



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 practiced 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 in Arts (MA): English, Psychology and Education
- b) Bachelor in Arts (B.): Honours in English, History, Education, Psychology, Political Science, Geography, Mass Communication & Journalism, Sociology, Economics and Philosophy
- c) B. Com: Honours and B. Com Program
- d) B. Sc.: Honours in Mathematics, Computer Science, Economics, Physics and Statistics (G).
- e) Professional Courses: BBA, BCA, BSW and BA program in Tourism and Hospitality.
- f). COP: in Communicative English, Travel and Tourism, Computer Application and Sports Management.
- g). SCS certificate course in Music and 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 systematic, 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 or gender. Normally the college begins its admission process after the publication of results of class XII examinations.

3.2. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy and are asked to apply online. Subsequent changes are not permitted.

3.3. Catholic students must submit Baptism Certificate along with a letter from the parish of residence at the time of interview.

3.4. New Candidates must be introduced personally to the Principal/his nominee by the one who will be responsible for his conduct and fees.

3.5. The Career Oriented Programme (COP) is a separate course. Everyone is expected to take one of the courses to get professionally more competent while getting academically qualified.

3.6. 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 selection and choosing the right stream/department of studies.

3.7. Admission stages: (a) Online application (b) Listing 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) The 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 North Bengal University.

4. REGULARITY RECORD (Absence, Leave, late arrival/early departure)

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 (beyond 5 minutes) are not permitted to enter the class.

4.2. All entries in the handbook regarding regularity and discipline must 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 university for attendance are as follows: 90% and above: 05 marks; 85% - 89% : 04 marks; 80% - 84% : 03 marks; and 75% - 79% : 02 marks.

The University disallows students with less than 75% attendance from writing the university

examinations.

4.4. After an absence from the college the reasons for the absence must be entered briefly in the Regularity Record under "Absent" in the handbook. Parents/Guardians are expected 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 abandoned 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 must be given by the parents/guardians in person every 15 days mentioning the necessary details along with medical documents. Parents must 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" must be accompanied by a doctor's prescription/certificate.

4.8. A leave granted must be recorded in the Regularity Record under "Leave Sanctioned" in the handbook. This must be signed by Principal or his nominee.

4.9. Early Departure is granted when there is an emergency at home or when a student gets sick in the college. It is not granted to those who come sick from home. Information from the home must be addressed to the Principal/college office.

4.10. Habitual late Arrival is a breach of discipline. A student who comes late to the college must enter the date and time of arrival into the Regularity Record under "Late." Ten late arrivals will result in Parents being called to the college/fine and other disciplinary measures.

4.11. Failure to produce a letter giving reasons for absence or delay beyond 15 minutes a student may be asked to return home during college hours. However Online Activity may be entered duly in the LMS of the course for gaining attendance.

4.12. Admission to class for absentees and late-comers is granted with the Regularity Record duly countersigned by the Principal or his nominee. The faculty may ask for a summary statement of the classes conducted during the days of absence.

4.13. It is mandatory for a student to attend the college on days marked "Compulsory Attendance". Defaulters are asked to pay a fine of Rs. 500/-. In case of sickness or any other serious reason the matter must be notified to the Principal or his nominee with relevant documents on the same day or earlier.

5. CAMPUS CULTURE/DISCIPLINE

5.1. Salesian college is under close circuit television (CCTV) surveillance.

5.2. College Uniform, Handbook and college ID displayed are essential requirements for students' entry into the campus. Habitual late comers may be denied 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 purpose 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 or physical abuse/violence irrespective of the causes may be suspended or dismissed with immediate effect. Discussions are encouraged while arguments are not tolerated.

5.7. Deeply committed to upholding 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.

5.8. If a student becomes sick/meets with an accident during any of the college activities he/she can be helped with immediate first aid/admission to local nursing home only. The 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 diary and update it whenever there is a change.

5.9. Smoking, chewing pan, chewing gum, betel-nut or any tobacco product, alcohol or any other intoxicants is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, drug abuse, substance abuse and any form of verbal or written obscenity/abuse will not be tolerated. Any of the above justifies suspension or dismissal.

5.10. The college reserves the right to frisk students and check their belongings at any time without prior information.

5.11. 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. Any violation of its sanctity calls for firm disciplinary action such as fine, suspension and even dismissal. Smoking/getting involved in any activities contrary to the ethos of the college in uniform is a serious breach of discipline(taking alcohol/tobacco or any other intoxicants)

5.12. Hair colouring (other than black), using styling gel, keeping a beard and fashionable haircuts do not edify grooming and personality development process of students in the college, hence not allowed. Girls are not permitted to enter the campus with loose hair (long hair) nor groom hair in the public view in the campus. Loud make up of any sort and styling is not permitted in the class or in the campus except for cultural events or programmes.

5.13. Students of the college may use the college ground for games during non-class hours; entry into the campus will always be with ID card displayed; normally games are not permitted during class hours and after 6.00 pm. Only the students of the college are permitted to enter and play in the campus.

5.14. No student will be allowed to leave the college campus during college hours except on the strength of a written request from the parents and due authorization. They are not to loiter around and disturb during free hours or in the absence of faculty members. Students are to spend their free hours in the library or in classrooms with academic activities

5.15. 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/place belongings in the campus at their own risk.

5.16. No one is allowed to take photos/videos in the college without due written permission. It is absolutely forbidden to use the mobile phones or any media equipment in the classroom. Serious steps will be taken for use of media in the campus without due permission and the person concerned may be dismissed if anything regarding the college is uploaded/used in social media without written permission of the competent authority.

5.17. No one is allowed to form any group/be part of any group whether virtual or actual as members of the college, for any college related activities without written permission and the presence of an authorized faculty.

5.18. 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 it's furniture

6. College FEES: (See Fee Books)

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 he/she 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 Rs.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 - 20 June, second instalment - 20 October, third instalment - 20 February.)

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 Rs. 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 into the campus during class days. However Online Activity may be entered duly in the LMS of the course for gaining attendance.

7.2. On non-prescribed uniform days students are to maintain the dress code that is formal: Salwar Kameez/ Shirts and Pants (Full length trousers/skirts). On non-class days one should avoid wearing tight, transparent or revealing clothes. Entry into the campus with Jeans, Sleeveless clothes and T-shirts are not permitted. Low-waist pants with several large pockets are not permitted. Girls are expected to dress modestly. Spaghetti and sleeveless dresses are not allowed.

7.3. 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 submitted to the competent authority for disciplinary action.

7.5. Uniform includes full pants, shirt, tie, black shoes, ID displayed, (blazer for winter)

8. ASSESSMENTS

8.1. Every candidate is expected to submit the regular assignments, test or any other which are taken into consideration for the internal assessment 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 he/she 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. 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 whatsoever, will be debarred from the examination and expelled from the college.
- c) A student is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination. Incidents/possession of any of the above may result in suspension or dismissal from the college.

8.4. 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.

8.5. Students are not permitted to take into the examination hall mobile phones, books, bags, notes, writing boards, smart watch, lunch box etc. They may carry a transparent pouch for pens, pencils, rulers, geometry box and water bottle with plain water.

8.6. 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.

8.7. 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.

8.8. 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 Rs. 500. A student cannot continue in the college until his report is signed by the guardian and submitted.

8.9. Examinations: In order to issue the hall ticket for the examination a student needs have required attendance, clearance of fees and library dues duly signed by the HoD/Mentor and Principal/his nominee.

8.10. 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)

8.11. Those who do not write/fail in any of the university papers he/she shall approach the university/college for re-registration and get the admit card for the same.

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 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 instruction of 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 Rs. 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 submitted to 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 INR.20/-. Students of the third year would have to pay INR. 100/- for their college leaving documents. Certificate not collected within six months from the declaration of results will require extra charges (INR. 200 per year). A 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 / taken TC is not readmitted. The Rector's/Principal's decision is final in all cases of dismissal or withdrawal.

11. CLUBS AND MOVEMENTS

11.1. Clubs and Movements are integral part of Don Bosco System of Education. Active participation in any one of the Youth Groups and Movements is highly recommended. These give the students opportunities for overall personality development. The college has the following groups/clubs: a) Jesus Youth; b) Harmony; c) Nature; d) Music; e) Social Service; f) Sports; g) Photographic; h) NSS; i) Friends; (j) Literary k) AICUF, l) Albera, m) Bosco, n) Louis o) Mazzarello, p) Mickey, q) Rinaldi, r) Rua and s) Savio. .

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, SCS 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 AND 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 INR 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 participation in politics is not compatible with the academic life of the students and as such students are not expected to indulge in activities which are of a political nature. It is absolutely forbidden in the college campus.

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. In order to maintain a suitable learning environment at the undergraduate and post graduate level, the college management discourages current students from contracting marriage or courtship. Companionship is encouraged while 'partnership-relationship' is discouraged keeping in mind the professional progress of individuals. Students who become a negative influence will be asked to discontinue.

12.10. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, can be brought into the college.

12.11. 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.

12.12. Departments may organize educational tours following the procedures without affecting regular/important classes, preferably after semester examinations. Only those with sufficient attendance and good moral character can 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.

12.12.1. 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.

12.12. No college business can be transacted on holidays or during vacations.

12.13. All the furniture and other property of the college need utmost care. Any damage caused to the college must be compensated.

12.14. 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.

12.15. On their way to and from college students must behave in a disciplined manner. Any be-

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

12.16. 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. TOWARDS A RAGGING FREE INSTITUTION

13.1. "Ragging in all its forms shall be totally banned in this institution including in its department, constituent units, all its premises (academic, residential sports, kiosks, cafeteria and the life) 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. 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: 09800793376 (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. Objectives of the students' council:

- 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/s..

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' 'Positive Cooperation' with the college is absolutely essential for the constructive upbringing of their ward. They are strongly exhorted to co-operate with the college:

- a) By urging their wards to be regular and punctual in attending the college.
- b) By checking the college diary on a regular basis.
- c) By seeing that their wards are diligent with their studies
- d) By insisting on neatness and cleanliness in their books and personal appearance.
- e) By 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.

15.3.1. Parents/guardians are encouraged to meet the HoDsto 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.

15.3.2. 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.

15.4. 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.

15.5. 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 he/she leaves the college campus.

15.6. 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 development of the students.

15.7. 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.

15.8. Loss of identity card

- a) The student must report the matter to the police station; submit one copy of the FIR 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.

15.9. All communication to the college should be addressed to the Principal.

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 INR.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 materials may have with them.

16.7. All magazines, reference book or books used while in the library must be put back in the prop-

er 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. 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.

16.10. Books lost must be replaced by the borrower or a fine is of Rs. 200/- and the cost of a book will be imposed.

16.11. No book shall be retained by the students during the Examination days, post semester holidays and during any holidays exceeding a week.

16.12. Departmental libraries are managed by the HoDs and any book lost or damaged has to be mended/replaced by the department.

17. LAB 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 he/she 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 OPERATING 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. All communications to the college should be addressed to the Principal.

19. Covid-19 Special

1. Be submissive to the norms given by WHO, Central and state governments
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.

3. Use of gloves is encouraged
4. Physical distancing is a must in all places as per directions
5. Bring along sanitizers and soap for personal use
6. Avoid being in groups anywhere in the campus.
7. Keep three feet distance in any of the counters.
8. 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.
9. Any sign of sickness should keep you home with due information to the college
10. Always keep in mind your health and healthy ways are important to maintain others' health.
11. Take the regular precautions while being in the home.
12. While travelling follow the physical distancing rules.

The material contained in this prospectus have been approved by the College Management for the admission year 2020-21 only.

The Principal
Salesian College Sonada-Siliguri
1 August 2020

