regulations shall come into effect from the academic year 2018-2019 and shall have prospective effect

4. APPLICABILITY:

UNIVERSITY REGULATIONS RELATING TO B.A. /B.SC. /B.COM. /B.C.A. & B.B.A. HONOURS PROGRAM AND B.A. /B.SC./ B.COM. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS] shall be applicable only to full time Under Graduate Courses and shall not apply to Vocational Courses.

5. UNDERGRADUATE COURSES

- a. The University is offering several undergraduate courses in its different constituent and affiliated Colleges in the Faculty of Science and Faculty of Arts, Commerce and Law for the award of Degree for B.Sc., B.A., B. Com., B.B.A & B.C.A Honours Program and B.Sc., B.A., B.Com. Program Courses.
- b. A participant of the program is a student who gets registered himself/ herself/ transgender with the University for a Course of study and attends the same.
- c. Full-time program is that program where the participants study as per the semester system and are not employed elsewhere.

6. DEFINITIONS:

- i. “University” means The University of North Bengal established and incorporated under the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981)
- ii. “College” means State Aided Colleges/ Government Colleges/ Minority Colleges/ Private Self Financed Colleges affiliated to this University.
- iii. “Under Graduate Course of Study” (UNDER-GRADUATE) means a three year Course of study divided into six semesters, each of six months duration, to be pursued after successful completion of 10+2 examinations from any recognized Council / Board.

- iv. "Academic Session" means academic year from July of one calendar year to June of the next calendar year.
- v. "Year" means the period commencing from 1st day of July and ending on 30th day of June of the following year
- vi. "Semester" means a period of six months i.e. July to December and January to June of each Academic Session containing at least 90 actual direct teaching this.
- vii. "Credit", a numeric value, is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical Work/ Field Work/ Extra Curricular Work per week in a semester.
- viii. "Grade" means a numeric value between 4 to 10 based on percentage of marks obtained in a course.
- ix. "Grade Point" is the product of Grade and Credit Value of a particular course.
- x. "Letter Grade" is an index of the performance of students in a said Course. Letter Grades are allotted by letters, O, A⁺, A, B⁺, B, C⁺, C, P, and F
- xi. "Semester Grade Point average (SGPA)" means a measure of performance of a student in a Semester. It is the weighted average of total grade point secured by a student in various courses registered in a semester and the total course credits taken during that semester and shall be expressed up to two decimal places.
- xii. "Cumulative Grade Point Average (CGPA)" means a measure of cumulative performance of students over all the Semesters.
- xiii. "Grade Card" means a certificate issued to each candidate generally containing Course Type, Course Code, Course Title, Course Marks, Grade, Credit Values and Grade Points along with SGPA of that Semester / CGPA of the Course.
- xiv. "Enroll" means enrollment of a student for appearing at Semester-End Examination.
- xv. "MIL" means Modern Indian Language.
- xvi. The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981), North Bengal University Statutes, North Bengal University Ordinances, North Bengal University Regulations, etc.

7. COURSES OF STUDIES:

- i. There shall be two courses of studies leading to B.A./ B.Sc./ B.Com. / B.C.A. & B.B.A. Degree and each course shall be of Six Semesters duration. One shall be termed as "B.A./B.Sc./B.Com./B.C.A. & B.B.A. Honours **Program**" and the other is "B.A./B.Sc./B.Com. **Program**".
- ii. The admission to Under –Graduate Degree Programs will be governed by the guidelines of the University and the Higher Education Department of Govt. of West Bengal as framed from time to time.
- iii. A Candidate shall be allowed to pursue any one of the Under-Graduate Degree Programs of the University (not more than one) in a particular Academic Session.
- iv. A student will have to study Discipline Specific Core Courses, Foundation Courses, Generic Electives Courses, Discipline Specific Elective Courses, and Skill Enhancement Courses as prescribed by the concerned Board of Studies
- v. At the time of admission a Honours Program/ Program student shall identify the different courses in which he or she will concentrate to attain the required credits
Provided that an Honours Program, once chosen, cannot be changed unless the student relinquishes the Course and chooses a different Honours Program/ Program Course.

8. COURSE STRUCTURE:

The HONOURS PROGRAM course shall be designed as having 140 credits delivered in six (06) semesters with 1950 marks.

The PROGRAM course shall be designed as having 120 credits delivered in six (06) semesters with 1800 marks.

Each Course shall be of 75 marks each except that AECC 1(ENVS) will be of 100 Marks and AECC 2 (English/MIL Communication) will be of 50 marks.

At the time of admission, a student will identify an Honours Program (total 140 Credits) / Program Course (total 120 Credits) in which he / she / transgender shall concentrate. Apart from the Discipline specific Core Course he / she / transgender will have to select Generic Elective courses. He / she / transgender will also have to select Discipline Specific Elective courses, Ability Enhancement Core Courses and Skill Enhancement Courses from the provided pool of choices.

OUTLINES OF CHOICE BASED CREDIT SYSTEM:

1. Discipline specific Core Course (DSC) The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 Discipline Specific Elective (DSE) Course: An Elective course offered under the main discipline/subject of study is referred to as Discipline Specific Elective.

2.2 Generic Elective (GE) Course: An Elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of this courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective courses.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

3.1 Ability Enhancement Compulsory Courses (AECC): These courses are based upon the content that leads knowledge enhancement,(1)Environmental Science and (2)English /MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and laboratory/hands on training/field work. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

4 Practical/Tutorials (One each with every discipline specific core and discipline/generic specific Elective course): Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two hour duration. Tutorial means special instructions based on the Lectures.

5 Detailed Course Structure

Course Components	No. of Courses					
	B.Sc./ BCA		B.A.		B.Com./ BBA	
	Honours Program	Program	Honours Program	Program	Honours Program	Program
Discipline Specific Core Course (DSC)	14	12	14	12	14	12
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	----	4	2	4	2
Ability Enhancement Compulsory Course (AECC)	2	2	2	2	2	2
Skill Enhancement Course (SEC)	2	4	2	4	2	4
Total Courses	26	24	26	24	26	24

6. Credit

The term 'credit' refers to the weight age given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'. The credits also determine the volume of course contents and delivery of Course such as lectures, tutorials, practical, assignments etc.

a. For the purpose of credit determination, instruction is divided into three components:

Lectures (L) – Classroom lectures of one-hour duration.

Tutorials (T) – Special, elaborate instructions on specific topics (from Lectures) of one-hour duration.

Practical (P) – Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

- b. Each one of these components is considered as equal to **one credit hour**. One lecture (L) as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. The total weight age given to a course in terms of credits will be equal to $L + P/T$, where L is the number of one hour Lectures per week, T is the number of one hour Tutorials per week, and P is the number of two hours Practical per week. This can be written in symbols as: $C = L + P/T$
Where, C is the credit weight age for a particular course.

7. Credit Details of the Courses of B.A./B.Sc./B.Com./BCA & BBA Honours Program under CBCS

Sl. No.	Courses	Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	Core Course (14 Courses)	$(14 \times 4) + (14 \times 2)$	84	$(14 \times 5) + (14 \times 1)$	84
2.	Elective Courses (8 Courses)				
2.A	DSE ((4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
2.B	GE (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
3.	Ability Enhancement Courses				
3.A	AECC – 1 (ENVS)	(2×1)	2	(2×1)	2
	AECC – 2 (Com. Eng./ MIL)	(2×1)	2	(2×1)	2
3.B	SEC (2 Courses of 2 Credits each)	(2×2)	4	(2×2)	4
Total Credit			140		140

An Under-Graduate Degree in Honours Program in a subject is to be awarded if a student successfully completes 14 DSC courses in that subject, 4 courses each from a list of DSE and GE respectively, 2 courses in AECC and 2 courses in SEC as per the provisions envisaged in these regulations.

8. Credit Details of B.A./ B.Sc./ B.Com. Program Course under CBCS

Courses		Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	DSC Course (12 Courses)	$(12 \times 4) + (12 \times 2)$	72	$(12 \times 5) + (12 \times 1)$	72
2.	Elective Courses (6 courses)				
2A.	DSE (6 Courses for B.Sc./ 4 Courses for B.A and B.Com.)	$(6 \times 4) + (6 \times 2)$	36	$(4 \times 5) + (4 \times 1)$	24
2B.	GE (4 Courses)	----	--	$(2 \times 5) + (2 \times 1)$	12
3.	Ability Enhancement Courses				
3A.	AECC - 1	(1×2)	2	(1×2)	2
	AECC - 2	(1×2)	2	(1×2)	2
3B.	SEC (4 Courses taking 2 courses each from chosen DSC course)	(4×2)	8	(4×2)	8
TOTAL CREDIT			120		120

An Under-Graduate Degree in Science Program is to be awarded if a student successfully completes 4 DSC courses each in three subjects of choice, 2 courses each from a list of DSE based on the three subjects of choice selected above, 2 courses in AECC and 4 courses in SEC taking 2 courses each from any two out of the three subjects of choice as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Arts Program is to be awarded if a student successfully completes 4 DSC courses in two subjects of choice along with 2 DSC courses $L_1 - 1$ & $L_1 - 2$ (MIL) to be studied in 1st and 3rd Semesters respectively and 2 core courses $L_2 - 1$ & $L_2 - 2$ (English) to be studied in 2nd and 4th Semesters respectively, 2 courses each from a list of DSEs based on the two subjects of choice selected above and 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC taking 2 courses each from the two DSC subjects as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Commerce Program is to be awarded if a student successfully completes 8 DSC courses along with 2 DSC courses $L_1 - 1$ & $L_1 - 2$ (MIL) to be studied in 1st and 3rd Semesters respectively and 2 core courses $L_2 - 1$ & $L_2 - 2$ (English) to be studied in 2nd and 4th Semesters respectively, 4 courses each from a list of DSEs and 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC as per the provisions envisaged in these Regulations

9. CURRICULUM:

The subjects and papers for the course shall be recommended by the Board of Under-Graduate Studies in each respective subject from time to time in accordance with the rules of the University of North Bengal.

i) Scheme for CBCS in B.A. /B.Sc. /B.Com. /B.B.A. & B.C.A. Honours Program

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Paper - 1	AECC-1			GE - 1 Paper 1
		Paper - 2				
	2	Paper - 3	AECC-2			GE - 1 Paper - 2
		Paper - 4				
2	3	Paper - 5		SEC Paper - 1	GE - 2 Paper - 1	
		Paper - 6				
		Paper - 7				
	4	Paper - 8		SEC Paper - 2	GE - 2 Paper - 2	
		Paper - 9				
		Paper - 10				
3	5	Paper - 11			DSE Paper - 1	
		Paper - 12			DSE Paper - 2	
	6	Paper - 13			DSE Paper - 3	
		Paper - 14			DSE Paper - 4	

- Students pursuing DSC in a particular subject will have to opt for SEC and DSE in the same subject
- GE Course subject must be different from DSC Course subject.

Practical/ Tutorial: Every Discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

ii) Scheme for CBCS in B.A. Program

Year	Semester	Discipline specific Core Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Discipline Specific Core 1 (Paper-1)	Bengali / Sanskrit/ Nepali/Hindi (Paper-1)		AECC-1			
		Discipline Specific Core 2 (Paper-1)						
	2	Discipline Specific Core 1 (Paper-2)		English (Paper-1)	AECC-2			
		Discipline Specific Core 2 (Paper-2)						
2	3	Discipline Specific Core 1 (Paper-3)	Bengali / Sanskrit/ Nepali/Hindi (Paper-2)			SEC 1 Paper-1		
		Discipline Specific Core 2 (Paper-3)						
	4	Discipline Specific Core 1 (Paper-4)		English (Paper-2)		SEC 1 Paper-2		
		Discipline Specific Core 2 (Paper-4)						
3	5					SEC 2 Paper-1	DSE 1 Paper 1	GE-1 (Paper-1)
							DSE 2 Paper 1	
	6					SEC 2 Paper-2	DSE 1 Paper 2	GE-1 (Paper-2)
							DSE 2 Paper 2	

- DSE 1 and SEC 1 Course subject will be the same as DSC 1 Course subject & DSE 2 and SEC 2 Course subject will be the same as DSC 2 Course subject.
- GE 1 Course subject must be different from DSC 1 and DSC 2 Course subject.

Practical/ Tutorial: Every Discipline specific Core, Discipline Specific and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

iii) Scheme for CBCS in B.Sc. Program

Year	Semester	Discipline specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)
1	1	Discipline Specific Core 1 (Paper-1)	AECC-1		
		Discipline Specific Core 2 (Paper-1)			
		Discipline Specific Core 3 (Paper-1)			
	2	Discipline Specific Core 1 (Paper-2)	AECC-2		
		Discipline Specific Core 2 (Paper-2)			
		Discipline Specific Core 3 (Paper-2)			
2	3	Discipline Specific Core 1 (Paper-3)		SEC 1 Paper-1	
		Discipline Specific Core 2 (Paper-3)			
		Discipline Specific Core 3 (Paper-3)			
	4	Discipline Specific Core 1 (Paper-4)		SEC 1 Paper-2	
		Discipline Specific Core 2 (Paper-4)			
		Discipline Specific Core 3 (Paper-4)			
3	5			SEC 2 Paper-1	DSE 1 Paper 1
					DSE 2 Paper 1
					DSE 3 Paper 1
	6			SEC 2 Paper-2	DSE 1 Paper 2
					DSE 2 Paper 2
					DSE 3 Paper 2

- DSE 1 Course subject will be the same as DSC 1 Course subject & DSE 2 Course subject will be the same as DSC 2 Course subject and DSE 3 Course subject will be same DSC 3 Course subject.
- SEC 1 and SEC 2 Course subject could be chosen from any of the 3 DSC Course subject taken above.
- Practical/ Tutorial: Every Discipline specific Core and Discipline Specific Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

iv) Scheme for CBCS in B.Com. Program

Year	Semester	Discipline specific Core Course Program (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	DSC 1	Bengali / Sanskrit/ Nepali/ Hindi (Paper-1)		AECC-1			
		DSC 2						
	2	DSC 3		English (Paper-1)	AECC-2			
		DSC 4						
2	3	DSC 5	Bengali / Sanskrit/ Nepali/ Hindi (Paper-2)			SEC 1		
		DSC 6						
	4	DSC 7		English (Paper-2)		SEC 2		
		DSC 8						
3	5					SEC 3	DSE 1	GE-1
							DSE 2	
	6					SEC 4	DSE 3	GE-2
							DSE 4	

- All DSC, DSE, GE, SEC Courses will be compulsory Courses with internal choices in the DSE courses
- Practical/ Tutorial: Every discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

10. ATTENDANCE:

No student shall be allowed to take the end semester written Examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.

11. ELIGIBILITY FOR ADMISSIONS:**% of Marks:****a) Honours Program Course:**

A student shall be allowed to take admission in the Honours Program Course of B.A. /B.Sc. /B.Com./ BCA & BBA if he/ she / transgender/ trans gender has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto

Provided that a candidate who has obtained- (a) 55% marks in the aggregate, or (b) 50% in the aggregate with 60% marks in a subject in the last qualifying Examination shall be eligible to apply for Honours Program in that subject. Admission shall however be on merit and availability of seats.

Provided that for SC/ST Candidates- the minimum marks for eligibility shall be as per Rules of the State Government.

Provided further that in matter of eligibility 54.5% marks or above shall be equal to 55%, 49.5% and above shall be equal to 50% and 59.5 marks or above shall be equal to 60%.

b) Program Course:

A student shall be allowed to take admission in the Program Course of B.A. /B.Sc. /B.Com. if he/ she / transgender/ trans gender has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto

A candidate shall be allowed to pursue B.A. / B. Sc. / B. Com Program Course if he/ she/ transgender have passed the qualifying Examination in Vocational Stream subjects.

Provided however that

- i) A candidate shall be allowed to take up any subject except Computer Science, Microbiology, and such other interdisciplinary subjects in B.A. / B.Sc. / B.Com. Course if he/ she / transgender have passed in the corresponding subject (s) at the Higher Secondary Examination (10+2) recognized as equivalent by the University.
- ii) A candidate shall be allowed to take up Sociology, Education, Psychology as Honours Program and Program subject if he /she / transgender has passed the subjects History, Philosophy, Political Science in the previous qualifying exams.
- iii) A candidate shall be allowed to take up B.Com. Honours Program/ Program Course if he/ she/ transgender has studied Science subjects along with Maths in the previous qualifying exams.
- iv) A candidate shall be allowed to take up Physics Subject if he/ she / transgender have passed in Mathematics and Chemistry along with Physics and other subject as prescribed at the qualifying examination.

- v) A candidate shall be allowed to take up Chemistry Subject if he/ she / transgender have passed in Mathematics and Physics along with Chemistry and other subject as prescribed at the qualifying examination.
- vi) A candidate shall be allowed to take up Botany / Zoology Subject if he/ she/ transgender have passed in Biology at the qualifying examination.
- vii) A candidate shall be allowed to take up Physiology Honours Program/ Program Course subject if he / she / transgender have passed in Biological Science and Chemistry at the qualifying examination.
- viii) A candidate shall be allowed to take up Computer Science Subject if he/ she/ transgender have passed in Mathematics at the qualifying examination.
- ix) a) A candidate shall be allowed to take up Microbiology Subject if he/ she/ transgender have passed in Chemistry and Biology at the qualifying Examination.
b) A candidate shall be required to take Chemistry as a Generic Elective subject for study in Microbiology Honours Program.
- x) A candidate shall be allowed to take up Honours Program in Economics as if he/ she / transgender have passed in Mathematics or Business Economics including Business Mathematics and other subjects as prescribed at the qualifying examination.
- xi) No student other than those of Science stream and Economics / Geography of Arts stream shall be allowed to take Science subjects as Generic Elective Subjects.
- xii) No student of Honours Program in Arts and Commerce stream other than those of Geography and Economics shall be allowed to take Science subjects as Generic Elective Subjects.
- xiii) A candidate shall be allowed to take up Geography subject as Honours Program/ Program Course if he / she / transgender have passed in Geography with other subjects at the qualifying examination.
- xiv) A candidate shall be allowed to take up Geology subject if he / she / transgender have passed in Mathematics, Physics and Chemistry at the qualifying examination.
- xv) A candidate shall be allowed to take up Mass Communication and Journalism as Honours Program/ Program Course if he / she / transgender have passed in any Stream at the qualifying examination.
- xvi) A candidate shall be allowed to take up BBA and BCA as Honours Program Course if he / she / transgender have passed in any Stream at the qualifying examination.
- xvii) A candidate pursuing Honours in a subject shall not be allowed to take up the same subject as Generic Elective.
- xviii) A candidate pursuing Honours Program Course in a Language subject will be allowed to take another Language subject as a Generic Elective Subject.
- xix) While taking Discipline Specific Core & Generic Elective subjects, availability of the said subjects in the concerned Colleges shall be taken into cognizance.

11.1 Reservation of Seats: There will be reservation of seats for SC/ST/OBC/Differently Able Candidates as per Govt. Rules. For differently – able candidates minimum disability at least 40% will be considered.

11.2 Session Gap: For admission to the Under Graduate Course there should not be a gap of more than 3 years between the year of Higher Secondary Examination and the year of admission to Under Graduate Course of study

11.3 Admission on Transfer: If a student has been admitted to a College, he/she/transgender shall not, except as otherwise provided in the Ordinances, be subsequently admitted to any other College without the production of a Transfer Certificate from the Principal of the College in which he/she/transgender studied last.

A student admitted to a College, shall not ordinarily be allowed to take transfer to any other College, except at the end of a semester. If an application for transfer is made at any time, other than at the end of an Semester, on the ground of (a) transfer of the parent or guardian of the student from the station at which the College is situated, or (b) reasoned need for a change on the ground of health supported by proper medical evidence, or any other sufficient reason, the Principal may grant the transfer.

Admission on Transfer should abide by the following stipulations:

- i. A candidate taking transfer from one College to another is required to pursue the same course of study with identical subject combination in both the colleges;
- ii. Admission on transfer must not violate the approved intake of the course concerned of the College granting admission. Only in cases of wards of Government employees who have been transferred, a relaxation of intake may be granted with the permission of the Vice-Chancellor;
- iii. Cases of admission on transfer must be intimated in writing to the University authority by the College admitting such candidates within a fortnight of such admission without which such admission on transfer will not be recognized;
- iv. All other steps and procedures related to transfer will be in accordance with the provisions of the Ordinances.

12. ADMISSION PROCEDURE: As per guidelines of North Bengal University in compliance with W.B. Govt. Rules.

Provided that a student who has been admitted in the 1st Semester of an Academic year shall not ordinarily required to take admission again on progressing to a subsequent Semester.

13. FEES: As notified by the University Authority from time to time for Admissions, Registration and Examinations etc

14. ACADEMIC SESSION:

- a. The academic session shall be of three year duration consisting of six semesters.
- b. The academic session normally shall start in July in each year.
- c. There shall be at least 90 teaching days in each semester excluding periods of examination and admission etc. for instruction, field work and dissertation
- d. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

15. EXAMINATION & EVALUATION:

- i. **Eligibility to appear in a Examination:** A candidate shall be eligible for appearing at any of the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two

essential conditions:

Minimum 75% attendance of lectures delivered in all courses

Students should appear in all internal assessments.

- ii. Internal Evaluation:** The evaluation of the students shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective college and those must be placed before a Committee or Team constituted by the University for verification purpose. The Internal Assessment marks shall be communicated to the Examination Branch of the University at least 10 days before the commencement of the University Examinations.

Final Evaluation:

The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical).

- iii.** There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned.
- iv.** An undergraduate degree with Honours Program in a subject may be awarded if a student completes -
- **14 Discipline specific Core Courses (DSC) in the Honours subject.**
 - **4 Discipline Specific Core Courses (DSE) from a pool of courses from the Honours subject.**
 - **4 Generic Elective Courses (GE) from a pool of courses offered by the college.**
 - **2 Ability Enhancement Compulsory Courses (AECC),**
 - **2 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.**
- v.** An undergraduate degree in B.A./B.Com. Program may be awarded if a student completes -
- **12 Core Courses** which includes 4 core courses each in 2 disciplines of choice (**DSC**), i.e. $4 \times 2 = 8$ core courses, and 2 core courses each in English and MIL respectively ($2 \times 2 = 4$ core courses), which are referred to as **Language Core Courses (LCC)**.
 - **2 courses each from a list of Discipline Specific Elective (DSE) courses ($2 \times 2 = 4$ courses) based on the 2 disciplines of choice selected in core course.**
 - **2 interdisciplinary courses from the list of Generic Elective Courses (GE) offered by the college.**
 - **2 Ability Enhancement Compulsory Courses (AECC)**

- **4 Skill Enhancement Courses (SEC)** from a pool of courses designed to provide value-based and/or skill-based knowledge.

vi. An undergraduate degree in B.Sc. Program. may be awarded if a student completes -

- **12 Core Courses** which includes 4 core courses each in 3 disciplines of choice (**DSC**), i.e. $4 \times 3 = 12$ core courses,
- **2 courses each from a list of Discipline Specific Elective (DSE) courses** ($3 \times 2 = 6$ courses) **based on the 3 disciplines of choice selected in core course.**
- **2 Ability Enhancement Compulsory Courses (AECC),**
- **4 Skill Enhancement Courses (SEC)** from a pool of courses designed to provide value-based and/or skill-based knowledge.

vii. In the Semester system, the Under-Graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester and Fifth & Sixth Semester for the second and third year students respectively. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

A student will have, at the most, five academic years or ten semesters to complete the course.

viii. A candidate to be eligible for appearing at any of the Semesters of UNDER-GRADUATE Examination must have minimum 75% attendance of lectures delivered. Award of 05 (five) marks on class attendance shall be given in the following manner:

Attendance of 75% and above but below 80%	-- 02 marks
Attendance of 80% and above but below 85%	-- 03 marks
Attendance of 85% and above but below 90%	-- 04 marks
Attendance of 90% and above	-- 05 marks

ix. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). All the internal continuing evaluation will be conducted by the teachers of the Department. It shall be on the basis of dissertations / projects, term papers, reports, seminar presentations, field work, class tests or any combinations thereof spread over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.

x. To secure qualifying grade in a Course/Semester, a student has to secure the minimum qualifying percentage in the Written (including Practical) Examination and the Internal Assessment taken together.

xi. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as

the Practical portion of the examination in the same Semester.

xii. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester, or surrender her/his result of a particular Semester-end examination, it would be included within the stipulated three chances. These students will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on.

xiii. Qualifying Marks:

a) There shall be no qualifying marks for internal assessment but the candidates shall have to appear at the said part of the examination. There will be no scope of re-appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a candidate's performance in subsequent chances.

b) The qualifying marks for each course shall be 40% in each course of a semester taken together of internal assessment and term end exams.

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

xv. The Semester-end examinations will be held in the last months of the semesters, namely December (in the odd semesters) and in June (in the even semesters). The internal assessments will continue through the Semester.

xvi. If a student wishes to switch to a Program Course from an Honours Program Course before the 1st semester examination, he/she/transgender has to leave the Honours Program Course and take re-admission in the next year in his/her preferred Program Course.

xvii. All examinations shall be conducted ordinarily by means of printed question papers.

xviii. All answer scripts and other examinations related papers of Undergraduate examination shall be disposed by the University on expiry of six months from the date of the publication of result of the respective examinations.

xix. Provisional Result and Grade Card:

The provisional result of each semester will be published stating only the total marks and SGPA obtained by a candidate and the 'Grade Sheet cum Report Card' would be issued showing the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters.

xx. Semester Not Cleared: If a candidate fails to secure qualifying (pass) marks in one paper or more in a particular semester examination his/her result of semester examination will be

declared as 'SNC' (i.e., Semester Not Cleared). The result of 6th semester examination shall be kept withheld unless a candidate clears all the semesters within the stipulated chances. She / he/transgender would be declared to have passed the final examination in the year in which she / he clears his/her all semesters.

xxi. Position in the Merit List: To qualify for position in the merit list a candidate shall have to pass all the semesters in his/ her regular chances.

xxii. Validity of Students Enrollments / Registration: A candidate (Honours /General Course) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed

xxiii. Promotion: In the Semester system, there would be automatic promotion right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

xxiv. Total Marks Distribution: (except for AECC 1 and AECC 2)

Examination	(Practical based Course)	Duration of Exams	(Non-Practical Course)	Duration of Exams
Semester End Examination(Theoretical)	40	2 hours	60	2 hours
Semester End Examination(Practical's)	20	Up to 5 hours	-	
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By Colleges)	10		10	
Attendance	5		5	
TOTAL	75		75	

The modalities of the continuing evaluation will be decided by the respective Board of Studies taking any two items from clause 15 (ix)

xxv. Total Marks Distribution for AECC 1 and AECC 2:

Examination	AECC 1	Duration of Exams	AECC 2	Duration of Exams
Semester End Examination(Theoretical)	80	2.5 hours	35	2 hours
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By Colleges)	15		10	
Attendance	5		5	
TOTAL	100		50	

xxvi. Question pattern:

a) For 80 Marks

S.L. No.	Questions to	Out of	Marks of each	Total Marks
	be answered		question	
1.	5	8	4	$5 \times 4 = 20$
2.	4	6	10	$4 \times 10 = 40$
3.	1	2	20	$1 \times 20 = 20$

b) For 60 Marks

S.L. No.	Questions to	Out of	Marks of each	Total Marks
	be answered		question	
1.	4	6	3	$4 \times 3 = 12$
2.	4	6	6	$4 \times 6 = 24$
3.	2	4	12	$2 \times 12 = 24$

c) For 40 Marks

S.L. No.	Questions to	Out of	Marks of each	Total Marks
	be answered		question	
1.	5	8	1	$5 \times 1 = 5$
2.	3	5	5	$3 \times 5 = 15$
3.	2	4	10	$2 \times 10 = 20$

d) For 35 Marks

S.L. No.	Questions to	Out of	Marks of each	Total Marks
	be answered		question	
1.	3	5	5	$3 \times 5 = 15$
2.	2	4	10	$2 \times 10 = 20$

xxvii. The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations shall usually be held

within the dates specified in the Academic Calendar

xxviii. Two sets of question paper for each course/ unit will be set by internal/ external paper setters(s). The concerned Board of Studies will recommend the names of the Paper- Setters, Moderators, Examiners, Scrutinisers, Tabulators and Reviewers.

16. RESULTS:

- i)** The final result of a candidate shall be determined on the basis of CGPA.
- ii)** Grade Card shall be made as per grading system. Course-wise marks (internal and term end exams added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- iii)** The Grade Card of a Semester shall be issued only after completion of that Semester.

a) Conversion of Marks into grade letter and grade point

% of Marks	Letter Grade	Grade Point
91 and Above	O (Outstanding)	10
81 - 90	A ⁺ (Excellent)	9
71 - 80	A (Very Good)	8
61 - 70	B ⁺ (Good)	7
56 - 60	B (Above Average)	6
51 - 55	C ⁺ (Average)	5.5
41 - 50	C (Below Average)	5
Passed with 40	P (pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

b) Computation of SGPA:

Example

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	6	A	8	6×8=48
Course 2	6	B ⁺	7	6×7=42
Course 3	2	B	6	2×6=12
Course 4	6	B	6	6×6=36
TOTAL	20			138

SGPA: $138/20 = 6.90$

c) Computation of CGPA

Example:

	Semester 1	Semester 2	Semester 3	Semester 4
Credit	20	20	26	26
SGPA	6.9	6.3	6.6	6.7
Credit × SGPA	20 × 6.9 = 138	20 × 6.3 = 126	26 × 6.6 = 171.60	26 × 6.7 = 174.20

$$\text{CGPA: } 609.8 / 92 = 6.63$$

d) Conversion of SGPA/CGPA into Percentage of Marks: Ten (10) times of SGPA/CGPA

e) Final Result / Grades Description

Semester GPA / Program CGPA	Alpha-Sign / Letter Grade	Result / Class Description
9.00-10.00	O (Outstanding)	Outstanding
8.00-<9.00	A+ (Excellent)	First Class Exemplary
7.00-<8.00	A (Very Good)	First Class Distinction
6.00-<7.00	B+ (Good)	First Class
5.50-<6.00	B(Above Average)	High Second Class
5.00-<5.50	C (Average)	Second Class
4.00-<5.00	P (Pass)	Pass Class
Below 4.00	SNC	SNC
0	SNC	SNC

17. PROVISIONS FOR REVIEW:

- i) A candidate may apply for Post-Publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned.
- ii) There shall be no Post-Publication Review of Practical Papers, Oral Examinations and Project Work/Field Work, if any.

- iii) Incomplete and faulty application is liable to be rejected without assigning any reason or without any intimation to the candidate/college concerned.
- iv) Under no circumstances fees for Post-Publication Review once paid be refunded
- v) A student may apply for review of maximum two theoretical courses in the prescribed form in a particular Semester Examination.
- vi) Post-Publication Review (PPR) and Post-Publication Scrutiny (PPS) of the same paper(s) in a course shall not be allowed
- vii) **Finalization of Review Results:** If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the increase of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate. If the marks awarded by Post-Publication Review Examiner in a Paper do not reduce the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the decrease of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the change of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be considered if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

18. SCRUTINY OF ANSWER-SCRIPTS(PPS)

- i. If the results of a candidate of Honours Program/Program of any part of his/her examination do not come under the purview of Post-Publication Review, he / she / transgender may apply for Post-Publication Scrutiny of his/her one or more answer-scripts irrespective of marks.
- ii. "Post-Publication Scrutiny (PPS)" does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain-
Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;
Totaling of marks awarded by the examiners on the scripts/marks-slips, as the case may be, has correctly been done.

19. COMPENSATORY TIME FOR PERSON WITH DISABILITY (PWD) CANDIDATES:

- i. PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- ii. PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) Who are blind or have impaired vision. (iii) who is dyslexic (iv) who are autistic
- iii. If a PWD candidate wants to avail compensatory time or scribe he / she / transgender must apply with all relevant documents to the Principal/TIC during form fill up of each part/semester examination and the same application be forwarded by the Principal/TIC to

the Controller of Examinations in time.

- iv. If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he / she / transgender will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

20. BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS:

- i. The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the said course(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling, written answer scripts/loose sheets from outside. On expulsion, he / she / transgender will be debarred from appearing at the said part of the examination
- ii. Signature(s) of each of the expelled candidates may be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). If a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action as in regulation 20.1 on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.
- iii. If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indiscipline behavior, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action. In such cases as detailed in above paragraph the Committee of Discipline, duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge.
- iv. The Committee of Discipline, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the Committee of Discipline may take penal action as it may deem fit.
- v. When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.
- vi. If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/Room Invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
- vii. An examiner may forward to the Controller of Examinations of the University through the

chairperson of the concerned examination or to the Controller of Examination directly if there is no Chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions

- viii. If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behavior inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining course(s)/subject(s).
- ix. **Non-submission of scripts** – If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.
- x. **Torn scripts** – In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
- xi. Report on R.A. cases from any end should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
- xii. On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate
- xiii. If the Committee of Discipline is satisfied that the charge/ charges leveled against any candidate in terms of above mention rules is/ are true, it may recommend any one or multiple of the following actions:-
 - a. Cancellation of examination of the candidate in the concerned paper
 - b. Cancellation of the entire examination of the candidate and if necessary also
 - c. Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
 - d. The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.
- xiv. The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he / she / transgender thinks fit. The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.
- xv. All questions arising in relation to the interpretation of these Regulations shall be referred to the Executive Council for decision and the decision of the University Council will be

final and binding.

xvi. The Board of Discipline (UNDER-GRADUATE EXAMINATION) may be constituted with the following members.

- 1) Controller of Examinations (Convener)
- 2) Inspector of Colleges
- 3) One member of EC to be nominated by EC
- 4) Three Teachers of Under-Graduate Colleges/Post Graduate Departments to be nominated by the Controller of Examinations

The tenure of this committee will be four years from the date of its constitution

21. TERMINATION FROM THE COURSE:

If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

22. In any case of any situation or not covered under these Regulations the Vice- Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them.

If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

ANNEXURE

COURSE COMBINATIONS/BASKETS

(The following Discipline specific Course subject and Generic Elective Course Subject combinations are to be strictly followed)

B. A. HONOURS PROGRAM COURSE (SELECT ANY ONE COURSE)

Bengali	Economics
English	Education
Geography	Mass Communication
Hindi	Philosophy
History	Political Science
Nepali	Psychology
Sanskrit	Sociology
Urdu	

Two Generic Elective Courses (GE) to be selected as any **ONE** from each basket below for BA Honours Program and SEC course will be same as DSC course

Group A	Group B
Bengali	Geography
English	Education
Economics	Mass Communication
Hindi	Philosophy
History	Physical Education
Modern Tibetan	Political Science
Nepali	Sociology
Psychology	
Sanskrit	
Urdu	

B.A. PROGRAM COURSE

A) **Discipline Specific Courses (DSC) and Generic Elective (GE) Course subject: Select any Three Course subject (taking any one Course subject each from any two group as DSC and any one Course subject from remaining one group as GE of the 3 groups below and SEC course subject will be same as DSC course subject):**

Group A	Group B	Group C
Bengali	Economics	Geography
English	Education	Physical Education
Hindi	History	Political Science
Modern-Tibetan	Mass Communication	Psychology
Nepali	Philosophy	Sociology
Sanskrit		
Urdu		

FOR B.SC. HONOURS PROGRAM AND PROGRAM COURSES

Baskets

1. Mathematics, Microbiology, Physiology
2. Chemistry, Computer Science
3. Physics, Botany, Geography
4. Zoology, Statistics, Geology

Note: For Economics Honours Program Course the Generic subject combination shall be Mathematics (of Basket 1 above) and any one subject from the Group – B Basket for B.A. Honours Program or Statistics (of Basket 4 above)

For B.Sc. Honours Program: - Any one Honours Discipline specific Course subject from the 4 baskets except Statistics course in basket 4 + any 2 Generic Elective Course subject from any three other remaining basket subjects and same Skill Enhancement course subject as Discipline specific Course subject.

For B.Sc. Program:- Any 3 course subject one from each basket subjects from the 4 given basket subjects for Discipline specific Course and any 2 course subject as Skill Enhancement Courses from the above chosen 3 Discipline specific Course subject.

FOR B.Com. and BBA/ BCA HONOURS PROGRAM AND B.Com. PROGRAM COURSES

***As per Course Structure.**

Mark as done

Opened: Monday, 13 September 2021, 10:00 AM

Due: Monday, 13 September 2021, 11:10 AM

This test opens at **9:55 am on 13 September 2021**. Finish your answers by one hour and upload properly scanned copies of your answers by **11:10 am on the same day** (you may also submit them otherwise). Marks of this test will used to award your CIA in the final University examination.

 [20210913 Weekly Test CC 5.pdf](#)

11 September 2021, 8:06 PM

Grading summary

Visible groups: All participants

Hidden from students	Yes
Participants	7
Submitted	0
Needs grading	0
Time remaining	Assignment is due

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This page is: General type: incourse. Context Assignment: [13/09/2021] Weekly Test 1: CC 5 (context id 296826). Page type mod-assign-view.

Notice

(For Faculty and Management)

Date: 19.10.2022

Dear Deans, HoDs, & Heads of Schools,

Greetings to all. Here are some important information regarding End Semester (Internal) Examinations. Please read them carefully.

1.1. Dates of End Semester (Internal) Exams

The End Semester Exam for 3rd and 5th semester will be beginning from 21st November 2022 and ending in 25th November 2022 while for 1st semester it will be starting from 5th December and ending on 8th December 2022.

1.2. Submission of the Question Papers by the Faculty

Two sets of questions should be prepared for each subjects and both needs to be submitted to the Exam office by 31st October 2022 for the 3rd and 5th Semesters and 10th November for the 1st semester exams through email (exams@salesiancollege.net). The HoDs needs to make sure that all the questions are set according to the University pattern, spelling and grammar mistakes are eliminated and the template which is provided by the Exam office is strictly followed.

1.3. Moderation Committee

A moderation committee set up by the exam committee will be doing the moderation of question papers. The work of moderation could start on 2nd November 2022 and end by 5th November 2022 for the 3rd and 5th semesters while it will begin on 11th November and ends by 15th November 2022 for the 1st semester. The printing and packing of the Questions papers will be done by the exam office.

1.4. Use of Unfair Means

Any use of unfair means needs to be strictly dealt with. The normal rule is that anyone caught using unfair means will have to pay a fine of ₹1000/- apart from being debarred from that particular exam.

1.5. Absence in the End Semester Exam

If anyone is absent for the End Semester Exam he/ she will not have the possibility of re-examination and the internal marks will be calculated out of 5 instead of 10 for the particular paper or for the entire examination.

1.6. Common Faculty Meeting

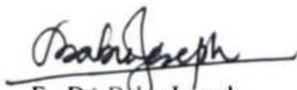
A meeting of all faculty will be held on 1st November at 12.00 pm in Marengo Hall to review the submission status of the question papers of the End Semester Exam for 3rd and 5th semesters.

1.7. Correction of Answer Scripts

Correction of Answer scripts should be over by 2nd December 2022 for the 3rd and 5th Semesters while it should be completed by 14th December for the 1st semester exams.

1.8. Submission of Marks

The marks of 3rd and 5th Semester Examinations to be submitted to the Exam office by 3rd December 2022 while for the 1st semester exams the last date for submission will be 15th December 2022.

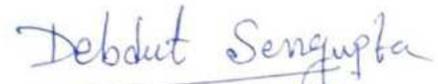


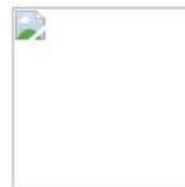
Fr. Dr. Babu Joseph,

Convenor of Examinations

Salesian College Siliguri

Dr. (Fr.) Babu Joseph
Vice Principal & Convenor of Examinations
Salesian College, Siliguri
Don Bosco Road, Siliguri-734001


EXAMINATION CO-ORDINATOR
Salesian College Siliguri
Don Bosco Road, No-73
Siliguri-734001-WB



Salesian College Siliguri

Internal Examination Odd Semester February 2021

Session : 2020-2021

Statement Of Performance

Name : Nitesh Gupta	Gender : M
College Roll No. : SL20190100041627	Semester :3
Degree : Bachelor Of Commerce	Programme : B.Com Honours Program()

Subjects	CIA-1 Total	CIA-1 Score	CIA-2 Total	CIA-2 Score	Attendance (5)	Aggregate (10)
CC 5 (Human Resource Management)	10	7	30	17	2	6
CC 6 (Income-tax Law and Practice)	10	0	30	0	2	0
CC 6 (Income-tax Law and Practice)	10	7	30	26	2	8
CC 7 (Corporate Accounting)	10	10	45	16	2	5
GE 3 (Business Statistics)	10	9	30	27	2	9
SEC 1 (Entrepreneurship)	10	8	30	22	2	8
Total :		41	195	108		35

Head of the Department	Principal	Office Seal



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West Bengal, INDIA



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Salesian College
Sonada | Siliguri

Handbook & Calendar

Academic Year
2022 - 2023

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HISTORY OF SALESIAN COLLEGE

Salesian College (SC) is a Government recognized, minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Kolkata Province where over 2200 students do their Arts/Humanities, Commerce, Science and Professional Courses (UG & PG) under the University of North Bengal (NBU).

SC was established in Shillong in 1933, before being shifted to Sonada, in 1938. It comes under section 2(f) and 12(B) of UGC Act of 1956. In 1935, SC received affiliation to the Calcutta University for IA, and in 1948 for BA Course in English, History and Latin followed by Economics in 1950. In 1962 its affiliation was transferred from Calcutta University as one of the founding colleges of NBU. It was in 1970 and 1979 that SC received affiliation for BA Honours Course in English and History respectively followed by the introduction of Education and Philosophy as BA subjects. In 2006 it received affiliation for Education Honours course. The College opened a Computer Skills Department in 2002, offering the DIT and ADIT courses of C-DAC, Pune, the Computer Application Certificate Course of NBU in 2004.

SC, Siliguri Campus was inaugurated on 9 July 2009. The Siliguri Campus offers BA/BCom/BSc/BBA/BCA Honours & General courses with Career Oriented Programme (COP) courses in Travel & Tourism Management, Computer Application, Music, Sports Management and Com-

municative English. SC is also recognized as an IGNOU Study Centre (from May 2005 in SCS and 2010 in SCSC) offering courses in BA, BCom, CIC, CLP, MA, MCom, BSW, BCA & MCA. SC was accredited by NAAC on 16 September 2004, with an institutional score between 60-70, receiving the Grade C++. On 26 February 2010, Salesian College was conferred the status of a 'College with Potential for Excellence' (CPE) by the University Grants Commission and was into its second cycle from 1 April 2014. In March 2012, in its second cycle, the college was re-accredited by NAAC with 'A' grade. The college has retained its 'A' Grade in the third cycle starting from May 2019, the first College to receive such grade under the University of North Bengal. The college has started MA in English from 2016-17 and MA in Education and Psychology from 2019.

Post pandemic, the college has been into blended mode of teaching-learning, including assessments and routine tests through in-house developed ERP and Salesian LMS adapting the latest version of the open source resources of MOODLE in compliance with the revised Bloom's Taxonomy.

MESSAGE FROM THE PRINCIPAL

Dear students,

Welcome to the College and back to a normal college life. As an academic community we have grown during the past decade precisely because every member of the management and faculty have contributed immensely to make the academic experience, for you as a student, vibrant and memorable. Especially these years we have had value additions to our way of doing things so as to make our approach as stress free and yet engaging as possible. The student handbook and calendar in your hands is itself an expression of the same. This has been improved upon by taking suggestions from council members, faculty, parents, support staff and management. I would like to thank in a special way the Deans and Vice Principals along with their respective handbook and calendar committees for the improvisation and deft handling of the transition and in bringing out the Handbook and Calendar 2022-23.

As management we place before the academic community our appreciation to Br Jose Puthenpurackel SDB, Vice Principal of Salesian College Sonada who is handing over charge to Fr Nirmal Toppo SDB, the Bursar of the campus in order to pursue his own studies and complete the coveted Fellows programme with United Board. We welcome Fr Raymond Tudu SDB as Bursar at Sonada and as faculty in English Department. Fr UP Sebastian SDB, hospitality in charge at SCSC moves to Don Bosco Liluah,

Kolkata for better health care and retirement life.

The IQAC coordination at SCSC will have Fr Prof Babu Joseph SDB leading the team.

I want to thank every member of the college management, Coordination Council, IQAC team and criterion-wise faculty groups for their dedicated hard work enabling timely submission of AQAR 2020-21. As an ongoing process of augmentation not only the infrastructure is expanding but even more the resource pool of faculty: we have inducted 30 new faculty members this year. An industrious team of faculty committed to the cause of the genuine welfare of the youth in their care is our forte: doing multitasking not only to welcome the new batch of students entering into the college but also to keep accompanying those who are entering into the second and third year respectively. Recently we concluded the graduation day the culmination of the hand-holding that begins/began the day you entered our gates for the first time.

May your college experience be one of “creating a nest” that nurtures you and enables you to take wings as you reach your “Graduation Day”.



Fr (Prof) George Thadathil SDB,
Principal.

PERSONALIA

Name:

.....

Department:

College Roll No.:

.....

Semester:

Club:

Association:

Permanent address:

.....

.....

PIN: PS:

Mobile:

eMail:

Father's name:

Mother's name:

Note: Parents/guardians are requested to notify the Principal of any change of address and/or phone number.

This Handbook & Calendar must be brought to the College everyday.

Specimen signatures of parent(s)/guardian responsible for signing the reports, leave note, remarks etc. We request the parents/guardians to use the very same specimen signature(s) appended below for all official communications with the College.

Father's signature:

Father's phone no.:

Mother's signature:

Mother's phone no.:

Address:

.....

IMPORTANT DECLARATION BY PARENTS/GUARDIANS

I shall not engage the faculty members of Salesian College for any sort of private tuition of my ward.

.....
Father's signature & Date

.....
Mother's signature & Date

Guardian's name:

Relationship:

Phone No.:

Address:

.....

Guardian's signature:

I will bring this Handbook & Calendar on all class days to the College. I shall not tamper with any page(s), partially or wholly of this Handbook & Calendar.

Losing this Handbook & Calendar will incur a fine.

.....
Student's signature & Date

AUTHORITIES

Patron

Fr (Dr) Àngel Fernàndez Artime SDB
Rector Major
Salesians of Don Bosco
Opere Don Bosco, Via della Pisana, 1111
Rome – 00163 – Italy

President

Founder Body

Fr (Dr) Joseph Pauria SDB
Provincial
Salesians of Don Bosco,
52A RNC Road, Kolkata – 700 015, India

Rectors

Salesian College, Sonada (SCS)

Fr (Prof) Tomy Augustine SDB

Salesian College, Siliguri Campus (SCSC)

Fr (Prof) George Thadathil SDB

Principal

Fr (Prof) George Thadathil SDB

Vice Principals

SCS

Fr Nirmal Toppo SDB (SCS)

SCSC

Fr (Dr) Saju Puthuserry Arts & Humanities

SDB:

Fr (Dr) Babu Joseph SDB: Commerce, Management &
Vocational Studies

Fr C M Paul SDB: Sciences

Bursars

Fr Raymond Tudu SDB (SCS)

Fr Jagjivan Tirkey SDB (SCSC)

Registrar

Dr Satyendra Chandra Das

College Governing Body

Fr (Dr) Joseph Pauria: President

Fr (Prof) George Rector (SCSC)/ Principal

Thadathil: & Secretary

Fr (Prof) Tomy Augustine: Rector (SCS)/ Joint
Secretary

Fr Nirmal Toppo:	Vice Principal (SCS)
Fr C M Paul:	Vice Principal (SCSC)/ Alumnus
Fr (Dr) Saju Puthuserry:	Vice Principal (SCSC)/ Alumnus
Fr (Dr) Babu Joseph:	Vice Principal (SCSC)
Fr Jagjivan Tirkey:	Treasurer
Dr Gangotri Chakraborty:	Educationist
Prof P R Sengupta:	Educationist
Ms Ganga Parajuli:	Faculty Rep (SCSC)
Mr Uday Mall:	Faculty Rep (SCS)
Dr Terence Mukhia:	IQAC Coordinator
Adv Deepak Sharma:	Parents' representative
Mr Dorjay Sherpa:	Parents' representative

Internal Quality Assurance Cell (IQAC)

Fr (Prof) George Thadathil SDB (Chairperson)	
Dr Terence Mukhia (Coordinator)	
Fr (Dr) Babu Joseph (Coordinator, SCSC)	
Mr Rupam Majumder (Asst Coordinator, SCSC)	
Mr Subhajit Paul (Secretary)	Mr Dhiren Newar (Secretary)
Mr Subhajit Bose (Technical Secretary)	Fr (Prof) Tomy Augustine
Fr (Dr) Saju Puthuserry	Fr Nirmal Toppo
Fr C M Paul	Ms Sradha Pradhan
Mr Peter Lepcha	Mr Robert Lepcha

Mr Patrick Johnson	Ms Sreha Agarwal
Mr Dhirodatta Subba	Mr Vivek Tiwari
Mr Anirban Ghosh	Mr Samip Sinchuri
Ms Ganga Parajuli	Ms Shruti Chettri
Ms Yadika Prasad	Mr Manoresh Thapa
Mr Johnny Joseph	Mr Vivek Shrestha
Ms Sapna Gurung (Librarian)	Mr Deep Pradhan (Librarian)
Dr Tapu Biswas (Educationist)	Mr Sandeep Sengupta (Industry representative)
Ms Elma Zarin Khan (Students' Rep)	Mr Niketan Niroula (Students' Rep)

Finance Committee

Fr (Prof) George Thadathil SDB (Chairperson)	
Fr Jagjivan Tirkey	Fr (Prof) Tomy Augustine
Mr Patrick Johnson	Fr Nirmal Toppo
Mr Manoj Tirkey	Fr Raymond Tudu
Mr Anirban Ghosh (Internal Auditor)	Mr Uday Malla (Internal Auditor)
Mr Johnny Joseph	Mr Robert Lepcha

Purchase Committee

Fr Jagjivan Tirkey	Fr (Prof) Tomy Augustine
Dr Prajwal Chettri	Fr Raymond Tudu
Dr Dipankar Rudra	Fr Nirmal Toppo

ACADEMIC & ADMINISTRATIVE OFFICES

Academic Council

Principal, Rectors, Vice Principals, Admission & Examination Coordinators, PG Coordinator, Deans, Campus Co-ordinators, HoDs

Deans

SCS

Dr Terence Mukhia: Arts & Humanities
Mr Uday Malla: BCA, Commerce & Vocational Studies

SCSC

Mr Patrick Johnson: Commerce, Management & Vocational Studies
Mr Peter Lepcha: Academics; Arts & Humanities
Mr Subhajit Paul: Sciences
Mr Dhirodatta Subba: Collaboration & Expansion; Research & Publications

PG Coordinators

Ms Ranita Chakraborty (Education, SCSC)

Mr Bhabya Chandra Khati Mr Nikhil Pradhan
 Ms Debarati Deb Mr Robert Lepcha
 Mr Johnny Joseph

Research & Publications

Fr (Prof) George Thadathil SDB (Chairperson)
 Dr Shilpita Gine Fr (Prof) Tomy Augustine
 (Coordinator) (Coordinator)
Fr (Dr) Saju Puthuserry Fr (Dr) James Chacko SDB
 Dr Gouri Dey Dr Terence Mukhia
 Dr Shilpita Gine Ms Tapaswi Rahul Gurung
 Dr Hindol Chakraborty Dr Chepal Sherpa
Dr Satyendra Chandra Das Mr Samip Sinchuri
 Dr Dipankar Rudra Mr Alfred Dewan
 Prof Irshad Ahmed (Graphic Designer (GD))
 Prof G N Roy
 Mr Anik Sarkar
Ms Ranita Chakrabortty
 Ms Monika Rana
 Mr Amit Lepcha (GD)

Translation Committee

Fr (Prof) George Thadathil SDB (Chairperson)
 Mr Peter Lepcha Fr (Prof) Tomy Augustine
Ms Ranita Chakrabortty Fr Raymond Tudu
 Ms Pratishtha Dewan Dr Terence Mukhia

Mr Subhajit Paul Mr Kumar Yonjon
Mr Amit Lepcha Mr Alfred Dewan

Incubation & Innovation Cell (SCS)

Mr Uday Mall (Coordinator)
Mr Samip Sinchuri
Ms Sumina Chettri
Mr Roshan Prasad

Library Committee

Fr (Dr) Babu Joseph	Fr (Prof) Tomy Augustine
Ms Sapna Gurung (Librarian)	Mr Deep Pradhan (Librarian)
Ms Yadika Prasad	Ms Rushita D'Costa
Ms Susanna Lepcha	Ms Ashwini Tamang
Ms Sariga T R	Mr Pawan Rai

Disciplinary Committee

Fr (Prof) George Thadathil (Chairperson)	
(Concerned) Head of Dept	Dr Terence Mukhia
(Concerned) Vice Principal	Mr Uday Malla
(Concerned) Coordinator(s)	Ms Sradha Pradhan
(Concerned) Dean	Ms Sumina Chettri

Sexual Harassment Redressal Cell

Dr Shilpita Gine (Chairperson) (8981173234)	Ms Sradha Pradhan (Chairperson) (9735094875)
Ms Manisha Pradhan (8927274961)	Ms Edna Chettri (9739768157)
Ms Priyanka Shaw (7407486448)	Ms Rupa Rai (9734996224)
Mr Alphonse Lepcha (9382757880)	Mr Savio Giri (9800581134)

Women's Cell

Dr Gouri Dey (Chairperson)	Ms Nomu Sherpa (Chairperson)
Ms Manisha Pradhan (President)	Ms Sreha Agarwal (President)
Ms Gunjan Agarwal	Ms Sophia Rai
Dr Shilpita Gine	Ms Sneha Manger

Human Rights Cell

Mr Sangam Ghatani	Ms Shikshita Dewan
Mr Jeetendra Shah	Mr Rahul Pradhan
	Ms Megha Lama

Grievance Redressal Cell

Fr Jagjivan Tirkey	Fr (Prof) Tomy Augustine
--------------------	--------------------------

Fr C M Paul Fr Nirmal Toppo
Mr Dhirodatta Subba Dr Terence Mukhia
Ms Srijana Sinha Ms Sumina Chettri
Ms Ganga Parajuli Tirkey

Handbook & Calendar Committee

Fr (Dr) Saju Puthuserry Fr Nirmal Toppo
Mr Peter Lepcha Dr Terence Mukhia
Mr Subhajit Paul Mr Dharendra Newar
Mr Rajeev Dutraj Ms Sradha Pradhan
Mr Debajyoti Chakraborty Mr Manores Thapa
(Office Asst)

Public Information Officers

Fr C M Paul Fr Nirmal Toppo
Mr Ravi Bhushan Singh Mr Manores Thapa

Office Assistants

Mr Debajyoti Chakraborty Mr Sachin Alfred Dewan
(IQAC) (Graphic & Web designer)
Ms Babita Ruchal Mr Adrian Chettri
Mr Leander Ekka Mr Bruno Thapa (Video
Journalist)
Mr Amit Lepcha (Graphic Mr Vikash Lakandri
Designer)
Ms Sariga T R (Library) Mr Terrence Lepcha
Ms Susanna Lepcha (Library)

Mr Anil Kiro (Laboratory)
Mr Simon Lepcha (Examination)
Mr Sisir Kumar Hati (Examination)
Ms Rachana Ghatani (Receptionist)
Mr Cyril Praveen Singh (Technical & Lab assistant)
Mr Sebastian Robi Khan (Educational engineer)
Mr Badsha Das (Video editor & Educational engineer)

Support Staff

Ms Flora Tirkey	Ms Pavitra Rasaily
Mr Lalit Kumar Tirkey	Mr Budhi Raj Tamang
Ms Sapna Soren	Ms Pampha Biswakarma
Ms Mary Stella Tigga	Mr Krishna Biswakarma
Ms Mariam Tirkey	Mr Samir Khati
Mr Darshan Mohra	Mr Puran Biswakarma
Ms Sarita Minj	Mr Sanjay Biswakarma
Mr Rupesh Rawat	
Ms Suchitra Roy	
Mr Manu Thapa	
Mr Sakhin Roy	
Mr Ratan Das	
Ms Jayanti Roy	
Mr Manish Thapa	

STUDENT AFFAIRS

Executive (Campus) Coordinators

CS Chandan Gupta	Ms Sradha Pradhan
Mr Rajeev Dutraj	Mr Jubin Rana
Ms Chunku Lepcha	Mr Rakesh Saibo
Mr Sangam Ghatani	Ms Ashwini Tamang
Mr Loden Lama	Mr Chhyodup Lepcha
Ms Sharmista Pradhan	Ms Shruti Chettri
Ms Srijana Sinha	
Ms Manisha Pradhan	
Mr Brian Gomes	
Ms Rubina Chettri	
Ms Sujata Sinha	
Ms Snigdha Roy	
Mr Samuel Tamang	

MoU Coordinators

Mr Brian Gomes	Ms Sradha Pradhan
Ms Sonali Rai	

Event Coordinators

Mr Anirban Ghosh (Commerce & Management)	Ms Sradha Pradhan
Ms Ganga Parajuli (Arts & Humanities)	Ms Priyadarshini Pradhan

Mr Bikramjit Chandra (Sciences)	Mr Vivek Tiwari
Ms Nawaneeta Subba (Media)	Ms Shikshita Dewan
Ms Tanisha Kansal (Alumni)	Mr Rakesh Saibo
Mr Wilson Bara (Sports Management)	
Dr Dipankar Rudra (Legal)	

Information Technology (IT) Coordinators

Mr Dhirodatta Subba	Mr Nikhil Pradhan
Ms Yadika Prasad	Ms Priyadarshini Pradhan
Mr Abhijit Dey	Mr Vivek Shrestha
Ms Sonali Rai	Mr Roshan Prasad

COP Coordinators

Ms Pratibha Soni	Ms Kriti B K
	Ms Shikshita Dewan

Placement & Career Guidance Cell

Mr Anirban Ghosh	Ms Tshering Dolma Sherpa
Dr Dipankar Rudra	Mr Manoresh Thapa
Mr Rajeev Dutraj	Mr Vivek Tiwari
	Mr Nikhil Pradhan

Anti Ragging Cell

Fr (Dr) Saju Puthuserry (Chairperson) (9433428650)	Dr Terence Mukhia (9002371615)
LT Risha Chettri (9093346225)	Mr Uday Malla (7076694053)
Ms Pratishtha Dewan (8670932622)	Ms Priyadarshini Pradhan (7479219991)

Sports/NCC Coordinators

LT Risha Chettri (NCC) Mr Wilson Bara	LT Tshering D Sherpa (NCC)
Mr Dipesh Patrick Baraily (Sports Asst)	Mr Rakesh Saibo

NSS

Mr Bishal Sonar (Programme Officer)	Mr Samip Sinchuri (Programme Officer)
Ms Shradha Sharma (Coordinator)	Ms Shradha Rai (Coordinator)
Mr Phu Tshering Sherpa (Coordinator)	Ms Ashwini Tamang (Asst Coordinator)

Counselling Cell

Fr (Dr) Saju Puthuserry	Fr (Dr) James Chacko
Fr (Dr) Babu Joseph	Fr (Prof) Tomy Augustine

Fr C M Paul Fr Nirmal Toppo

Foreign Students' Counsellors

Fr C M Paul Fr (Prof) Tomy Augustine

IGNOU Study Centre

Fr (Dr) Babu Joseph (Coordinator)	Dr Terence Mukhia (Coordinator)
Mr Surendra Saha	Mr Bikash Lakandri
Mr Anirban Ghosh	Mr Deep Pradhan
Ms Nirmala Kujur	Mr Adrian Chettri

Language Lab

Mr Vasudeva Naidu Mr Deepraj Rai

Canteen Committee

Fr Jagjivan Tirkey	Fr Raymond Tudu
Mr Sangam Ghatani	Ms Ashwini Tamang
Ms Leena Chhetri	Mr Savio Giri
Mr Praveen Singh	Ms Tithi Banerjee

Radio Salesian 90.8 FM

Fr C M Paul SDB (Director)
Fr Nirmal Toppo (Asst Director) (SCS)

RJ Samir Chhetri (Programme Director) (SCS)
RJ Rejina Rai (Radio Journalist) (SCS)
RJ Moses Tamang (Radio Journalist) (SCS)
Wang Lama Sherpa (Intern) (SCS)
Bandana Lohagun (Intern) (SCS)
Bandana Rai (Intern) (SCS)

Salesian TV

Fr C M Paul SDB (Director)
Ms Sharmista Pradhan (Supervising producer)
Fr Nirmal Toppo (Asst Director)
Mr Badsha Das (Video editor)
Mr Bruno Thapa (Programme Coordinator)

Salesian Tech, SCSC

Mr Dhirodatta Subba (Director)
Ms Sonali Rai (Coordinator)
Mr Amit Lepcha (Designer)
Mr Sebastian Robi Roy (Educational engineer)

Social Entrepreneurship, Swachhta & Rural Engagement Cell (SRC), SCS

Mr Samip Sinchuri (Coordinator)
Ms Shristi Rai

ANIMATORS AND MENTORS

Chief Club Animators

Albera Club	Computer Club
Ms Priyanka Shaw	Mr Nikhil Pradhan
Ms Ranita Chakraborty	Mr Vivek Shrestha
Louis Club	Fine Arts Club
Mr Rupam Majumder	Ms Indranila Bose
Mr Subhajit Paul	Mr Abhijit Ray
	Ms Alisha Limbu
Mazzarello Club	Harmony Club
LT Risha Chettri	Mr Deepraj Rai
Mr Sangam Ghatani	
Mickey Club	Jesus Youth
Mr Surendra Saha	Ms Shruti Chettri
Mr Abhijit Dey	Ms Sumina Chettri
Rinaldi Club	Literary Club
Dr Dipankar Rudra	Mr Rahul Pradhan
Mr Dipanker Rai	Ms Tapaswi R Gurung
Rua Club	Music Club
Ms Debarati Deb	Mr Dharendra Newar
Ms Priya Topno	
Savio Club	Nature Club
Ms Tanisha Kansal	Ms Sophia Rai
Ms Manisha Pradhan	Mr Jubin Rana
Bosco Club	Photography Club
Ms Gunjan Agawal	Fr Nirmal Toppo

Dr Gouri Dey

Film Club	Radio Club
Mr Anik Sarkar	Mr (RJ) Samir Chettri
Salesian College Christian Youth (SCCY)	Sports Club
Mr Wilson Bara	Mr Rakesh Saibo
Mr Dipesh Baraily	Mr Chhyodup Lepcha
	Mr Pawan Rai

Alumni Association

Ms Tanisha Kansal, (Coordinator)	Ms Sradha Pradhan (Coordinator)
	Mr Rahul Pradhan (Secretary)

Enactus, SCSC

Ms Debarati Deb (Faculty advisor)
Mr Prasenjit Bhowmick (Faculty advisor)

Entrepreneurship Development Cell (EDC), SCSC

Ms Priyanka Shaw (Animator)
CS Chandan Gupta (Animator)
Mr Anirban Ghosh (Animator)

Salesian College Commerce Association (SCCA), SCSC

Ms Tanisha Kansal, Faculty advisor & Animator
Mr Surendra Kumar Saha, Animator
CS Chandan Gupta, Animator

Salesian College Association for Professionals (SCAP), SCSC

Ms Sunita Sherpa (Faculty advisor)
Ms Debarati Deb (Animator)

Brainbow Association, SCSC

Ms Nikita Chettri (Faculty advisor)

Pianazi Literary & Cultural Society, SCSC

Mr Loden Lama (Faculty advisor)

Media Association, SCSC

Mr Bhabya Chandra Khati (Faculty advisor)

Techne, Science Association, SCSC

Dr Digvijay Kharga (Faculty advisor)
Mr Tanay Bhadra (Animator)

Mr Bickey Sharma (Animator)
Mr Bikiran Das (Animator)

Student Mentors

Deanery of Commerce, Management & Vocational Studies

Department of Commerce, SCSC

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BCom Sec A II	Ms Monica (Hons)	Ms Annu S (Prog)
BCom A III	Mr Rachit P (Hons)	Mr Lakpa S (Prog)
B Com Hons/Prog B	Dr Sumit Pradhan Ms Tanisha Kansal Ms Priyanka Shaw Mr Abhijit Chakraborty	
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Please Note: AECC1 & AECC2 in the CBCS system is to be facilitated by the respective departments. However, some technical support can be availed from the departments having such technical know-how.

PROSPECTUS

Salesian College Sonada with its campus in Siliguri (SCS) is a Government recognized minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Province of Kolkata where presently 2000 students study in Arts, Commerce, Professional and Science (UG & PG) streams affiliated to North Bengal University (NBU).

We welcome you to be part of this academic community. In order to prepare yourself kindly familiarise yourself with the content contained in this Prospectus, prepared with much attention to your wellbeing and wholesome experience as an undergraduate/PG student in Salesian College.

1. Aim of the institution

- 1.1 The aim of the institution is to impart sound and value-based education by inculcating in the youth habits of piety, virtue, discipline and self-reliance during the years of their studies.(?) Thus enabling them to lead a value laden life that is socially conscious and promoting nation building.
- 1.2 The method of education followed in the college is the Preventive System taught and practised by St John Bosco. It is based on Reason, Respect for the Divine (Religion) and Loving kindness.
- 1.3 Being a Christian institution, the classes of Christian Doctrine (Catechism) are compulsory for Christian

students. All other students must attend classes of Value Education and Personality Development, which deal with moral principles, values and rules of good conduct. Students must strive to attain qualities of mind and heart and integrate into his/her life, virtues of honesty, sincerity, piety, compassion, generosity, love for nature and self-reliance, love and respect for others and acceptance of diverse cultures.

- 1.4 Every student is expected to have a faculty member as a mentor who will accompany him/her during the period of study in the college.
- 1.5 Special attention is given to ensure high standard of morality and discipline in the college. Parents and Guardians are requested to collaborate with the College authorities by insisting on regularity, discipline and punctuality of their wards. The medium of instruction is English and the students must speak only English in the campus.

2. Courses of Studies

- 2.1 In the College, every effort is made to teach the students proficiency in English as a written and spoken language. It has the following courses of studies:
 - (a) Masters of Arts (MA) in English, Psychology and Education.
 - (b) Bachelor of Arts (BA) with Honours in En-

glish, History, Education, Psychology, Political Science, Geography, Mass Communication & Journalism, Sociology, Economics and Philosophy.

- (c) Bachelor of Commerce with Honours and General.
- (d) Bachelor of Science with Honours in Computer Science, Economics, Mathematics and Physics, with Statistics as one of the general subjects.
- (e) Professional Courses: Bachelor of Business Administration (BBA), Bachelor of Computer Application (BCA), Bachelor of Social Work (BSW) and Bachelor of Vocational Studies (BVoc) in Tourism & Hospitality Management.
- (f) Career Oriented Programmes (COP) in Music, Communicative English, Travel and Tourism, Computer Application and Sports Management.
- (g) Certificate course in Value Education.

2.2 The student's personality, initiative and originality are given optimum scope in creative curricular activities and by involvement and participation in youth groups and movements, co-curricular activities, sports and games.

2.3 *Social Commitment:* Salesian College aims at contributing to the building up of a more just society and one worthy of man/woman by promoting a sys-

tematic, social education of the students. Social service projects form an integral part of the college curriculum.

3. Admission

- 3.1 Applications for admissions are accepted from students irrespective of caste, creed, gender and religion. Normally the college begins its admission process after the publication of results of class XII examinations.
- 3.2 Parents/Guardians are required to fill in the admission forms with the utmost accuracy and are requested to apply online. Subsequent changes are not permitted.
- 3.3 Catholic students need to submit Baptism Certificate along with a letter from the parish of residence at the time of interview.
- 3.4 The COP is a separate course. Everyone is expected to take one of the courses to get professionally more competent while getting academically qualified.
- 3.5 Admission to the college and its different departments is based on academic performance, aptitude and interests. A written test and an interview of the candidate along with the parents is part of process of selection and choosing the right stream/department of studies.

- 3.6 New Candidates are to be introduced personally to the Principal/his nominee by the one who will be responsible for his conduct and fees.
- 3.7 *Admission stages:* (a) online application (b) list of selected candidates (c) signing of contract and payment of fees (d) verification of original documents (e) submission of migration/TC and health fitness certificate (f) mandatory anti-ragging contract (UGC) signed and submitted (g) College Identification Card (h) Application for Hostel, College Bus service and College Parking space (only if applicable and available).
- 3.8 The college reserves the right to admit students based on the minority rights enjoyed by the college. The decision of the Principal is final and binding in all matters of admission.
- 3.9 Admission process gets completed with the registration in University of North Bengal.

4. Regularity Record

- 4.1 Punctuality is to be observed by all in the campus. College begins with the Morning Assembly and students must be on time for it and be present for the Assembly. Late comers risk not being allowed entry in to the College.
- 4.2 All entries in the handbook regarding regularity and

discipline are to be countersigned by the parents or guardians.

- 4.3 The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic discipline. As per the directions issued by the university, to be eligible for university examinations, a student must have a minimum of 75% attendance. Absence from the college without prior information is not encouraged. When the cause is sudden illness or unforeseen circumstances, the information must be given in writing at the earliest.

Marks awarded by the NBU for attendance

More than 90%	5 marks
Between 85% and 89%	4 marks
Between 80% and 84%	3 marks
Between 75% and 79%	2 marks

The University debars students with less than 75% attendance from writing the university examinations. The same rule applies to the college examinations too.

- 4.4 After an absence from the college, the reasons for the absence need to be entered briefly in the regularity record under 'Absent' in the handbook. Parents/guardians are required to give prior intimation to the college of their ward's absence.
- 4.5 Unauthorized absence from the college exceeding 15

calendar days is an indication that the student has discontinued the course of study in Salesian College. Hence the student's registration to the college is automatically cancelled from the rolls of the college.

- 4.6 For long term sickness, a letter needs to be given by the parents/guardians in person every 15 days mentioning the necessary details along with medical documents. Parents are requested to give correct information to the college in writing if their ward suffers from serious illness. A fitness certificate from the doctor is required to resume classes or examination after any illness/injury of a serious nature.
- 4.7 An Absence due to illness for two or more days, besides being entered in the regularity record under 'Absent' needs to be accompanied by a doctor's prescription/certificate.
- 4.8 A leave granted is required to be recorded in the regularity record under 'Leave Sanctioned' in the handbook. This is to be signed by Principal or his nominee before the leave is taken.
- 4.9 Early Departure is granted when there is an emergency at home or when a student gets sick in the college. Any emergency/special request for early departure requested by parents/guardians is to be addressed to the Principal.
- 4.10 Habitual late arrival is a breach of discipline. A stu-

dent who comes late to the college needs to enter the date and time of arrival into the regularity record under 'Late'. Ten late arrivals might result in Parents being called to the college/fine and other disciplinary measures.

- 4.11 It is mandatory for a student to attend the college on days announced/notified as 'Compulsory Attendance'. Defaulters are asked to pay a fine of Rs 500/-. In case of sickness or any other serious reason the matter is to be notified to the Principal or his nominee with relevant documents on the same day or earlier.
- 4.12 Students suffering from illness of epi/pandemic nature must be quarantined, treated and negative blood report of the illness is to be submitted prior to joining the classes.

5. Campus Culture/Discipline

- 5.1 Salesian college is under closed circuit television (CCTV) surveillance.
- 5.2 College uniform, Handbook and College identity card (ID) displayed are essential requirements for students' entry into the campus.
- 5.3 Only students who are on the rolls of the college and their parents/guardians shall normally be permitted to enter the College campus.

- 5.4 Use of mobile phones is permitted in the campus for *academic purposes only*. Unauthorized use will incur confiscation and a fine.
- 5.5 Students are to relate with all the staff members in the campus with due respect. Anything that goes against it in words or action is considered misconduct.
- 5.6 Everyone is to deal with each other with respect and concern. Anyone who is involved in any sort of verbal/ emotional/ physical abuse/violence and bullying irrespective of the causes may be suspended or dismissed with immediate effect. While discussions and healthy debates are encouraged, disrespectful arguments, fights and 'put downs' are not accepted.
- 5.7 Deeply committed to upholding the value system, the college expects its students to conduct themselves in a worthy manner in their dress, demeanour and have a sense of discipline. They must respect their faculty members, greeting them when they meet them in or out of the college campus. They must rise when the professor enters the lecture halls; remain standing till they are directed to sit. When the attendance roll is called each one must rise and respond. Students are to address their faculty members and all members of the College Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is considered

a serious misconduct and out of sync with the culture and values practised in Don Bosco institutions across the world.

- 5.8 If a student becomes sick or meets with an accident during any of the college activities (s)he can be helped with immediate first aid/admission to local nursing home only. Parents will be informed and they are expected to come and take full responsibility for their ward immediately. It is important to give the correct contact numbers in the College Handbook and update it whenever there is a change.
- 5.9 Smoking, chewing *paan*, chewing gum, betel-nut, any tobacco product, alcohol or any other intoxicants is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, use of drugs or any other addictive substance and every form of verbal or written obscenity/abuse will not be accepted. Any of the above may lead to suspension or even dismissal.
- 5.10 When there is a need, the college reserves the right to frisk students and check their belongings at any time without prior information.
- 5.11 Every student of Salesian college is required to behave in an exemplary manner inside and outside the college campus. (S)he needs to be a personification of politeness, kindness, respect, patriotism, justice, equality etc. This is even more required when a stu-

dent is in the college uniform. The college uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the college, of which the student is an integral part. Getting involved in any activities of discourteous nature/misconduct in college uniform even outside the college will result in disciplinary action/sanction.

- 5.12 Salesian College offers a variety of opportunities to engage in physical/sporting activities. Students of the college are encouraged to use the college grounds for games during non-class hours. However, entry into the campus will always be with ID card displayed; normally games are not permitted during class hours and after 6.00 pm (5.30 pm in Sonada). Only the students of the college are permitted to enter and play in the campus.
- 5.13 When a student is required to leave the college campus during college hours, a written request from the parents and due authorization will be required. Free hours are to be used for studying/reading and research and not for idling around and disturbing others.
- 5.14 Everyone is responsible for his/her own belongings (vehicles, phone, helmets, books or any other). The college cannot take responsibility for personal belongings of individuals. However, they may park vehicles/keep belongings in the campus at their own

risk.

- 5.15 Everyone has the right to privacy and we respect that right. Therefore, prior written permission is required for taking photos/videos in the college. Mobile phones and media equipment are not to be used in the classrooms. No one should upload, publish or broadcast images, videos or anything else about any other person or the institution without their explicit written permission. Violation of the above rule and invasion of privacy of person(s)/institution can lead to serious action being taken against those involved in the form of suspension and even dismissal. The same rule applies when anything about the college/management/faculty is uploaded/used in social media without written permission of the competent authority/person. Kindly refer to Media Policy of the College in the website.
- 5.16 While students are encouraged to join clubs/associations in the college for academic/sports/self-improvement, they in their role as students of Salesian College are not allowed to form any group/be part of any group whether virtual or actual which are not promoted or approved officially by the college. To represent the college in activities/events/competitions outside the college, students will need written permission and the presence of an authorized faculty.
- 5.17 Self-respect is cultivated by respecting persons and

the infrastructure with all its facilities in the college. Any damage caused must be made good by the one concerned. No one is allowed to sit on the desk and misuse any furniture.

6. College Fees (cf Fee book)

- 6.1 The college fees cover twelve calendar months and may be paid as mentioned in the fee book or in advance. No deduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid are not refundable. Once a student takes admission in the college and if (s)he wishes to leave the college, the entire year fee must be paid to collect the mark sheets/certificates.
- 6.2 The fees must be paid on or before the due date, failing which a late fee of ₹100/- will be levied per day. Fee defaulters may not be allowed to attend the class if fees are not cleared as per dates announced. (The normal due dates are: first instalment – 15 July, second instalment – 15 November, third instalment – 15 March.)
- 6.3 Parents/guardians are responsible for the payment of fees for their wards; hence any discussion shall be done only by them for their ward(s).
- 6.4 A search fee of ₹200/- per year is levied for delay in collecting the documents.

7. College Uniform

- 7.1 Every student must wear clean, complete and correct uniform (shirt, tie, trousers and black shoes). Uniform is compulsory for college activities, both curricular and co-curricular activities. Defaulters are not permitted to enter the campus during class days. Typical College uniform includes full pants, shirt, tie, black shoes, ID displayed (blazer for winter).
- 7.2 On non-prescribed uniform days (Saturdays, holidays and special days when students are to come to the College) students are to maintain the dress code that is formal (Indian/Western): *Salwar Kameez*/ Shirts and Pants (Full length trousers/skirts).
- 7.3 College ID is to be displayed as an entry pass for any activity in the college.
- 7.4 For any sort of indiscipline, the security is authorized to take away the ID and submit to the competent authority for disciplinary action.

8. Assessments

- 8.1 Every candidate is expected to submit the regular assignments, test or any other which are taken into consideration for the continuous internal assessment (CIA) which is 10 marks per paper. Attendance is considered for internal assessment as per CBCS system (2-5 marks).

- 8.2 Those who are made eligible for every semester are allowed to continue in the next semester even if (s)he fails in any paper or fail to appear in the examinations. However, they will need to clear every paper with 3 (three) consecutive chances including his/her first appearance in the concerned semester examinations. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.
- 8.3 College has Moodle as the official Learning Management System and all the CIA will be conducted from the same.
- 8.4 For internal and external examinations examinees are to keep to the code and conduct prescribed by NBU and the college.
- (a) A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the matter will be notified to the University in case of University examination.
 - (b) Those detected giving or obtaining or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty what-

soever, will be debarred from the examination and expelled from the college.

(c) During examinations, a student is not expected to have in his/her possession any book, memorandum, notes, papers, mobile phones, bags, smart watch, lunch box etc. Incidents/possession of any of the above may result in being sent out of the examination hall and not being allowed to write the rest of the examination. They may carry a transparent pouch for pens, pencils, rulers, geometry box and water bottle with plain water.

8.5 Attendance for internal assessments & projects is compulsory on the days scheduled. No exceptions can be made in this regard. Failure to appear at any assessment can seriously affect a student's academic progress and can become 'not-eligible' for the University examinations.

8.6 A student who fails to secure promotion in the selection examination may be asked to leave the college or repeat the same course following year or choose a different stream.

8.7 The reports of semester, selection and model examinations must be collected by the students on the stipulated day. A defaulter may be penalized by a fine of ₹500/-. A student cannot continue in the college until his report is signed by the guardian and

submitted.

- 8.8 *Examinations*: In order to issue the hall ticket for the examination a student needs to have the required attendance, clearance of fees and library dues duly signed by the HoD/Mentor and Principal/his nominee.
- 8.9 A student is to keep in check his/her monthly attendance and CIA marks. The minimum marks requirement for being eligible for University examinations is 6 (2 out of 5 for Attendance and 4 out of 10 for CIA).
- 8.10 Salesian college gives certificate/s at the end of the course based on value education classes, social concern, attendance, active participation in curricular and co-curricular activities and overall performance and conduct record to those who are eligible.
- 8.11 Each student is expected to fill up the form for the University Examinations by themselves. Candidates with SNC² status are also expected to fill up the required forms by themselves.
- 8.12 On examination days
- (a) All the students are to attend the assembly and move to the examination hall in silence. Those who come late will not be permitted to enter the campus to keep the campus and hall

²SNC: Semester Not Cleared

conducive for the peaceful conduct of examinations.

- (b) Students should not write their names in the answer script. They are expected to write only the College/University registration & roll number.
- (c) Students cannot leave the examination hall, till 1 hour has elapsed.
- (d) For University examinations the College follows the instructions from the University.
- (e) Doubt clarification of the question paper (if any) will be done during the first 15 minutes only.
- (f) Admit card and College ID is compulsory for all the examinations.
- (g) Students are to wear full college uniform on all examination days.

9. Vacations

- 9.1 Vacations are given in the college handbook and calendar. These may not be extended or advanced. Consult the handbook before making programmes. Unauthorized absence on the last day before vacation and delay in returning after vacation will mean breach of discipline. A fine of ₹ 500/- or more according to the number of days will be levied according

to the number of days.

10. Withdrawal

- 10.1 The mark sheet and other university documents can be collected on completion of the course or on request with the due payments when applied in the form by the student/the parents. No Certificate will be issued until all dues to the college have been paid in full.
- 10.2 If a student wants to withdraw from the college during the year, the entire fee of the year should be paid and an application for Transfer Certificate (TC) duly signed by the parent and the student is to be submitted to the Principal.
- 10.3 The migration certificate shall be collected from the university following the formalities.
- 10.4 A student whose attendance is irregular, who does not pay the fees, who is habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the college or incompatible with demeanours of the college, whose sickness is liable to be injurious to other students will be asked to discontinue or asked to complete the course online if other criteria for course completion apply.
- 10.5 Any Certificate or its copy from the College will cost ₹ 20/-. Students of the third year would have to pay

₹ 100/- for their college leaving documents. Certificates not collected within six months from the declaration of results will require extra charges (₹ 200/- per year). A clearance statement is signed as final settlement.

- 10.6 Notwithstanding anything in the Prospectus, the Principal may for serious reasons, at his absolute discretion, request any parent at any time to take his/her ward out of the College. As a rule, a student who is dismissed/has taken TC is not readmitted. The Rector's/Principal's decision is final in all cases of dismissal or withdrawal.

11. Clubs, Cells & Associations

- 11.1 Clubs and cells are integral part of Don Bosco system of education. Active participation in any one of the clubs, cells and associations is highly recommended. These give the students opportunities for overall personality development. Refer to page 25 for the list of clubs and associations active in the campus.
- 11.2 The College organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, exhibition, badminton, Ethnic day and Innovision to mention a few.

11.3 The college has an NCC unit. The students can apply for membership and the selection is done by the NCC office after due formalities.

12. Other rules of Conduct & Discipline

12.1 College Handbook is the record of a student's regularity and general performance. It is personal and non-transferable. It must be maintained with utmost care. Damaged/poorly cared diary is a sign of lack of diligence/interest on the part of a student in academic pursuit and character formation.

12.2 Students are expected to take care of their personal belongings. The college cannot be held responsible for loss, exchange or misplacement of any of the belongings.

12.3 Every student must have a copy of the Handbook and it must be brought to college on every class-day. A student who does not have the handbook may not be permitted in the campus. Losing it is a serious fault. A new one has to be procured at the cost of ₹ 500/-.

12.4 Students are not permitted to be part of a sports/games/cultural team against Salesian College. Any activities that encroach into the college hours need prior permission.

12.5 Students are allowed to come into the college with

a two wheeler/four wheeler with legal status only. Parking in the campus is at one's own risk. College will not be responsible for any damage for any vehicles parked in the campus. Parking may be payable.

- 12.6 Students are forbidden to organize or attend any meeting within the college, collect money for any purpose, to circulate among the students notice/petition of any kind and paste posters in the campus without the written permission of the Principal. Anyone conducting meeting or any group activity without due authorization may be dismissed.
- 12.7 Active political participation (activism) is absolutely forbidden inside the college campus. However, the students are encouraged to develop critical, healthy and balanced political opinions and views.
- 12.8 Students will help smooth functioning of the college with their suggestions and complaints using the box or through their representatives or in personal meeting with any of the faculty members or the Principal/Rector with due appointment.
- 12.9 No books, periodicals, comics, newspaper or printed matter of an objectionable nature, can be brought into the college.
- 12.10 Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or fund-raising are

to be made in the college without the explicit permission of the Principal/his nominee.

- 12.11 Departments may organize educational tours following the procedures without affecting regular/important classes, preferably after semester examinations. Only those with sufficient attendance may avail of such facilities. Collections for such requirements should take care of the expenses of the faculty accompanying. Parents need to give written permission to their wards that they approve such activities and that they are available for emergencies.
- 12.12 All the collections made for activities organized in the name of the college will have to be with approved budget and due authorization. It will be audited by the internal auditor prior to submission to the office of the Bursar.
- 12.13 No College business can be transacted on holidays or during vacations.
- 12.14 All the furniture and other property of the College need utmost care. Any damage caused to the college must be compensated.
- 12.15 Any negative publicity by any one which defames the College, any student or any faculty will incur suspension in view of investigation and further action.
- 12.16 On their way to and from College students must behave in a disciplined manner. Any behaviour that

may bring disrespect to the College is considered a serious offence and the students will be penalized.

- 12.17 Any dispute that may arise between the members of the college family shall be settled through democratic process wherein the final decision shall be that of the management communicated by the Principal/Rector. Any dispute of a legal nature must be within the jurisdiction of Darjeeling District only.

13. Ragging-free Institution

- 13.1 Ragging in all its forms is totally banned in this institution including in its department, constituent units, all its premises (academic, residential sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall be on the perpetrator of alleged ragging and not on the victim. An offence of ragging may be charged either on a written complaint by the affected or on independent finding of the anti-ragging squad. The college is bound by the UGC regulation on 'Curbing the menace of ragging in Higher Educational Institutions 2009'.

13.2 Ragging means 'any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined behaviour. Activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student'.

13.3 *Punishment for ragging:* Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishments. The decision of the Anti-Ragging Committee shall be final and binding.

- (a) Cancellation of admission
- (b) Suspension from attending classes.
- (c) Withholding/withdrawing scholarship/fee concession and other benefits.
- (d) Debarring from appearing in any test/examination or other evaluation process.
- (e) Withholding results/certificates.

(f) Debarring from representing the College in any fest, sports or other such events.

13.4 Ragging is absolutely forbidden within the college campus and the residential quarters. When there is a need for help/information, kindly contact the college authority in the following contact numbers: 9433428650 (Siliguri), 9002371615 (Sonada).

14. Student Council

14.1 Student Council is a body of students to promote quality in student life within and outside the College. It is a democratic support system for holistic development of the students and will work in consonance with the respective departments/clubs/groups of the College with their faculty support. The Student Council will report to and will function with the general supervision of the principal/his nominee.

14.2 The objectives of the Students' Council are

- (a) To inculcate among the students the vision and mission of the College.
- (b) To identify, assess, evaluate and suggest the student perspectives in the development of Arts & Culture, Sports & Games and other co-curricular activities.
- (c) To identify and suggest methods of improving student-life conduct & discipline.

- (d) To assess and improve the potential for student placements.
- (e) To promote an environment for healthy and effective use of student facilities.
- (f) To support and promote the different clubs and groups.
- (g) To encourage and initiate inter-departmental projects.
- (h) To encourage volunteerism as a movement in the College.
- (i) To propagate and promote the 'alma mater movement'.

14.3 A Class Representative (CR) for each class will be nominated/elected at the beginning of the year. The CR assists the Deans, Campus Coordinators, Vice-Principal and HoDs in their relations with the class in such matters as the collection of daily attendance records, assignments. They pay particular attention to the information conveyed at assemblies/in notices and helps to maintain the tone and discipline of the college. Their fellow students respect them and collaborate with them in fulfilling their duties.

14.4 All students will join one or the other clubs/groups and participate actively in promoting a vibrant campus life. The Student Council consists of the CRs/Club & Group leaders and is entrusted with maintaining

order and promoting active co-operation among all members of the college community. The president, vice president, secretary, joint secretary, treasurer and joint treasurer (core members of Student Council) elected from among the CRs, club leaders and association leaders shall represent all the batches. They shall foster interest and participation in college activities with shared responsibility.

- 14.5 The Principal may dissolve an unsatisfactory and inefficient Student Council or change individual office bearers who do not conform to the College rules or in any way prove unworthy of the office they hold. Election/Selection of the student council shall be done by the leaders of the different groups. The eligibility criteria are based on the overall performance of the students in their previous academic years.

15. For Parents/Guardians

- 15.1 Parents retain their rights and duties in the education of their students, even though they delegate them in part to the college. The support and collaboration of parents is in all cases considered indispensable for the success of the work of education carried out by the college.
- 15.2 Parents' active cooperation with the College is absolutely essential for the constructive upbringing of their ward. Thus, they are strongly encouraged to

cooperate with the college by

- (a) urging their wards to be regular and punctual in attending the college.
- (b) checking the College diary on a regular basis.
- (c) seeing that their wards are diligent with their studies.
- (d) insisting on neatness and cleanliness in their books and personal appearance.
- (e) occasionally meeting the Principal or faculty members to discuss the progress of their wards. Prompt response is expected for any parent call.

15.3 Parents/Guardians are part of the contract signed with the students at the time of admission. Only the signatories are allowed to talk for or on behalf of the students to the College management or faculty members. The contract form has the details of the parents/guardian (including photo) for communication especially in emergency or urgent situations.

15.4 Parents/Guardians are encouraged to meet the HoDs to follow up the performance of the students. They are permitted such visits to the Management during office hours (10:00 am to 3:00 pm) and the HoDs after class hours (upto 3:00 pm) /according to their availability. Prior appointment is expected.

- 15.5 Parents/Guardians come to the college with prior appointments or through the proper channel only. They need to cooperate with the college to keep the educational atmosphere, giving priority to academic activities. They may need to wait patiently at times for their opportunity to complete the purpose for which they have come. They must at all times uphold the dignity of the college. Any defame caused can affect the student's academic life in the campus.
- 15.6 Though the College takes all possible care of their wards while in college and in all college activities, the College cannot and will not be held responsible for any self-inflicted or accidental mishap or injury that may befall their ward, whether physical or otherwise.
- 15.7 After college hours, students are not allowed to remain in and around the College campus without special permission, and it is the parents' responsibility to ensure that they go back home and engage themselves in studies and other constructive activities. The College takes no responsibility for students after college hours and it is the parents' duty to take care of their ward from the moment (s)he leaves the college campus.
- 15.8 Parents must accept full responsibility for their ward's conduct, behaviour and actions both inside and outside the College. The College strives for a healthy and happy atmosphere conducive to growth and de-

velopment of the students.

15.9 College campus and its surrounding is no smoking, no tobacco and no-alcohol area on all days. It is also an environment friendly campus. Disposable bottles, styrofoam, plastic wrappers and similar plastic items are prohibited in the campus.

16. Library Rules

16.1 Strict silence and order must be observed by all in the library.

16.2 Every student of the College, in college uniform, has access to the library during the library hours.

16.3 All articles, personal belongings and bags must be left outside when entering the library. Only an exercise-book and the library book, if to be returned, may be taken into the library.

16.4 Library Card needs to be surrendered to borrow a book from the library. Only two books will be issued per student at a time. It may be renewed after one week. Books overdue may be returned on any day with a fine of ₹10/- per day.

16.5 Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.

16.6 Before leaving the library every student must submit for scrutiny the books borrowed or bags/study ma-

terials may have with them.

- 16.7 All magazines, reference book or books used while in the library must be put back in the proper place after reading/leave them on the reading table to avoid misplacement.
- 16.8 Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his/her library card withdrawn and may be fined as well.
- 16.9 Students may keep the borrowed books during the vacation(s) and examination days subject to the availability of more copies of the same in the library.
- 16.10 Any defect noticed in a book that is being borrowed, should be brought to the notice of the librarian immediately. Failure to do this checking renders one liable to be considered responsible for the defect noticed on returning the book. Replacement/fines will be imposed for damages to books and other articles in the library.
- 16.11 Books lost must be replaced by the borrower or a fine of ₹ 200/- and the cost of a book will be imposed.
- 16.12 Departmental libraries are managed by the HoDs and any book lost or damaged has to be mended/replaced by the department.

17. Laboratory Rules

- 17.1 Silence should be maintained by all inside all the laboratories.
- 17.2 Written permission is to be taken from the Principal/Vice-Principal to enter the laboratories at times other than the stipulated time.
- 17.3 All bags and any other articles not pertaining to the laboratories should be kept outside.
- 17.4 The student must accept responsibility and pay for any damage (s)he causes to any of the equipment in the laboratories.
- 17.5 During Science practical classes all students are expected to wear lab-coats. A student who has no lab-coat will not be admitted into the laboratory. Utmost care is to be taken for the safety of the students and faculty in handling the science lab equipment.
- 17.6 Computer lab is strictly used practical purpose only. Students may use the allotted lab for study purpose by browsing the information. Downloading of films, songs, videos, using emails, using social network sites are not allowed in the Computer lab.

18. Standard Operation Procedures for Students

- 18.1 *Student Concession*: Students who are deserving and eligible to avail concessions have to submit income certificate and an application by parents at the time of admission to the Rector and renew the same one month prior to the academic session for the second/third year respectively. Renewal for third year is done only if the students cleared the college and university examinations and has minimum attendance of 85 percent. Besides academic performance and regularity, discipline and conduct of such students in the campus is taken into consideration for deciding to grant concession.
- 18.2 *Student Scholarship*: Scholarships are provided on merit basis to select students based on the available sponsors for the year.
- 18.3 Loss of identity card
- (a) The student must report the matter to the police station & submit one copy of the 'Missing' report at the college office with a memo issued by the Registrar/Vice Principal.
 - (b) Pay the required fee at the cash counter and collect the card from the office.
- 18.4 All communication to the college should be addressed to the Principal.

19. Epi/Pandemic (CoVid 19) Rules

- 19.1 All are to abide by the guidelines given by WHO, Central and State Governments or any competent authorities in the times of such exigencies.
- 19.2 Use of masks is mandatory while coming in, being in the campus and on your way out of the College. Masks must be clean, covering the mouth and nose.
- 19.3 Use of gloves is encouraged.
- 19.4 Physical distancing is a must in all places as per directions.
- 19.5 All are expected to bring along sanitizers and soap for personal use.
- 19.6 Students are expected to avoid being in groups anywhere in the campus.
- 19.7 Students are expected to keep 3 feet distance in any of the counters.
- 19.8 All are expected to come to the College only when you are healthy. If found having fever or any other sickness the students concerned will be asked to go back home for the day.
- 19.9 Students with any sign of sickness should stay at home with due information to the College.

PRAYERS, HYMNS & SONGS

1. Our Father

Our Father who art in heaven, hallowed be Thy name.
Thy Kingdom come, Thy will be done, on earth as it is in
heaven. Give us this day our daily bread. Forgive us our
trespasses, as we forgive those who trespass against us;
and lead us not into temptation but deliver us from evil.
Amen.

2. College anthem: Let's be a flame that shines and enlivens

We have a call to live life in this world
God's only precious gift to us all
We have a dream to achieve our only goal,
To be a better tomorrow
Let's join our hands as one
Light the candle and be a flame
For you and me, we'll shine together
To strive as one together
Let's be a flame that shines and enlivens
We'll walk hand in hand
As brothers and sisters as one
With a purpose towards our goal
As one big family
We'll share our love and care
In Christ Jesus our friend

3. Prayer of St Francis of Assisi

Make me a channel of your peace,
Where there is hatred let me bring your love,
Where there is injury, your pardon, Lord,
And where there's doubt true faith in you.

O Master, grant that I may never seek
So much to be consoled as to console,
To be understood as to understand,
To be loved as to love with all my soul.

Make me a channel of your peace,
Where there's despair in life, let me bring hope,
Where there is darkness shining light,
And where there's sadness ever joy. (end here)

4. Thank You o Lord for Don Bosco

We thank you, O Lord, for Don Bosco
In him we see the wonders of your love.
Your filled him with gifts of nature and of grace,
To lead young people to their home above

He was a man profoundly human,
Open to the signs of the times,
And yet he was a man,
He was a man of God.

Enable us to be his doubles,
Faithful in the service of youth
Overcoming hardships with firmness,

With hearts filled with your love.

5. Showers of Blessings

There shall be showers of blessing.

This is the promise of love.

There shall be seasons refreshing,

Sent from the Saviour above

Showers of blessing (2) we need.

Mercy drops round us are falling,

But for the showers we plead.

There shall be showers of blessing.

Send them upon us, O Lord,

Grant to us now a refreshing,

Come and now honour thy word.

6. Walk with me, oh my Lord

Walk with me, oh my Lord,

Through the darkest night and brightest day

Be at my side, oh Lord,

Hold my hand and guide me on my way.

Sometimes the road seems long, my energy is spent.

Then, Lord, I think of you and I am given strength.

Stones often bar my path, and there are times I fall,

But you are always there to help me when I call.

Help me to pierce the mists that cloud my heart and mind,

So that I shall not fear the steepest mountain-side.

7. How do you do dear Father/Sister/Friend

How do you do dear Father/Sister/Friend

How do you do? One and all of us do gladly welcome you.

Joy be yours this happy day May God bless you in every way

How do you do dear Father/Sister/Friend How do you do?

How do you do, (echo) How do you do?

How do you do, (echo) How do you do?

How do you doodle doodle doodle doodle do?

One and all of us do gladly (3) Welcome you.

8. God still loves the world

Every tiny star that twinkles in the night sky

Every drop of morning dew

Every spark of fire blazing in the furnace

Every captivating view every rainbow in the sky every pretty butterfly

Tells the fascinating news to those who dare to hope

And the message is

God still loves the world, God still, still loves the world

So throw your life into his hands, day by day discern his plans

God is passionately busy loving you and me.

Every ocean wave that breaks upon the seashore

Every stalk of golden wheat
Every silver stream that gushes down the mountains
Every drop of honey sweet every eagle flying high
Every worm that wriggles by
Tells the fascinating news to those who dare to hope.

Every man and woman pledge in love forever
Every little new born child
Every voice of favour of a needy neighbour
Every radiating smile,
Every hand that offers love
Every furring flow of blood
Tells the fascinating news to those who dare to hope.

9. A very happy Birthday/Feast day

A very happy Birthday/Feast day
to you Father/Sir/Ma'am/Sister/Friend (Name)
A very happy Birthday to you
God bless you (3) dear ... (low)
God bless you (3) dear ... (high)
A very happy Birthday ...

10. Such a feeling's coming over me

Such a feeling's coming over me
There is wonder in most everything I see
Not a cloud in the sky, got the sun in my eyes
And I won't be surprised if it's a dream.
Everything I want the world to be is now coming true

especially for me
And the reason is clear, it's because you are here
You're the nearest thing to heaven that I've seen.
I'm on the top of the world looking down on creation
And the only explanation I can find
Is the love that I've found ever since you've been around
Your love's put me at the top of the world.
Something in the wind has learned my name
And it's telling me that things are not the same
In the leaves on the trees and the touch of the breeze
There's a pleasing sense of happiness for me
There is only one wish on my mind
When this day is through I hope that I will find
That tomorrow will be just the same for you and me
All I need will be mine if you are here.

11. God will take care of you

Be not dismayed whate'er betide, God will take care of
you!
Beneath His wings of love abide, God will take care of you!
God will take care of you,
Through every day o'er all the way; He will take care of
you;
God will take care of you!
Through days of toil when heart doth fail, God will take
care of you!

When dangers fierce your path assail, God will take care of you!

All you may need He will provide, God will take care of you!

Trust Him, and you will be satisfied, God will take care of you!

Lonely and sad, from friends apart, God will take care of you!

He will give peace to your aching heart, God will take care of you!

12. *Vive la compagnie!*

Let every good fellow, now join in our song,
Vive la compagnie! Success to each other, and pass it along,
Vive la compagnie!

Vive la, vive la, Vive l'amour Vive la, vive la, Vive l'amour
Vive l'amour, vive l'amour, Vive la compagnie!

A friend on your left, and a friend on your right, *Vive la compagnie!*

In love and good fellowship, let us unite, *Vive la compagnie!*

With friends all around us, we'll sing out our song *Vive la compagnie!*

We'll banish our troubles, it won't take us long *Vive la compagnie!*

Should time or occasion, compel us to part *Vive la compagnie!*

These days shall forever, enliven our heart *Vive la compagnie!*

13. More love, more power

More love, more power, more of you in my life
I will worship you with all of my heart
And I will worship you with all of my mind
And I will worship you with all of my strength
For you are my Lord, you are my Lord.

More faith, more passion, more of you in my life
I will worship you with all of my heart
And I will worship you with all of my mind
And I will worship you with all of my strength
For you are my Lord you are my Lord.

14. We Shall Overcome

We shall overcome (2) We shall overcome someday.
Oh, deep in my heart, I do believe, We shall overcome
some day.

We shall live in peace (2)
We shall all be one (2)

15. Keep me in the hollow of thy hand

Keep me in the hollow of thy hand,
Lead me through this wild and stormy land, thou dost
guide my feet
Though the pathway may be steep, keep me in the hollow
of thy hand.

Keep me, keep me day by day, guide me, guide me all the
way.

Never, never let me stray, keep me in the hollow of thy
hand.

Keep me in the centre of thy will
All thy plans for me may I fulfil; as I go my way,
Help me, Lord, from day to day, keep me in the centre of
thy will.

Keep me in the circle of thy love,
Looking down to comfort from above; help me see thy
face
As I pray for daily grace, keep me in the circle of thy love.

16. In Need of Liberation

The world stands in need of liberation, my Lord
It still has to feel your power.
The blind and the deaf, the dumb and the maimed,
All need to feel your healing touch.
The world stands in need of liberation, my Lord.
It still has to learn to love.

There are those who have eyes but refuse to see
The inhumanity that's done.
There are those who have ears but refuse to hear
The cries of those in agony.

There are those who have mouths but refuse to speak
Against injustice done to some
There are those who have hands but refuse to reach
Them out in love and charity.

There are those who have talents they do not use
To build a true community.
And we know that we all have the talent to love
But leave it buried in ourselves.

17. Praise Him

Praise him, praise him, praise him in the morning,
Praise him in the noon time; praise him, praise him
Praise him till the sun goes down.
Love him ... Trust him ... Serve him ...

18. When I Needed A Neighbour

When I needed a neighbour Were you there, were you
there?
When I needed a neighbour were you there?
And the creed and the colour
And the name won't matter, were you there?
I was hungry and thirsty, were you there ... (2)

I was cold, I was naked were you there ... (2)
When I needed a shelter, were you there ... (2)

19. Like A Sunflower

Like a sunflower that follows ev'ry movement of the sun
So I turn towards you to follow you, my God

In simplicity, charity, I follow ... In simplicity, honesty, I
follow ...

In simplicity, fidelity, I follow ...

20. Count Your Blessings

When upon life's billows you are tempest tossed
When you are discouraged thinking all is lost
Count your many blessings, name them one by one
And it will surprise you what the Lord, has done.

Count your blessings name them one by one
Count your blessings see what God has done
Count your blessings name them one by one
Count your many blessings see what God has done.

Are you ever burdened with a load of care?
Does the cross seem heavy you are called to bear?
Count your many blessings, every doubt will fly
And you will be singing as the days go by.

So amid the conflicts whether great or small
Do not be discouraged God is over all
Count your many blessings angels will attend

Help and comfort give you to your journey's end.

21. Do It Now

If you've a kind word to say, say it now
If you have something to give, give it now
If you can make someone glad or another less sad,
Do it now, do it now, do it now.

Now before it is too late, now's the time for every good
deed

Do not wait until tomorrow, for it may be just a little too
late

If there is good news to give, give it now
If there is friendship to show, show it now
If there is hope you can raise, or someone
You can praise, do it now, do it now, do it now.

22. Be With Us Lord

Be with us Lord, be with us (3) O Lord be with us
Someone's singing Lord, be with us (3)
Someone's praying Lord, be with us (3)
Someone's learning Lord, be with us (3)
Someone's working Lord, be with us (3)

23. I Have A Dream

I have a dream, a song to sing to help me cope with
anything

If you see the wonder of a fairy tale
You can take the future, even if you fail.

I believe in angels something good in everything I see
I believe in angels when I know the time is right for me
I'll cross the stream, I have a dream.

I have a dream, a fantasy to help me through reality
And my destination makes it worth the while
Pushing through the darkness still another mile.

24. Have Thine Own Way Lord

Have thine own way, Lord, have thine own way
Thou art the potter; I am the clay, mould me and make
me

After thy will, while I am waiting, yielded and still.

Have thine own way, Lord, have thine own way

Search me and try me, Master, today

Whiter than snow, Lord, wash me just now

As in thy presence humbly I bow.

Have thine own way, Lord, have thine own way

Wounded and weary, help me, I pray

Power all power surely is thine

Touch me and heal me, Saviour divine.

25. When It's Lamp Lighting Time

There's a lamp shining bright in a cabin
In the window it's shining for me

And I know that my mother is praying
For the boy she is longing to see.
When it's lamp lighting time in the valley
Then in dreams I go back to my home
I can see that old lamp in the window
It will guide me wherever I go.
In the lamp light each night I can see her
As she rocks in her chair to and fro
Though she prays that I'll come back to see her
Still I know that I never can go.

26. God's Love Is So Wonderful

God's love is so wonderful, (3) oh wonderful love.
So high, you can't get over it so deep, you can't get under
it
So wide, you can't get around it oh wonderful love.

27. I've Got Joy

I've got joy down in my heart deep, deep down in my heart
JOY down in my heart deep, deep down in my heart
God put it there and nothing can "destroy" (4) phoo
I've got joy down in my heart deep, deep down in my heart.

28. Whatsoever You Do

Whatsoever you do to the least of my people,
That you do unto me.

When I was hungry you gave me to eat;
What I was thirsty, you gave me to drink.
Now enter into the home of my Father.

When I was homeless, you opened the door;
When I was naked, you gave me your coat, now enter ...

When I was weary, you helped me find rest;
When I was anxious, you calmed all my fears, now enter
...

When I was little, you taught me to read;
When I was lonely, you gave me your love, now enter ...

29. *Que Sera, Sera*

When I was just a little girl/boy I asked my mother, "What
will I be?
Will I be pretty/handsome, will I be rich?" Here's what
she said to me –
"*Que Sera, Sera*, whatever will be, will be
The future's not ours to see, *Que Sera, Sera*
What will be, will be".

30. Don Bosco the Friend of youth

Don Bosco the friend of the youth
Lead your children to the truth
Guide our steps direct our thoughts
Make us men with noble hearts (2)
Who will make the world a better spot

Give me souls take away the rest
Love and reason are the very best
These were the principles guiding his life
May these echo in our world of strife (2)
Homeless find a home in your heart
Friendless find a friend never to part
We the youth find in you a father dear
Guide our youthful life through stormy weather (2)



Academic Calendar
2022 - 2023

01.	Fri	<i>Hol</i>	<i>Rathyatra</i>
02.	Sat		Presentation on UGC STRIDE (Fr Rector)
03.	Sun		
04.	Mon	<i>Hol</i>	
05.	Tue		
06.	Wed		
07.	Thu		
08.	Fri		
09.	Sat		Research project writing (R&P Cell)
10.	Sun		
11.	Mon		
12.	Tue		
13.	Wed		
14.	Thu	Class	Orientation prog for 3 rd and 5 th Sems
15.	Fri	Class	
16.	Sat		Dept follow-up meeting (Dean)
17.	Sun		
18.	Mon	Class	
19.	Tue	Class	
20.	Wed	Class	
21.	Thu	Class	
22.	Fri	Class	
23.	Sat		Orientation for support staff Workshop on Research Methodology
24.	Sun		
25.	Mon	Class	
26.	Tue	Class	Intra-departmental Quiz (History Dept)
27.	Wed	Class	Inter-departmental Debate (Sociology Dept)
28.	Thu	Class	
29.	Fri	Class	CR & Student leadership program
30.	Sat	Class	Parents' Meet/UR submission/ IQAC monthly review
31.	Sun		

01.	Fri	<i>Hol</i>	<i>Rathyatra</i>
02.	Sat		
03.	Sun		
04.	Mon		
05.	Tue		
06.	Wed		
07.	Thu		
08.	Fri		
09.	Sat		
10.	Sun	<i>Hol</i>	Id-Uz-Zoha (Bakr-id)
11.	Mon		
12.	Tue		
13.	Wed		
14.	Thu	Class	Orientation prog for 3 rd and 5 th Sems
15.	Fri	Class	Orientation continues (Arts & Humanities)
16.	Sat	Class	
17.	Sun		
18.	Mon	Class	
19.	Tue	Class	
20.	Wed	Class	
21.	Thu	Class	
22.	Fri	Class	
23.	Sat	Class	Dissertation preparatory talk for Dept of Economics
24.	Sun		
25.	Mon	Class	
26.	Tue	Class	
27.	Wed	Class	
28.	Thu	Class	
29.	Fri	Class	
30.	Sat	Class	UR submission/IQAC monthly review
31.	Sun		

01.	Mon	Class	Inaugural session for 1 st semester students
02.	Tue	Class	Sensitization Programmes: Anti Ragging Cell, IGNOU
03.	Wed	Class	Debate session (BVoc Dept)
04.	Thu	Class	Research Methodology Workshop (Sociology)
05.	Fri	Class	Competitive exams training (Placement Cell)
06.	Sat		Field Work (Sociology, 5 th Sem)/Meeting (Incubation Cell)/IQAC training new appointees
07.	Sun		IGNOU Alumni meet
08.	Mon	Class	Menstrual hygiene, 1 st Sem (Women's Cell)
09.	Tue	Class	Presentation training, 1 st Sem (BVoc Dept)
10.	Wed	Class	
11.	Thu	Class	Steve Wozniak gaming competition (BCA)
12.	Fri	Class	International Youth Day (NSS, BSW)/Discussion on "Journalism in the Hills" (Mass Comm)
13.	Sat		Patriotic Vibrations (EC)
14.	Sun		
15.	Mon	Hol	Independence Day (NCC)
16.	Tue	Class	Bosco Jayanti (English Dept)/Debate comp (History Dept)
17.	Wed	Class	
18.	Thu	Class	
19.	Fri	Class	World Photography Day (Photography CI)
20.	Sat	Class	Nepali Bhasa Manyata Diwas (BA General)/Dept follow-up meeting (Dean)
21.	Sun		
22.	Mon	Class	Essay writing comp (English Dept, inter-dept)/Documentary on gender violence (Sociology)
23.	Tue	Class	
24.	Wed	Class	
25.	Thu	Class	Start-up & entrepreneurship ideas (BVoc)
26.	Fri	Class	Women's Equality Day (Women's Cell)
27.	Sat		Swachh Dept Abhiyan: Phase-1 (BCA Dept) Badminton competition (BA Gen, inter-dept)
28.	Sun		
29.	Mon	Class	Departmental day (BCom)
30.	Tue	Class	Salesian story telling fest (Literary club)
31.	Wed	Class	UR submission/IQAC monthly review

01.	Mon	Class	Inaugural session for 1 st semester students
02.	Tue	Class	
03.	Wed	Class	
04.	Thu	Class	
05.	Fri	Class	
06.	Sat	Class	
07.	Sun		
08.	Mon	Class	
09.	Tue	Hol	Muharram
10.	Wed	Class	
11.	Thu	Class	
12.	Fri	Class	International Youth Day (NSS)
13.	Sat	Class	
14.	Sun		
15.	Mon	Hol	Independence Day (NCC/NSS/Phy Edu)
16.	Tue	Class	<i>Bosco Jayanti</i> – Special assembly by Education/Psychology Dept
17.	Wed	Class	
18.	Thu	Class	
19.	Fri	Hol	<i>Janmashtami</i> /DB School Principals' meeting
20.	Sat	Class	
21.	Sun		
22.	Mon	Class	Photography workshop (Mass Comm)/
23.	Tue	Class	
24.	Wed	Class	
25.	Thu	Class	
26.	Fri		Freshers' Welcome
27.	Sat		Freshers' Welcome
28.	Sun		
29.	Mon	Class	
30.	Tue	Class	<i>Azadi ka Amrit mahotsav</i> (History Dept)
31.	Wed	Class	CIA-RBT, Arts/Comm/Man/ UR submission/IQAC monthly review

01.	Thu	Class	Competitive exams training (Pol Sc, English, Placement Cell)
02.	Fri	Class	<i>TecknoKrat</i> (BVoc, BCom & BCA) Orientation for <i>Asha</i> workers & Police personnel (IGNOU)
03.	Sat		
04.	Sun		
05.	Mon	Class	International Charity Day (BSW)
06.	Tue	Class	
07.	Wed	Class	Departmental Day (BCA Dept)
08.	Thu	Class	International Literacy Day (English Dept)/
09.	Fri	Class	Career counselling (History Dept)
10.	Sat		Field trip (BVoc Dept)
11.	Sun		
12.	Mon	Class	PR Campaign Day 1 (Mass Comm Dept)
13.	Tue	Class	PR Campaign Day 2 (Mass Comm Dept)
14.	Wed	Class	<i>Alfaaz</i> : The poetry conclave (Literary club)/
15.	Thu	Class	
16.	Fri	Class	Subdued Voices (Sociology)/ World Ozone Day (Nature Cl)
17.	Sat		Table Tennis Comp (Sports Cl)/Dept follow up (Dean)
18.	Sun		
19.	Mon	Class	
20.	Tue	Class	
21.	Wed	Class	Student seminar (BA Gen)
22.	Thu	Class	Verzotto Memorial Day (Political Sc)
23.	Fri	Class	Movie screening (History)/Financial Literacy (BCom)
24.	Sat		Alumni meet & H/S Training prog (BCA)/ NSS/International Peace day (NSS)
25.	Sun		
26.	Mon	Class	
27.	Tue	Class	
28.	Wed	Class	
29.	Thu	Class	Paper presentation (<i>Gandhi Jayanti</i>) (Mass Comm)
30.	Fri	Class	Voice of SCS-4 (Music Cl)/UR submission/ IQAC review

01.	Thu	Class	
02.	Fri	Class	
03.	Sat		<i>ExSurge</i>
04.	Sun		
05.	Mon	Class	Faculty appreciation Day
06.	Tue	Class	
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	'Creative Expressions' (Education Dept)
10.	Sat	Class	CIA-RBT
11.	Sun		
12.	Mon	Class	
13.	Tue	Class	
14.	Wed	Class	
15.	Thu	Class	
16.	Fri	Class	
17.	Sat	Class	CIA-RBT, Sciences
18.	Sun		
19.	Mon	Class	
20.	Tue	Class	
21.	Wed	Class	
22.	Thu	Class	
23.	Fri	Class	Webinar (Physics)
24.	Sat	Class	CIA-RBT, Sciences/ <i>Calibre</i> (BBA)
25.	Sun	Hol	<i>Mahalaya</i>
26.	Mon	Class	
27.	Tue	Class	
28.	Wed	Class	Special lecture by Political Science Dept
29.	Thu	Class	Hay Fever
30.	Fri	Class	Hay Fever/UR submission/ IQAC monthly review

01.	Sat	Hol	Puja holidays start
02.	Sun	Hol	Gandhi Jayanti
03.	Mon	Hol	
04.	Tue	Hol	
05.	Wed	Hol	
06.	Thu	Hol	
07.	Fri	Hol	
08.	Sat	Hol	
09.	Sun		
10.	Mon	Hol	World Mental Health Day (BSW)
11.	Tue	Hol	
12.	Wed	Hol	
13.	Thu	Class	Classes resumes
14.	Fri	Class	Field work:SEC and Project: Book review (History)
15.	Sat		Volleyball Comp (Sports CI)/Dept follow up (Dean)
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	
19.	Wed	Class	
20.	Thu	Class	Case Study on Retail Management (BVoc Dept)
21.	Fri	Class	Student progression/Departmental reunion (Sociology)
22.	Sat		Conference with <i>Panchayats</i> & local <i>samaj</i> (IGNOU)
23.	Sun		
24.	Mon	Hol	Diwali holidays start
25.	Tue	Hol	
26.	Wed	Hol	
27.	Thu	Hol	
28.	Fri	Hol	
29.	Sat	Hol	
30.	Sun		
31.	Mon	Class	UR submission/IQAC monthly review

01.	Sat	Hol	Puja holidays starts
02.	Sun	Hol	Gandhi Jayanti
03.	Mon	Hol	
04.	Tue	Hol	
05.	Wed	Hol	
06.	Thu	Hol	
07.	Fri	Hol	
08.	Sat	Hol	
09.	Sun	Hol	Laxmi Puja/Fateha-Duaz-Daham
10.	Mon	Class	Classes resume
11.	Tue	Class	
12.	Wed	Class	
13.	Thu	Class	
14.	Fri	Class	
15.	Sat	Class	
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	
19.	Wed	Class	
20.	Thu	Class	
21.	Fri		Innovation
22.	Sat		Innovation
23.	Sun		
24.	Mon	Hol	Diwali holidays begin
25.	Tue	Hol	
26.	Wed	Hol	
27.	Thu	Hol	
28.	Fri	Class	Classes resume
29.	Sat	Class	UR submission/IQAC monthly review
30.	Sun		
31.	Mon	Hol	Chhath Puja

01.	Tue	Class	Seminar (Political Sc)
02.	Wed		Internal Odd Semester Examination
03.	Thu		Internal Odd Semester Examination
04.	Fri		Internal Odd Semester Examination
05.	Sat		Internal Odd Semester Examination
			Sensitisation prog for disadvantages communities (IGNOU)
06.	Sun		
07.	Mon		Internal Odd Semester Examination
08.	Tue	Class	
09.	Wed	Class	
10.	Thu	Class	
11.	Fri	Class	Elocution comp (BA Gen)/Street play (Sociology)
12.	Sat		Research Scholars' Workshop/Theatre-musical (English)/Excursion (History)/ Local tour (BVoc)
13.	Sun		
14.	Mon	Class	
15.	Tue	Class	Cleanliness drive (Sociology)
16.	Wed	Class	
17.	Thu	Class	
18.	Fri	Class	
19.	Sat		Symposium (Computer CI) Dept follow up (Dean)
20.	Sun		
21.	Mon	Class	
22.	Tue	Class	
23.	Wed	Class	
24.	Thu	Class	Study Faire (Deanery)
25.	Fri	Class	Study Faire (Deanery)
26.	Sat		National Constitution Day (Political Sc)
27.	Sun		
28.	Mon	Class	NCC Day/Tech-Lit (BCA)
29.	Tue	Class	
30.	Wed	Class	UR submission/IQAC review

01.	Tue	Class	
02.	Wed	Class	
03.	Thu	Class	
04.	Fri	Class	
05.	Sat	Class	CIA-RBT, Arts/Comm/Man/ e-Colloquium (Economics)
06.	Sun		
07.	Mon	Class	
08.	Tue	Hol	<i>Guru Nanak Jayanti</i>
09.	Wed	Class	
10.	Thu	Class	
11.	Fri	Class	
12.	Sat	Class	
13.	Sun		
14.	Mon	IESE	Internal end semester examination (IESE)
15.	Tue	Class	<i>Birsa Munda Jayanti</i>
16.	Wed	IESE	Dipjyoti Das memorial seminar (Mass Comm)
17.	Thu	IESE	
18.	Fri	IESE	Inter-dept Debate competition (Geography)
19.	Sat	IESE	Internal end semester examination (IESE)
20.	Sun		
21.	Mon	Class	
22.	Tue	Class	
23.	Wed	Class	
24.	Thu	Class	
25.	Fri	Class	Intra-college Youth Parliament (Political Sc)
26.	Sat		Annual College Sports Day
27.	Sun		
28.	Mon	Class	
29.	Tue	Class	
30.	Wed	Class	UR submission/IQAC monthly review

01.	Thu	Class	World AIDS Day (BSW)
02.	Fri	Class	National pollution control day (SEC REC)/ Workshop on research methodology (History)
03.	Sat		
04.	Sun		
05.	Mon	Class	
06.	Tue	Class	University examination
07.	Wed	Class	University examination
08.	Thu	Class	University examination
09.	Fri	Class	University examination
10.	Sat		World Human Rights Day (Human Rights Cell)
11.	Sun		
12.	Mon	Class	University examination
13.	Tue	Class	University examination
14.	Wed	Class	National energy conservation day (SEC REC)
15.	Thu	Class	University examination
16.	Fri	Class	
17.	Sat		Dept follow up (Dean)
18.	Sun		
19.	Mon		Annual Sports
20.	Tue		Annual Sports
21.	Wed		Annual Sports
22.	Thu		Christmas gathering
23.	Fri	<i>Hol</i>	Christmas holiday begins
24.	Sat	<i>Hol</i>	
25.	Sun		Christmas Day
26.	Mon	<i>Hol</i>	
27.	Tue	<i>Hol</i>	
28.	Wed	<i>Hol</i>	
29.	Thu	<i>Hol</i>	
30.	Fri	<i>Hol</i>	
31.	Sat	<i>Hol</i>	

01.	Thu	Class	
02.	Fri	Class	
03.	Sat	Class	
04.	Sun		
05.	Mon	Class	Seminar by History Dept
06.	Tue	Class	UE starts for 3 rd and 5 th semesters
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	
10.	Sat	Class	National Seminar on GST (BBA)
11.	Sun		<i>Salesian Mathematics Marathon</i>
12.	Mon	Class	
13.	Tue	Class	
14.	Wed	Class	
15.	Thu	Class	
16.	Fri	Class	
17.	Sat	Class	
18.	Sun		
19.	Mon	Class	
20.	Tue	Class	UR submission/IQAC monthly review
21.	Wed		Christmas get together
22.	Thu	<i>Hol</i>	Christmas vacation starts
23.	Fri	<i>Hol</i>	
24.	Sat	<i>Hol</i>	
25.	Sun	<i>Hol</i>	Christmas Day
26.	Mon	<i>Hol</i>	
27.	Tue	<i>Hol</i>	
28.	Wed	<i>Hol</i>	
29.	Thu	<i>Hol</i>	
30.	Fri	<i>Hol</i>	
31.	Sat	<i>Hol</i>	

01.	Sun		
02.	Mon	Hol	
03.	Tue	Hol	
04.	Wed	Hol	
05.	Thu	Hol	
06.	Fri	Hol	
07.	Sat	Hol	
08.	Sun		
09.	Mon	Hol	
10.	Tue	Hol	
11.	Wed	Hol	
12.	Thu	Hol	National Youth Day (NSS)
13.	Fri	Hol	
14.	Sat	Hol	
15.	Sun	Hol	
16.	Mon	Hol	
17.	Tue	Hol	National immunisation (Polio) Day (NSS)
18.	Wed	Hol	
19.	Thu	Hol	
20.	Fri	Hol	
21.	Sat	Hol	
22.	Sun		
23.	Mon	Class	Classes resumes/ Netaji S C Bose birthday (Political Sc)
24.	Tue	Class	National girl child day (Women's Cell)
25.	Wed	Class	Voters Day (Political Sc)
26.	Thu	Hol	Republic Day (NCC)
27.	Fri	Class	
28.	Sat		Dept follow up (Dean)
29.	Sun		
30.	Mon	Class	Bosco cultural feast
31.	Tue	Class	UR submission/IQAC monthly review

01.	Sun	Hol	
02.	Mon	Hol	
03.	Tue	Hol	
04.	Wed	Class	Classes resume
05.	Thu	Class	
06.	Fri	Class	
07.	Sat	Class	
08.	Sun		
09.	Mon	Class	Workshop on Historiography
10.	Tue	Class	
11.	Wed	Class	
12.	Thu	Hol	Swami Vivekananda Jayanti
13.	Fri	Class	
14.	Sat	Class	
15.	Sun		
16.	Mon	Class	
17.	Tue	Class	
18.	Wed	Class	
19.	Thu	Class	
20.	Fri	Class	
21.	Sat		Faculty picnic (Siliguri campus)
22.	Sun		
23.	Mon	Hol	Netaji Subhash Chandra Bose Jayanti
24.	Tue	Class	TechnoKrat 2023
25.	Wed	Class	
26.	Thu	Hol	Republic Day (NCC/NSS/Phy Edu)
27.	Fri	Hol	Basant Panchami
28.	Sat	Class	
29.	Sun		
30.	Mon	Class	UR submission/IQAC monthly review
31.	Tue		Feast of St John Bosco/Sangam (Ethnic Day)

01.	Wed	Class	
02.	Thu	Class	
03.	Fri	Class	
04.	Sat	Class	World Cancer Day (NSS)
05.	Sun		
06.	Mon	Class	
07.	Tue	Class	
08.	Wed	Class	
09.	Thu	Class	Safer Internet Day (Computer CI)
10.	Fri	Class	Student exchange program (BCA)
11.	Sat		Varghese Memorial Volleyball tournament
12.	Sun		
13.	Mon	Class	World Radio Day (Salesian Radio)
14.	Tue	Class	Radio workshop (Mass Comm)/ National Women's Day (Women Cell)
15.	Wed		
16.	Thu	Class	
17.	Fri	Class	
18.	Sat		Dept follow up (Dean)
19.	Sun		
20.	Mon	Class	World Day of Social Justice (Human Right Cell)
21.	Tue	Class	
22.	Wed	Class	World Scout Day (NCC)
23.	Thu	Class	World peace and understanding Day (BSW)
24.	Fri	Class	
25.	Sat		
26.	Sun		
27.	Mon	Class	World NGO Day/World sustainable energy Day (SEC REC)
28.	Tue	Class	UR submission/IQAC monthly review

01.	Wed	Class	
02.	Thu	Class	
03.	Fri	Class	
04.	Sat	Class	
05.	Sun		
06.	Mon	Class	
07.	Tue	Class	
08.	Wed	Class	
09.	Thu	Class	
10.	Fri	Class	
11.	Sat	Class	
12.	Sun		
13.	Mon	Class	CIA (RBT)
14.	Tue	Class	<i>Thakur Panchanan Burma Jayanti</i> CIA (RBT)
15.	Wed	Class	CIA (RBT)
16.	Thu	Class	CIA (RBT)
17.	Fri	Class	CIA (RBT)/Inter-College students' seminar (Pol Sc) Students' seminar (Mathematics)
18.	Sat	Class	<i>Shivratri</i> /CIA (RBT) Students' seminar (Mathematics)
19.	Sun		
20.	Mon	Class	
21.	Tue	Class	
22.	Wed	Class	
23.	Thu	Class	
24.	Fri	Class	
25.	Sat	Class	
26.	Sun		
27.	Mon		TIST
28.	Tue		TIST & National Science Day/ UR submission/IQAC monthly review

01.	Wed	Class	
02.	Thu	Class	
03.	Fri	Class	National Defence Day (NCC)
04.	Sat		
05.	Sun		
06.	Mon	Class	Salesian Lit-Fest (English Dept)
07.	Tue	Class	
08.	Wed	Class	International Women's Day (Women's Cell)
09.	Thu	Class	
10.	Fri	Class	Annual Dept getaway (BCA)/Student exchange SCS(C), (BA Gen, Sociology)/Industrial visit (BVoc)
11.	Sat		
12.	Sun		
13.	Mon	Class	
14.	Tue	Class	Lo-Groi Memorial lecture (English)
15.	Wed	Class	World Social Work Day (BSW)
16.	Thu	Class	
17.	Fri	Class	
18.	Sat		Skill Up (BCom)/Dept follow-up (Dean)
19.	Sun		
20.	Mon	Class	
21.	Tue	Class	International day for elimination of racial discrimination (Human Rights Cell)
22.	Wed	Class	Women empowerment workshop (BSW)
23.	Thu	Class	World Water Day (SEC REC Cell)
24.	Fri	Class	Workshop on tea (BSW)
25.	Sat		Career Counselling (Socio)/Jellici Memorial Basket Ball tournament (Sports Club)
26.	Sun	Class	
27.	Mon	Class	
28.	Tue	Class	
29.	Wed	Class	
30.	Thu	Class	
31.	Fri		Finance Facts: D2B (BCom)/UR submission

01.	Wed	Class	
02.	Thu	Class	
03.	Fri	Class	Symposium by Education Dept
04.	Sat	Class	
05.	Sun		
06.	Mon	Class	
07.	Tue	Hol	<i>Doljatra</i>
08.	Wed	Hol	<i>Holi</i>
09.	Thu	Class	
10.	Fri	Class	
11.	Sat	Class	
12.	Sun		
13.	Mon	Class	
14.	Tue	Class	π -day Seminar (Physics)
15.	Wed	Class	
16.	Thu	Class	
17.	Fri	Class	
18.	Sat	Class	Tata Memorial Workshop (BBA)
19.	Sun		
20.	Mon	Class	CIA (RBT)
21.	Tue	Class	CIA (RBT)
22.	Wed	Class	CIA (RBT)
23.	Thu	Class	CIA (RBT)
24.	Fri	Class	CIA (RBT)/Inter-College quiz competition (Geography)
25.	Sat	Class	CIA (RBT), Commerce, Arts
26.	Sun		
27.	Mon	Class	
28.	Tue	Class	
29.	Wed	Class	
30.	Thu	Class	<i>Harichand Thakur Jayanti</i>
31.	Fri	Class	UR submission/IQAC monthly review

01.	Sat		Voice of SCS (Music CI)
02.	Sun		
03.	Mon	Class	
04.	Tue	Class	Departmental seminar (Sociology)
05.	Wed	Hol	
06.	Thu	Hol	Maundy Thursday
07.	Fri	Hol	Good Friday/World Health Day (NSS)
08.	Sat	Hol	Holy Saturday
09.	Sun		
10.	Mon	Hol	Easter Monday
11.	Tue	Class	Quiztoria (History)
12.	Wed	Class	
13.	Thu	Class	
14.	Fri		Nepali new Year (Lit CI)/Ambedkar <i>Jayanti</i> (Sociology)
15.	Sat		Dept follow up (Dean)/ <i>Swachh</i> Dept <i>Abhiyaan</i> (BCA)
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	
19.	Wed	Class	
20.	Thu	Class	Field work (BVoc)
21.	Fri	Class	Special Lecture (English Dept)
22.	Sat		World Earth Day (BSW, Nature CI, NSS)
23.	Sun		
24.	Mon	Class	
25.	Tue	Class	
26.	Wed	Class	World Intellectual Property Day (BCom & BVoc)
27.	Thu	Class	
28.	Fri	Class	
29.	Sat		Study Leave
30.	Sun		

01.	Sat	Class	
02.	Sun		
03.	Mon	Class	
04.	Tue	Class	
05.	Wed	Class	
06.	Thu	Hol	Maundy Thursday
07.	Fri	Hol	Good Friday
08.	Sat	Hol	Holy Saturday
09.	Sun	Hol	Easter Sunday
10.	Mon	Hol	Easter Monday
11.	Tue	Class	
12.	Wed	Class	
13.	Thu	Class	
14.	Fri	Hol	Ambedkar Jayanti
15.	Sat	Hol	Bengali New year
16.	Sun		
17.	Mon	Class	CIA (RBT)
18.	Tue	Class	CIA (RBT)
19.	Wed	Class	CIA (RBT)
20.	Thu	Class	CIA (RBT)
21.	Fri	Class	CIA (RBT)
22.	Sat	Hol	Eid al-Fitr
23.	Sun		
24.	Mon	Class	Geography Field trip starts
25.	Tue	Class	
26.	Wed	Class	
27.	Thu	Class	
28.	Fri	Class	Geography Field trip ends
29.	Sat	Class	UR submission/IQAC monthly review
30.	Sun		

01.	Mon	Hol	International Labour Day
02.	Tue		Even Sem internal examination
03.	Wed		Even Sem internal examination
04.	Thu		Even Sem internal examination
05.	Fri	Hol	<i>Buddha Purnima</i>
06.	Sat		Even Sem internal examination
07.	Sun		
08.	Mon		Even Sem internal Exam/Red Cross Day (NSS)
09.	Tue	Hol	<i>Rabindra jayanti</i> /Webinar on <i>Tagore</i> (Pol Sc)
10.	Wed	Class	LOP for 3 rd Yrs
11.	Thu	Class	LOP for 3 rd Yrs
12.	Fri	Class	Pre-submission seminar/BP Eric Memorial lecture
13.	Sat		Dept follow-up (Dean)
14.	Sun		
15.	Mon	Class	
16.	Tue	Class	
17.	Wed	Class	Study Faire (Deanery)
18.	Thu	Class	Study Faire (Deanery)
19.	Fri	Class	
20.	Sat		
21.	Sun		
22.	Mon	Class	
23.	Tue	Class	Study leave
24.	Wed	Class	Study leave
25.	Thu	Class	
26.	Fri	Class	
27.	Sat		
28.	Sun		
29.	Mon		
30.	Tue		
31.	Wed	Class	World Anti-Tobacco Day (NSS)/ UR submission/IQAC review

01.	Mon	Hol	International Labour Day
02.	Tue	Class	
03.	Wed	Class	
04.	Thu	Class	
05.	Fri	Hol	<i>Buddha Purnima</i>
06.	Sat	Class	Students' Seminar (Geography)
07.	Sun		
08.	Mon	IESE	Internal end semester examination (IESE)
09.	Tue	Hol	<i>Rabindra Jayanti</i>
10.	Wed	IESE	Internal end semester examination (IESE)
11.	Thu	IESE	Internal end semester examination (IESE)
12.	Fri	IESE	Internal end semester examination (IESE)
13.	Sat	IESE	Internal end semester examination (IESE)
14.	Sun		
15.	Mon	Class	
16.	Tue	Class	
17.	Wed	Class	
18.	Thu	Class	
19.	Fri	Class	
20.	Sat	Class	
21.	Sun		
22.	Mon	Class	
23.	Tue	Class	
24.	Wed	Class	
25.	Thu	Class	
26.	Fri	Class	
27.	Sat	Class	
28.	Sun		
29.	Mon	Class	
30.	Tue	Class	
31.	Wed	Class	UR submission/IQAC monthly review

01.	Thu	Class	
02.	Fri	Class	
03.	Sat		Sensitisation prog on six-month courses (IGNOU)
04.	Sun		
05.	Mon	Class	World Environment Day (Nature CI)
06.	Tue	Class	
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	
10.	Sat		Alumni meet (Dean & EC)
11.	Sun		
12.	Mon	Class	World day against child labour (NSS)
13.	Tue	Class	
14.	Wed		Graduation Day/World Blood Donor Day (NSS)
15.	Thu		Farewell Prog/World elder abuse awareness day
16.	Fri	Class	
17.	Sat		
18.	Sun		
19.	Mon	Class	
20.	Tue	Class	
21.	Wed	Class	Yoga demonstration (Sports CI)
22.	Thu	Class	
23.	Fri	Class	New faculty induction prog
24.	Sat		Dept follow up (Dean)/Induction prog
25.	Sun		
26.	Mon	Class	International anti-drugs Day (NSS)/ New faculty induction programme
27.	Tue	Class	New faculty induction programme
28.	Wed	Class	New faculty induction programme
29.	Thu	Class	New faculty induction programme
30.	Fri	Class	New faculty induction prog/UR submission/ IQAC monthly review

01.	Thu	Class	
02.	Fri	Class	
03.	Sat	Class	
04.	Sun		
05.	Mon	Class	
06.	Tue	Class	
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	
10.	Sat	Class	
11.	Sun		
12.	Mon	Class	
13.	Tue	Class	
14.	Wed	Class	
15.	Thu	Class	
16.	Fri	Class	
17.	Sat	Class	
18.	Sun		
19.	Mon	Class	
20.	Tue	Class	
21.	Wed		
22.	Thu	Class	
23.	Fri	Class	
24.	Sat	Class	
25.	Sun		
26.	Mon	Class	
27.	Tue	Class	
28.	Wed	Class	
29.	Thu	Class	
30.	Fri	Class	UR submission/IQAC monthly review

CLEARANCE RECORDS
INTERNAL EXAM - ODD SEMESTER

NAME COURSE SEMESTER

Exam Date	REMARK	Signature with Date & Seal
Head of the Department		
Bursar / Accountant		
Librarian		
Vice/Principal		

CLEARANCE RECORDS
UNIVERSITY EXAM - ODD SEMESTER

NAME COURSE SEMESTER

Exam Date	REMARK	Signature with Date & Seal
Head of the Department		
Bursar / Accountant		
Librarian		
Vice/Principal		

CLEARANCE RECORDS
INTERNAL EXAM - EVEN SEMESTER

NAME COURSE SEMESTER

Exam Date	REMARK	Signature with Date & Seal
Head of the Department		
Bursar / Accountant		
Librarian		
Vice/Principal		

CLEARANCE RECORDS
UNIVERSITY EXAM - EVEN SEMESTER

NAME COURSE SEMESTER

Exam Date	REMARK	Signature with Date & Seal
Head of the Department		
Bursar / Accountant		
Librarian		
Vice/Principal		

CLEARANCE RECORDS

Withdrawal (for Part III & Leaving College)

NAME COURSE SEMESTER.....

Date	REMARK	Signature with Date & Seal
Head of the Department		
Bursar / Accountant		
Librarian		
Vice/Principal		