



Academic Year
2019 - 2020

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 2000 students do their Arts/Humanities, Commerce, Science and Professional Courses (UG & PG) under the North Bengal University (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 I.A., 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 B.A 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 9th July 2009. The Siliguri Campus offers BA/B.Com/B.Sc/BBA/BCA Honours & General courses with Career Oriented Programme (COP) courses in Travel & Tourism Management, Computer Application, Music, Sports Management and

Communicative 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, M A, MCom., BSW & BCA. SC was accredited by NAAC on 16th September 2004, with an Institutional score between 60-70%, receiving the Grade C + +. On 26th February 2010, Salesian College was conferred the status of a 'College with Potential for Excellence' (CPE) by the University Grants Commission and now is in its Second cycle from 1st 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.

MESSAGE FROM THE PRINCIPAL

My Dear Students,

Welcome to the College, if you are joining us this year, and welcome to the New Academic Year, whether you are new or old. As an Academic Community we have grown during the past decade precisely because every member of the management and faculty has contributed immensely to make the academic experience, for you as a student, vibrant and memorable. Each year we have had value additions to our way of doing things so as to make our approach less strenuous and more significant. The Student Handbook & Calendar in your hands is itself an expression of the same. This has been improved upon each year by taking opinions from student leaders, council members, faculty, support staff and management. I would like to thank in a special way the Campus Coordinators, Mr. Peter Lepcha (SCSC) and Dr. Terence Mukhia (SCS) along with their respective Handbook Calendar Committees, headed by the respective Vice Principals for bringing it out in this practical and utilitarian mode.

I take this occasion to place on record the creative services rendered by Fr. Thaikadan Jose SDB, the Bursar of Siliguri Campus and Associate Prof. Fr. James Molekunnel who was acting Registrar. We welcome Fr. (Dr.) Tomy Augustine SDB back to the college as

Head department of Philosophy, Librarian and Coordinator of Research and Publications (for both campuses). Fr. (Dr.) George Chempakathinal SDB, Associate Professor and in charge of PG Education having served for three years as Vice Principal is taking on the new task as bursar of the Campus. Fr. CM Paul SDB after one year of service as Vice Principal continues as the Station Director of Radio Salesian and Salesian TV (Youtube). We welcome back Br. Augustin Joseph SDB (SCS) and Fr. Aju Kurien Vallikunnel SDB (Siliguri Campus) as Vice Principals. I want to thank every member of the College Co-ordination Council, IQAC team and Criterion wise Faculty groups for their dedication and hard work which enabled us to retain our NAAC Grade A in the Third Cycle.

I am sure the parents and the students who become part of the family this year will learn and experience what it means to be cared for by an academic community.



Yours in Don Bosco,
Fr. (Prof) George Thadathil SDB
Principal

Personalia

Name

Reg. No.

Department

Year

Club

Association

Permanent Address

.....

.....

PIN Mob.

Email

Father's Name

Mother's Name

Guardian's No.



Note: Parents/ Guardians are requested to notify the Principal of any change of address or telephone.

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

Specimen signature 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.

Details of Parents / Guardians

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Mother's Name

Address:

.....

Father's Ph. Mother's Ph.

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)
 Guardian's Name

.....
 (Mother's Signature & Date)

Address:

.....

Guardian's Ph.

.....
(Guardian's Signature) (Relationship to the Pupil)

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)

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Dr. Gunjeet Aurora Mehta (PG)

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Mr. Anirban Ghosh (Internal Audit) Mr. Bryan Kerr (Internal Audit)
Mr. Patrick Johnson Mr. Robert Lepcha
Mr. Johnny Joseph

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| Mr. Anirban Ghosh - Events & Placements | Ms. Tshering Dolma |
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| Mr. Johnny Joseph | Mr. Robert Lepcha |
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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

- 0.1. 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 & Humanities, Science, Commerce, Professional courses (UG & PG) streams affiliated to North Bengal University (NBU).
- 0.2. The college established in Shillong, in 1933, was shifted to Sonada in 1938. It comes under section 2 (f) and 12 (B) of UGC Act of 1956. In 1935, SCS received affiliation to the Calcutta University. In 1962 its affiliation was transferred from Calcutta University as one of the founding colleges of NBU. The college was accredited by NAAC on 16 September 2004 with Grade C++ (Institutional Score between 65-70%). On 26 February 2010 Salesian College has been conferred the status of a College with Potential for Excellence (CPE) by UGC, New Delhi. 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. It is recognised as an IGNOU Study centre, IGNOU and CA Examination centre.
- 0.3. The college is a Christian Minority Institution recognized by the National Commission for Minority Educational Institutions, Government of India (Vide F. No 1437 of 2006, dated 2 November 2006) and

Department of Higher Education of the Government of West Bengal with recognition for Under Graduate, Post Graduate and Vocational Courses.

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 based life that is progressive, socially conscious and promotes nation building.
- 1.2. The method of education followed in the college is the Preventive System taught and practiced by St. John Bosco, father and founder of the Institute of Salesians. It is based on Reason, Respect for the Divine (Religion) and Loving kindness.
- 1.3. Being a Christian minority institution, the classes of Christian Doctrine (Catechism) are compulsory for Catholic students. All the other students must attend the 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. While the College respects and promotes the vernacular languages, the medium of instruction is English and the students must speak 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 (BA): Honours in English, History, Education, Psychology, Political Science, Geography, Mass Communication & Journalism, Sociology, Economics and Philosophy & BA Programme
- c) B. Com Honours & B. Com Programme
- d) B. Sc.: Honours in Mathematics, Computer Science, Economics, Physics and Statistics (G).
- e) Professional Courses: Honours in BCA, BBA & BSW (Bachelor of Social Work)
- f) B. Voc: Retail Management and Tourism Management
- g). Career Oriented Programme (COP) in Communicative English, Travel and Tourism, Computer Application, Music and Sports Management.

h). SCS certificate course in Music and Value Education (includes social education and personality development).

- 2.2. The student's character formation is given full scope in creative curricular activities 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 wo/man 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 of all faiths. However, being a Christian minority institution, Christians are given preference. 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 will not be 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 or his nominee by the one who will be responsible for his/her 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 is entirely based on academic and non-academic performances. A written Aptitude Test and interview of the candidate along with the parents is part of the process to choose the right stream/department of studies.
- 3.7. Admission stages: (a) Application (b) List of selected candidates (c) Submission of original documents (Transfer Certificate and Migration Certificate) including medical fitness certificate and passport size photos (d) Payment of fees (e) Signing of the contract (f) Register in the biometric system (g) The mandatory anti-ragging contract signed and submitted (h) College Identification Card (i) Application for Hostel (for Girls), (j) College Bus service and College parking space (only if applicable and available).

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 college/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. A candidate to

be eligible for appearing at any of the Semesters/Yearly of Under-graduate and Post Graduate Examination must have minimum 75% attendance of lecturers delivered. Award of 5 (Five) marks on class attendance is given in the following manner:

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

A student is debarred from the university or college examination if s/he fails to get 75% attendance.

- 4.4. 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. 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 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 written application is to be submitted by the parents for a leave. Leave granted must be recorded in the Regularity Record under 'Sanctioned Leave' in the Handbook. This must be signed by the HoD and Principal or his nominee.
- 4.9. Early Departure is granted only on a request of the parent in writing or phone call to the office when there is an emergency at home or when a student gets sick in the college. Early departure is availed only after three hours of class (break time). This must be recorded in the relevant page of the Handbook cleared by the HoD and Campus Minister.
- 4.10. A student who cannot attend a minimum of a half day of class is not expected to come to the college.
- 4.11. 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.

- 4.12. Failure to produce a letter giving reasons for absence or delay beyond 10 minutes a student may not be allowed to enter the campus.
- 4.13. 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.
- 4.14. It is mandatory for a student to attend the college on days marked 'Compulsory Attendance'. Defaulters are asked to pay a fine of INR 500/-. In case of sickness or any other serious reason the matter must be notified to the Principal or his nominee with relevant document(s) on the same day or earlier.

5. CAMPUS CULTURE/DISCIPLINE

- 5.1. Salesian college is under close circuit television (CCTV) surveillance.
- 5.1.1. Ignorance of any rules/guidelines in the Handbook or announced in the notice board/assembly cannot be a reason to be excused for lack of performance and compliance.
- 5.2. College Uniform, Handbook and college 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 not permitted in the campus except with due permissions for academic purpose. 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 all the members of the College Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or supportive staff is considered a serious misconduct.
- 5.8. If a student becomes sick/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. 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 Handbook & ID Card 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 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. Caps and masks are not allowed.
- 5.11. 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.
- 5.12. 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 pm. Only the students of the college are permitted to enter and play in the campus.
- 5.13. 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.

- 5.14. Everyone is responsible for his/her own belongings (vehicles, phone, 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.
- 5.15. 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 classrooms. 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.

6. COLLEGE FEES: (See 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 back the certificates.
- 6.2. The fees must be paid on or before the due date, failing which a late fee of INR 100/- will be levied per day. Fee defaulters may not be allowed

to attend the class and appear for the examination if fees are not cleared during the same month.

- 6.3. Ten percent annual increase in the college fee or any other is normal.
- 6.4. A search fee of INR 200/- per year is levied for delay in collecting the documents.
- 6.4. Students who have not successfully completed the NBU examinations.
- a) All the students are asked to pay the first part of the fees from the beginning of the academic year and attend regular classes.
 - b) Those who get a failed result may continue to attend classes provided they have applied for re-assessment.
 - c) Once declared failed the students need not pay the second part of the fees and may decide to discontinue classes; however write the two terminal examinations.
 - d) The PNQs who expect/got qualified need to pay the 12 months fees to be regular and avail of all the facilities of the college.
 - e) Those who have paid the first part of the fees and like to withdraw their admission in the college need to submit an application at the earliest failing which their fees may be levied till the time they remain part of the college/for the whole year.
 - f) Third year failed students pay only examinations fee and office charges if any.

g) PNOs in third year will pay the second half prior to the examination and appear for regular classes in the second semester and appear for selection examinations.

h) All the students of the above category/cases are expected to be in touch with the college office and fill the examination form of the university as per information given on the college notice board. All form fill ups for university registration and examination is the duty of the students themselves.

7. COLLEGE UNIFORM

- 7.1. Every student must wear clean, complete and correct uniform (shirt, tie, trousers and black shoes) from Monday to Friday and during examinations days. Uniform is compulsory for college activities, both curricular and co-curricular. Defaulters are not permitted to enter into the campus. However, if there be an approved departmental uniform/dress code, they may be used on Saturdays.
- 7.2. On non-prescribed uniform days (for any college activities) students are to maintain the dress code that is Indian or western formal: Salwar kameez, saree/Shirts and Pants (Full length trousers/skirts). On non-class days one should avoid wearing tight, transparent or revealing clothes in the college campus. Entry into the campus with distressed/torn jeans, sleeveless clothes and T-shirts with slogans are not permitted. Low-waist pants with several large pockets are not permitted. All are expected to dress modestly. Spaghetti and sleeveless dresses are not allowed.

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 submitted to the competent authority for disciplinary action.

7.5. Uniform includes full pants, shirt, tie, black shoes, ID displayed and blazer for winters.

8. ASSESSMENTS

8.1. Regular internal assessments in terms of class tests, assignments, projects, seminars, class presentation and the like are organized on a daily/weekly/monthly basis.

8.2. 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 the 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.

d) Students are to come to the examination hall with all the requirements: pen, pencil, scale, eraser, calculator or any other. No one is allowed to disturb in anyway, talk/ask for anything from any student in the examination hall.

8.3. 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.

8.4. Students are not permitted to take into the examination hall mobile phones, smart watches, books, bags, notes, writing boards, lunch box, wallet etc. 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 assessments can seriously affect a student's academic progress and get '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 days/dates. A defaulter may be penalized by a fine of INR 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 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. A student who is not able to score a minimum of 4 marks for CIA and 2 marks for attendance is not permitted to continue in the semester nor write the University examinations.

8.10. Those who failed/not written any paper, will need to apply to the university for re-examination in the next semester and make sure to get the admit card for every subject.

8.11. On Examination days:

a. All the students are to attend the assembly and move to the examination hall in silence. Those who come late beyond scheduled time of the examinations will not be permitted to enter the campus to keep the campus and the halls conducive for examinations' ambience.

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 will follow the instructions 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 & 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. If it is done a fine of INR 500/- or more will be incurred according to the number of days.

10. WITHDRAWAL

- 10.1. The personal documents can be collected whenever required with a written application. All the documents must be collected on completion of the course or on request with the due payments when applied in the form by the student and the parents/guardians who signed during the admission. No Certificate will be issued until all dues to the college have been paid in full.
- 10.1.1. 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.

- 10.1.2. The Migration certificate shall be collected from the University following the formalities.
- 10.2. 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 may be dismissed.
- 10.3. 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 6 months from the declaration of results will require extra charges (INR 200 per year). A statement is signed as final settlement.
- 10.4. Notwithstanding anything in the Prospectus, the Principal/his nominee 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 Principal's/his nominee's decision is final and binding 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) Alpera, m) Bosco, n) Louis o) Mazzarello, p) Mickey q) Rinaldi, r) Rua and s) Savio.

- 11.2. The college organises 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 Magis and Innovation to mention a few.
- 11.3. The college has an NCC Unit. The students can apply for membership and the selection will be done by the NCC office after due formalities.

12. OTHER RULES OF CONDUCT AND DISCIPLINE

- 12.1. College Handbook is the true record of a student's academic performance and conduct. 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 excellence 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 fine of INR 500/- has to be paid for a new one.

- 12.4. Students are not permitted to play any sports or be part of a cultural team against Salesian College. Any activities that encroach into the college hours need prior permission.
- 12.5. Students are allowed to bring two/four wheelers to the college 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. Driving and riding in the college campus area (Don Bosco Road in Siliguri and Hill Cart Road in Sonada) must be done with utmost care to the commuters to avoid accidents. Any reckless driving/riding will call for disciplinary action(s).
- 12.6. Students are forbidden to organise or attend any meeting within the college, or collect money for any purpose or to circulate among the students notice or petition of any kind or paste in the college campus without the written permission of the Principal/his nominee. Anyone conducting meeting or any group activity without due authorization may be dismissed.
- 12.7. Active participation in politics with activism 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 direct 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.

- 12.9. In order to maintain a suitable learning environment at the undergraduate level, the college management discourages current students from contracting marriage or courtship. Companionship/friendship is encouraged while partnership-relationship is discouraged keeping in mind the professional progress of individuals. Students who become a negative influence to others 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/his nominee. 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. 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.

- 12.12.2. No college business can be transacted on national 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 and dismissal on investigation.
- 12.15. On their way to and from college students must behave in a disciplined manner. Any behaviour that may bring disrespect to the college will be 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. RAGGING FREE CAMPUS

- 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 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 given above 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. In case any defaulting, kindly contact the college authority in the following contact numbers: 09800793376, 9002371615.

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 will assist the HoDs, Campus Coordinators, Deans and the Vice-Principal in their relations with the class in such matters as the collection and returning of daily attendance registers/sheets at lectures, written exercises, conveying of notices and helping in general to maintain the tone and discipline of the college. Their fellow students will give them the respect and obedience due to them and strive to help 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 the previous academic year(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 will have the details of the Parents/guardians (including photo) for communication especially in emergency or urgent situations.
- 15.3.1. Parent/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 am to 4 pm) and the HoDs after class hours (up to 4pm)/according to their availability.
- 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 students' 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 or other leisure time 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.
- 15.6. 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.

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/Identity 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 INR10 per day.
- 16.5. Books exclusively meant for consultation are not to be taken out of the library. They are to remain available to all students all the time.
- 16.6. Before leaving the library every student must submit for scrutiny of 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 proper place after reading.
- 16.8. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates

books borrower from the library may have his/her library card/ID 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. 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 INR 200/- and the cost of a book will be imposed.
- 16.11. No book shall be retained by the students during the Examination days, summer, autumn and winter vacations.
- 16.12. Departmental libraries are managed by the HoDs and any book lost or damaged has to be mended/replaced by the departments concerned.

17. LAB RULES

- 17.1. Silence should be maintained by all inside the all 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. Visiting/ downloading from unauthorised torrent sites by the Government of India in the campus is an offence.

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 per cent. Besides academic performance and regularity, discipline and conduct of such students in the campus is also 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 communication to the college should be addressed to the Principal.

DEPARTMENT OF PSYCHOLOGY

This department, started in the year 2012, is the pilot department even in the University of North Bengal where the College is affiliated. The department offers both honours and elective in the subject. The department facilitates peer counselling in the campus.

DEPARTMENT OF GEOGRAPHY

It is one of the new honours departments of the College. The subject being applied in nature with many practicals, the students take keen interest in the study of this subject which offers new avenues of employment in our globalised world.

DEPARTMENT OF PHILOSOPHY

Philosophy is considered the queen of all sciences. Aptly the subject has made a great place in the academic life of the College. The department offers Bachelor of Philosophy for the Religious Students who pursue priesthood as their vocation and BA Honours and Elective Philosophy papers for all interested students in the Sonada campus as of now.

DEPARTMENT OF MANAGEMENT STUDIES

The College offers courses in Business Administration i.e. BBA from North Bengal University. The College also envisages to have a separate management studies wing in the Siliguri Campus in the near future.

DEPARTMENT OF COMMERCE

Started at Siliguri campus from 2009, the department is one of the largest in

terms of the number of students enrolled. Siliguri being a hub and gateway of most of the commercial activities of North Bengal, Sikkim, the kingdom of Bhutan and Nepal, the department caters to such human capital who in the near future will be the strategic knots of the huge network of business people. Sonada has started, commerce from session 2014.

DEPARTMENT OF ENGLISH

It is one of the oldest departments of the College which offers honours in English literature and Elective English for BA General Students. The department also facilitates the organization of Career Oriented Programme (COP) in Communicative English to cater to the direct application of the English Language in the career/job front of the students. The College has started the PG course in English from 2016 academic session.

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The department offers B. Sc. (Computer Science) and BCA in UG programme from the University of North Bengal and MCA in PG programme from the Assam Don Bosco University. Apart from this, the department maintains the website of the college and offers other technical support to the day to day usage of the computer in ICT enabled classes.

DEPARTMENT OF HISTORY

The department of History has a rich heritage in terms of its existence in the College and its qualitative output in terms of the students who have become successful in Civil service examinations. The department facilitates applied and contextual syllabus in the form of TTM as a COP.

DEPARTMENT OF POLITICAL SCIENCE

The making, maintaining and improving the largest democracy of the world calls for adequate learning, research and a knowledge processing system at different levels and areas in a democratic country like ours. The department of Political Science caters to this aspect to create responsible, knowledgeable and morally upright citizens in our country.

DEPARTMENT OF SOCIOLOGY

As Sociology is the scientific study of social behaviour, including its origins, development, organization, and institutions, which uses various methods of empirical investigation and critical analysis to develop a body of knowledge about social order, social disorder and social change, Salesian College engages itself as an academic institution to promote research, dissemination of knowledge and prepare the students to understand, critic and appreciate this discipline.

DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

Department of Mass Communication and Journalism started from session 2014 - 2015. The department, together with faculty and students are striving for excellence in to generate leaders and promote responsible mass media to envisage a just and progressive society. With lots of scope to explore the world of communication, the department is collaborating with all other departments.

DEPARTMENT OF MATHEMATICS

Department of Mathematics started in Salesian College, Siliguri from 2013 with a purpose to explore more pure science subjects. Pipe-lining together

all the resources, this department offers variety of expertise on the subject. It aims to prepare students for fruitful research which is a demand in higher education. In a short span of time, this department has acquired a good response from the students on and off the campus.

DEPARTMENT OF EDUCATION

The department of Education is one of the flourishing departments in both the campuses of the College and has a group of qualified Professors and enterprising students who have built up a good community of learners. The Department also facilitates the COP music in the College.

DEPARTMENT OF ECONOMICS

The economics department was started in Salesian College Sonada Campus in the year 1950. It is one of the oldest departments of the college. However, in the Siliguri Campus, this department started in the year 2011. In the initial years it was taught as an elective paper/general course in both the campuses. Eventually, the department will start its honours programme from July, 2019. In the last two decades, India's economic integration with the global economy has widened. In this regard, the all-encompassing reforms in the industrial, financial, trade and retail sectors etc., have and are converging in ushering in a global competitive market economy. At this juncture the issue, of sustainability of the growth and prosperity of the country also needs to be analysed and addressed. The influence of globalization on the transition of Indian economy is undeniable and therefore needs to be studied by scholars in order to understand the market economy.

DEPARTMENT OF SOCIAL WORK

Bachelor of Social Work is an entry level and a job oriented undergraduate level course which provides students with the basic knowledge and skills required to become a professional social worker. This course creates a foundation for the generalist social workers who practice. Under the course curriculum the students are trained to provide services to individuals, groups, families, communities with a focus on working with the undeserved and oppressed sections of the society.

RUA CLUB/FINANCE & MANAGEMENT CLUB

Also known as Finance & Management Club, this club has been renamed after the first successor of Don Bosco.

About the Patron: BLESSED MICHAEL RUA (1837-1910)

Born in Turin on 9 June 1837, the youngest of nine children, Michael came to the Oratory in 1852. One day Don Bosco told him: "We will go halves in everything". He was among the first group to whom Don Bosco suggested the formation of the Salesian Society. For 36 years he was his closest collaborator in all stages of the development of the Congregation. At the explicit request of the Founder, in 1884, Pope Leo XIII named him to succeed Don Bosco and he confirmed him as Rector Major in 1888. Fr. Rua was seen as the 'Living Rule' because of his austere fidelity, yet he also displayed a fatherly spirit that was capable of great thoughtfulness, so much so that he was known as 'a king of kindness'. Beatified on 29 October 1972 by Paul VI, and the day, 29 October, his memory is kept alive liturgically.

LOUIS CLUB/MUSIC CLUB

Named after a Salesian Bishop & Saint, this club is also known as Music Club. This club was the winner of Innovision 2013-2014 (Intra-College events).

About the Patron: SAINT (BISHOP) LOUIS VERSIGLIA (1873-1930) Beatified on 15-05-83, Canonized on 01-10-2000

Louis was born in Oliva Gessi (Pavia) on June 5, 1873. In 1888, soon after Don Bosco's death, Louis was much taken by the ceremony where seven missionaries received their mission cross and decided to become a Salesian, with the hope of going to the missions. After much insistence from the bishop of Macao, in 1906 six Salesians arrived in China, led by Fr Versiglia. In Macao he established the Salesian "mother house" and also opened a mission at Heungchow. In 1918 the Salesians received the mission of Shiuchow from the Vicar Apostolic of Canton, and on 9 January 1921 Fr Versiglia was consecrated its bishop. Wise, tireless and poor, he constantly set out to visit and encourage the confreres and Christians in his diocese. On 13 February 1930, together with Fr Caravario, the bishop was at Shiuchow for the pastoral visit to the Linchow mission. Some young boys and girls went with them; they had been studying in Shiuchow. On 25 February a group of Bolshevik pirates stopped the bishop's boat, wanting to take the girls. The bishop and Fr Caravario obstructed them with all the force they could muster. They were forcibly taken and eventually shot. Their last breath was spent for their beloved China. Paul VI declared them martyrs in 1976, John Paul II declared them Blessed in 1983 and canonised them on 1st October 2000.

BOSCO CLUB/HARMONY CLUB

Named after the founder of Salesian society, John Bosco, this club rose to prominence last year by winning the maximum number of medals for the annual sports and was also the winner of the best club (2013-2014) at SCSC. They are the winners of ethnic day 2014.

About the Patron: SAINT JOHN BOSCO (1815-1888) Beatified 02-06-1929, Canonised 1-4-1934.

John Bosco was born at Castelnuovod'Asti on 16 August 1815. From when he was small, John began to feel a desire to become a priest. As a seminarian at Chieri, he thought up the idea of the 'Cheerful Society,' which gathered boys from around the town. In June 1841 he was ordained priest. He developed his famous educational method, 'the Preventive System'. "Be with the boys, prevent sin through reason, religion and loving kindness. Become saints and educators of saints. Our boys must know they are loved". Don Bosco died exhausted from work at age 72, on 31 January 1888. Today the Salesian Family is throughout the world. Pope John Paul II declared him 'Father and Teacher of Youth' on the centenary of his death.

MAZZARELLO CLUB/FINE ARTS CLUB

Mazzarello Club is also known as Fine Arts club. This club is named after the co-founder of the Institute of the Daughters of Mary Help of Christians (Salesian Sisters). The club was named the Best Club in the year 2012-2013

About the Patron: SAINT MARY DOMENICA MAZZARELLO (1837-1881)
Beatified on 20-11-38, Canonized on 24-6-51.

Mary Domenica was born on 9 May 1837, in Mornese, Alessandria. At fifteen, she joined the Association of the Daughters of Mary Immaculate and began her apostolate among the young people of her village. A serious attack of typhoid, at the age of 23, had a profound spiritual effect on her. The experience of her own physical fragility, on the one hand, deepened her abandonment to God and, on the other, encouraged her to open a sewing school to educate the girls in work, prayer and love of God. On the occasion of Don Bosco's visit to Mornese (10-08-1864) she said: "Don Bosco is a saint and I feel it".

RINALDI CLUB/LITERARY CLUB

Named after the third Rector Major of the Salesians of Don Bosco, this club is also known as Literary Club. This club is particularly known for organising essay & poem competitions.

About the Patron: BLESSED PHILIP RINALDI (1856 - 1931)

Born on 28 May 1856 at Lu Monferrato, Alessandria, Philip was won over by Don Bosco at the age of 22. As a priest, he was entrusted with the formation of the aspirants and novices. He contributed greatly to the development of Salesian Spain. He set up formation centres to offer spiritual and social assistance to young working women, planned printing works and guided and supported the Salesian Sisters through a particularly sensitive period in their history. He gave great encouragement to the Cooperators, and set up the World Federation of Past-Pupils (male and female). He died on December 5, 1931.

HUMAN RIGHTS CELL

When the idea of human rights comes into class, into the playground and into the hearts and minds of young people, attitudes and behaviours begin to change. As students, teachers and others present in college explore, promote, and live human rights and responsibilities, a collective conscience naturally develops. The values and principles of human rights start to direct the thoughts and actions of the college community. With human rights as an instinctive frame of reference, inclusion, tolerance, and respect for diversity enter into college life, leaving little room for bullying and discrimination.

ALBERA CLUB/SPORTS CLUB

Named after the second Rector Major of the Salesian of Don Bosco, this club is also known as Sports Club. Albera Club was the Best Club of the session 2014-2015.

About the Patron: FR. PAUL ALBERA (1844 - 1921)

Paul Albera was born on 6 June 1845 in None, between Turin and Pinerolo in Piedmont, Italy. In October 1858, he met Don John Bosco and entered the Oratory in Turin. He was among the first 22 Salesians of Don Bosco, to take their vows. On 2 August, 1868 he was ordained a priest. In 1871 at only twenty-six years, he was director of the Salesian house in Marassi. In 1881 he goes to France as provincial and remains so until 1892, when he was called back by the successor of Don Bosco to Turin. In 1900 he became Don Michael Rua's representative for the Americas. In 1910 after the death of Don Rua he was elected, as the third successor of Don Bosco and remained so until his death on 29 October 1921.

SAVIO CLUB/NATURE CLUB

Also known as Nature Club, this club has been named after one of Don Bosco's most known students.

About the Patron: SAINT DOMINIC SAVIO (1842-1857)

Dominic was born on 2 April 1842, in San Giovanni di Riva, near Chieri, Turin. At twelve, Don Bosco accepted him into the Oratory in Turin and Dominic asked his help in order to "become a saint". Gentle, serene and happy, he put great effort into fulfilling his duties as a student and helping his companions in every way he could, teaching them Catechism, assisting the sick and settling quarrels. He died in Murialdo on March 9, 1857. His feast is celebrated on May 6. Pope Pius XI defined him as "A little, or rather, a great giant of the Spirit". He is patron of young choir singers.

MICKEY CLUB/COMPUTER CLUB

Also known as Computer Club, this club has been named after another of Don Bosco's most known students.

About the Patron: Michael Magone (1845 - 1859)

Michael Magone was an adventurous and energy filled young boy. He was born on the 19 September 1845. His support of the younger students at Don Bosco's Oratory and his great capacity for leadership in time led to his nickname General Mickey. Before his death, (January 21, 1859) at the young age of 13, Mickey Magone made a lasting impression on Don Bosco who once said that he strove for excellence in everything he did in life.

PRESS ASSOCIATION OF SALESIAN COLLEGE (PASC)

This association focuses mainly in developing one's skill in journalism. The major activities of this group is to collect news and make reports of the campus activities. These reports and articles feature in the magazines and newsletters of the college edited by members of the faculty of English, Mass Communication and Political Science.

SALESIAN COLLEGE PHOTOGRAPHY ASSOCIATION (SCPA)

The photography association is a group in Salesian College who want to improve their skill in photography and videography by learning from and teaching their peers. This group focuses on capturing the wonderful moments of campus life.

SALESIAN COLLEGE FILM CLUB (SCFC)

The Film Club believes in understanding the deeper meaning of stories told in motion pictures. This club selects movies and screen them in the College, which is followed by reviewing and critiquing the film in terms of story, acting and technique.

SALESIAN CAMPUS FILM SOCIETY (SCFS)

The SCFS has been affiliated as the Associate Member of Federation of Film Societies of India with effect from 22 February 2019. Its primary objective is to encourage the productions and promote appreciation of films of a artistic and social values.

SALESIAN COLLEGE THEATRE GROUP (SCTG)

The theatre group trains in dance and theatre and puts up shows and street plays. This group is intended to bring out the creative spirit in each of the students by discovering and promoting the artistic talents and skills of the students.

COUNSELING & GUIDANCE CENTRE

Counseling is “empowering a person to face the realities of life”. The three principles of counseling are: (i) the teachers are the agents of re-scripting, (ii) the touch of significance generates significance, and (iii) energy follows thoughts. The Counseling facility available in the College takes care of the students who need special attention. Fr. (Dr.) Mathew Pulingathil (SCSC) and Fr. (Dr.) James Chacko (SCS) will be available at the college/ campus daily for students in need. There is also Career Guidance facility offered through the latest publications, magazines and other materials related to the career oriented programmes meant for job placement.

SALESIAN COLLEGE CHOIR (SCC)

Salesian College without music is like a body without a soul. The objectives of SCC is the refinement of the art of music which is truly a gift and to be able to appreciate the music in general. SCC performs choir recitals from time to time.

SPORTS ASSOCIATION OF SALESIAN COLLEGE (SASC)

The Sports Association is intended to make the campus life active and alive with daily, weekly and monthly events of individual, club wise, course wise

and inter-college activities to promote physical fitness, encourage wholesome competitive spirit and sportswo/man ship.

SALESIAN RESEARCH & TRANSLATION CENTRE

Salesian Research Centre oversees the publication of the Salesian Journal of Humanities and Social Sciences; monitors the Research Scholars Workshops; organises Research Seminars and is presently collaborating on an ICI (India, China & Indonesia) project on Pluralism in Asian Society with HKIHSS (Hong Kong Institute of Humanities and Social Sciences), Hong Kong University. The Translation Centre is presently collaborating with Jadavpur University in ‘Anuvad Project’.

NATIONAL SERVICE SCHEME (NSS)

NSS, under the Ministry of Youth Affairs & Sports Govt. of India, popularly known as NSS was launched in Gandhiji’s Birth Centenary Year 1969, in 37 Universities involving 40,000 students with primary focus on the development of personality of students through community service. Salesian College has involved in social/community services functions to emulate the education standard of the students by making them aware of values that would never be taught but caught by conducting events like Blood Donation Camp, Cleft Lips operation etc. The objective behind bringing the NSS in the campus is to sensitise the students with the world outside the campus.

WOMEN’S CELL

The Women’s Cell organizes a variety of programmes and spreads awareness with respect to Gender equality and gender sensitivity issues.

SALESIAN COLLEGE COMMERCE ASSOCIATION (SCCA)

The Commerce association is formed for all commerce students who enroll in the Commerce Department and by means of this group they learn the rules of commercial activities in a simulated environment.

SALESIAN COLLEGE ASSOCIATION FOR PROFESSIONALS (SCAP)

A joint effort by the departments of Computer Application and Management Studies, this association believes in exposing students to real life technical and managerial situations so as to equip them with the skills required to be a professional.

ALL INDIA CATHOLIC UNIVERSITY FEDERATION (AICUF)

The All India Catholic University Students' Federation active in all prominent Catholic Colleges across the country has an active unit in the college since 2008. The students participate in and help organize retreats and training camps providing rural exposure & social awareness. The college Christmas programme is also an important responsibility of the AICUF.

GRIEVANCE REDRESSAL CELL

The strength of a system consists in its ability to identify and rectify the shortcomings. The following procedure is observed by the Grievance Redressal Cell.

- a) The grievance is brought to the notice of the Head of the Department, forwarded to the Principal and the Grievance Redress Cell-in-charge.
- b) According to the gravity of the event, the matter is taken up with the

Grievance Redress Cell members. The Cell members go through the matter and suggest solutions ratified by the Heads of the Departments and the Principal. The decision is made known to all.

c) The Grievance Redressal Cell caters to the complaints of the teaching and non-teaching staff and students. Complaints may be lodged in writing or in person at the office of the Campus Coordinator. The Cell also acts as the Anti-Ragging Squad.

SALESIAN COLLEGE SONADA/ SILIGURI ALUMNI ASSOCIATION

Salesian College, Siliguri Alumni Association was formed on 25th August, 2015 with an aim of working for the upliftment and betterment of our society. We have received very sound education from Don Bosco, our Father and Founder and we want to share the good that we have received as a mark of gratitude to Don Bosco and His sons.

Presently there are 110 registered members in our Alumni Association from the first batch of Salesian College Siliguri Campus 2011 to 2016 and the number is growing steadily and gradually. There are 17 committee members including the Principal Fr. Dr. George Thadathil, Rector Fr. Dr. Mathew Pulingathil, Fr. C.M. Paul and Coordinator Ms. Priyamrita Chatterjee.

Among the elected office bearers, the President of the association is Mr. Chanchal Agarwal and the Secretary is Ms. Kuljeet Kaur and the joint Secretary is Ms. Keren Simon and the treasurer is Sayak Moitra.

The Association is very new but since we have very young and energetic members, very much devoted to social work and are full of enthusiasm,

knowing we have a great future ahead of us. The Association has organized different events for the society and neighbourhood, like Blood Donation Camp, Free Dental Check up camp and Charity Programme - 'Gift of Smile' for the street children. We have also organized summer camps, excursions and the like. We invite the students to join hands to create a better society around us. We are grateful to the management for their constant encouragement and support.

One hundred and sixteen former students have registered as new members of Salesian College Sonada Alumni Association. The annual registration fee per member is Rs. 250 only. Thousands of alumni members of Salesian College Sonada have been serving world-wide occupying eminent posts and positions both in government and private sectors.

COMMUNITY RADIO

The Radio Salesian (90.8 FM) was officially launched on 8th December 2016. The community radio has been serving the people of the hill community by offering educative and thought provoking programmes related to the various aspects of the society. Within a short span of time the Radio Salesian has been able to create an awareness which is much needed for the development of the people and the place as a whole. The feedbacks keep it going from strength to strength.

PRAYERS & HYMNS

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 in one
With a purpose towards our goal
As one big family
We'll share our love and care
In Christ Jesus our friends

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 favor of a needy neighbor
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 She'll be comin' round the mountain when she comes

She'll be comin' round the mountain when she comes
When she comes
She'll be comin' round the mountain when she comes
When she comes
She'll be cominaaaaaaaaa round the mountain (3) when she comes
When she comes

Singin' I, I, Ypi Ypi I – Ypi I (2)

Singin' I, I,

Ypi Ypi I, I, (3) – Ypi I

She'll be ridin' six white horses ...
She'll be smokin' Burma Cheroot ...
She'll be eatin' raw bananas ...
She'll be drinkin' country liquor ...

12 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!

13 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!

14 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.

15 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)

16. 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.

17. 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.

18. **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.....

19. **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)

20. **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.....

21. **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.

22. **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.

23. **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)

24. **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

25. **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

26. **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.

27. **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.

28. **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

29. **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 ...

30. **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"**

July | Sonada | Academic Calendar 2019-20

| | | | |
|-----|------------|-------|--|
| 1. | Mon. | Class | Inauguration & Parents Meet of 1st Year Students |
| 2. | Tue | Class | Orientation for 1st Year Students |
| 3. | Wed | Class | |
| 4. | Thu | Class | |
| 5. | Fri | Class | Club Meeting |
| 6. | Sat | Class | |
| 7. | Sun | | |
| 8. | Mon | Class | |
| 9. | Tue | Class | Student Council Election |
| 10. | Wed | Class | |
| 11. | Thu | Class | |
| 12. | Fri | Class | |
| 13. | Sat | Class | <i>Bhanu Jayanti & Bhasha Diwas / NAAC Celebration Day (Sonada & Siliguri)</i> |
| 14. | Sun | | |
| 15. | Mon | Class | |
| 16. | Tue | Class | |
| 17. | Wed | Class | |
| 18. | Thu | Class | |
| 19. | Fri | Class | |
| 20. | Sat | Class | Curbing the Menace of Ragging (Anti Ragging Cell) / Financial Literacy Outreach Program by B. Com Orphanage Visit by NSS |
| 21. | Sun | | |
| 22. | Mon | Class | |
| 23. | Tue | Class | |
| 24. | Wed | Class | |
| 25. | Thu | Class | |
| 26. | Fri | Class | Recitation Competition by Literary Club |
| 27. | Sat | Class | Orphanage Visit by NSS |
| 28. | Sun | | |
| 29. | Mon | Class | |
| 30. | Tue | Class | |
| 31. | Wed | Class | Submission of UR/MR |

Academic Calendar 2019-20 | Siliguri | July

| | | | |
|-----|------------|-------|---|
| 1. | Mon | Class | Orientation for the first year students |
| 2. | Tue | Class | Inaugural Prayer Service in DB Shrine-Orientation for the 1 st year students |
| 3. | Wed | Class | |
| 4. | Thu | Class | |
| 5. | Fri | Class | Holy Mass for Christian Students |
| 6. | Sat | Class | BBA: Exchange Programme/Field Trip/CR Nominations - Semester III |
| 7. | Sun | | |
| 8. | Mon | Class | |
| 9. | Tue | Class | SCSC Foundation Day/Decennial Celebration |
| 10. | Wed | Class | |
| 11. | Thu | Class | |
| 12. | Fri | Class | |
| 13. | Sat | Class | CR Nominations - Semester I |
| 14. | Sun | | |
| 15. | Mon | Class | Last date for quarterly fee payment |
| 16. | Tue | Class | Guest Lecture for - Department of History |
| 17. | Wed | Class | |
| 18. | Thu | Class | |
| 19. | Fri | Class | |
| 20. | Sat | Class | BBA Freshers' Day |
| 21. | Sun | | |
| 22. | Mon | Class | |
| 23. | Tue | Class | |
| 24. | Wed | Class | |
| 25. | Thu | Class | |
| 26. | Fri | Class | Guest Lecture – Department of MCJH |
| 27. | Sat | Class | BBA Field Trip |
| 28. | Sun | | |
| 29. | Mon | Class | Guest Lecture – Department of Sociology |
| 30. | Tue | Class | |
| 31. | Wed | Class | Submission of Attendance and CIA report |

| | | | |
|-----|------------|-------|---|
| 1. | Thu | Class | |
| 2. | Fri | Class | |
| 3. | Sat | Class | Students' Seminar by Department of B. Com |
| 4. | Sun | | |
| 5. | Mon | Class | |
| 6. | Tue | Class | |
| 7. | Wed | Class | World Photography Day by Photography Club |
| 8. | Thu | Class | |
| 9. | Fri | Class | |
| 10. | Sat | Class | Steve Wozniak Gaming Competition by Dept. of B.C.A |
| 11. | Sun | | |
| 12. | Mon | Hol | <i>Id-ul-Zoha</i> |
| 13. | Tue | Class | Inter College Business & Management Quiz by B.Com |
| 14. | Wed | Class | |
| 15. | Thu | Hol | <i>Independence Day</i> |
| 16. | Fri | Class | Bosco Jayanti |
| 17. | Sat | SL | Study Leave for Mid Semester Exams for CBCS |
| 18. | Sun | SL | Study Leave for Mid Semester Exams for CBCS |
| 19. | Mon | Exam | Mid-Semester Exam for CBCS & Unit Test for 3rd Year |
| 20. | Tue | Exam | Mid-Semester Exam for CBCS & Unit Test for 3rd Year |
| 21. | Wed | Exam | Mid-Semester Exam for CBCS & Unit Test for 3rd Year |
| 22. | Thu | Exam | Mid-Semester Exam for CBCS & Unit Test for 3rd Year |
| 23. | Fri | Hol | <i>Janmastami</i> |
| 24. | Sat | Class | Debate Competition by Dept. of Political Science |
| 25. | Sun | | |
| 26. | Mon | Class | Seminar on Nepali Language by Translation Centre |
| 27. | Tue | Class | Mid-Semester Exam Result Day. |
| 28. | Wed | Class | Bhasa Diwas |
| 29. | Thu | Class | National Sports Day - Inter Dept. Chess & Carrom Competition by Sports Club. / B.Com Departmental Day |
| 30. | Fri | Class | |
| 31. | Sat | Class | BCA Department Swachh Abhyan (Phase-I) / Freshers' Day / Submission of UR/MR |

| | | | |
|-----|------------|-------|--|
| 1. | Thu | Class | |
| 2. | Fri | Class | Guest Lecture – Department of Education and BA Programme/Holy Mass for Christian Students |
| 3. | Sat | Class | Club Meeting/Activity/ <i>Calibre</i> |
| 4. | Sun | | |
| 5. | Mon | Class | |
| 6. | Tue | Class | |
| 7. | Wed | Class | |
| 8. | Thu | Class | Guest Lecture – Department of Political Science |
| 9. | Fri | Class | Guest Lecture – Department of Sociology/Special Assembly by Department of History |
| 10. | Sat | Class | Geography field visit for Semester I and Semester III combined/ Freshers' Day for Commerce |
| 11. | Sun | | |
| 12. | Mon | Hol | <i>Id-ul-Zoha</i> |
| 13. | Tue | Class | |
| 14. | Wed | Class | |
| 15. | Thu | Hol | <i>Independence Day</i> – NCC & Sports Management/Phy. Ed. |
| 16. | Fri | Class | Birthday of St. John Bosco – Special Assembly by Dept. of Education |
| 17. | Sat | Class | Freshers' Day - Arts/Humanities & Sciences |
| 18. | Sun | | |
| 19. | Mon | Class | MCJH Departmental Day |
| 20. | Tue | Class | |
| 21. | Wed | Class | |
| 22. | Thu | Class | |
| 23. | Fri | Hol | <i>Janmastami</i> |
| 24. | Sat | Class | Nomination/Selection of Stu. Council/Industrial Visit - NSS |
| 25. | Sun | | |
| 26. | Mon | Class | |
| 27. | Tue | Class | |
| 28. | Wed | Class | |
| 29. | Thu | Class | |
| 30. | Fri | Class | |
| 31. | Sat | Class | Submission of Attendance and CIA report/Freshers' Day |

| | | | |
|-----|-----|-------|--|
| 1. | Sun | | |
| 2. | Mon | Class | Self Defence Workshop (Women Cell & Sports Management) |
| 3. | Tue | Class | Self Defence Workshop |
| 4. | Wed | Class | Self Defence Workshop |
| 5. | Thu | Class | Self Defence Workshop |
| 6. | Fri | Class | Self Defence Workshop |
| 7. | Sat | Class | BCA Departmental Day / Drill on Earthquake by Dept. of B.Com & NSS / Self Defence Workshop |
| 8. | Sun | | |
| 9. | Mon | Class | |
| 10. | Tue | Hol | <i>Muharram</i> |
| 11. | Wed | Class | |
| 12. | Thu | Class | |
| 13. | Fri | Class | Inter Departmental Debate Competition by B.A General |
| 14. | Sat | Class | Symposium by Computer Club / Swachha SCS by NSS |
| 15. | Sun | | |
| 16. | Mon | Class | BCA Unit Test - I |
| 17. | Tue | Class | BCA Unit Test - I |
| 18. | Wed | Class | BCA Unit Test - I / Finance Literacy Program by Finance & Management Club |
| 19. | Thu | Class | BCA Unit Test - I / SUPW by Dept. of Education / B.Com Industrial Visit. |
| 20. | Fri | Class | Intra Department Volleyball Competition - Sports Management / B.Com Industrial Visit / World Peace Day by Harmony Club |
| 21. | Sat | Class | B.Com Industrial Visit |
| 22. | Sun | | B.Com Industrial Visit |
| 23. | Mon | Class | FORTE for Science Dept / Verzotto Memorial Lecture |
| 24. | Tue | Class | FORTE for Science Dept |
| 25. | Wed | Class | FORTE for Science Dept |
| 26. | Thu | Class | Play (Dept. of English) |
| 27. | Fri | Class | Ethnic Day (Dept. of Sociology) |
| 28. | Sat | Hol | <i>Mahalaya</i> |
| 29. | Sun | | |
| 30. | Mon | Class | Submission of UR/MR |

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|-----|-----|-------|--|
| 1. | Sun | | |
| 2. | Mon | Class | |
| 3. | Tue | Class | |
| 4. | Wed | Class | |
| 5. | Thu | Class | Day of Appreciation |
| 6. | Fri | Class | Exsurge |
| 7. | Sat | Class | Exsurge |
| 8. | Sun | | |
| 9. | Mon | Class | Pro-Life Observation Week – facilitated by the Dept. of Psychology |
| 10. | Tue | Hol | <i>Muharram</i> |
| 11. | Wed | Class | Exchange Programme for Department of History |
| 12. | Thu | Class | |
| 13. | Fri | Class | Film Festival – Dept. of MCJH/Pro-Life Observation Week ends |
| 14. | Sat | Class | Club Meeting/Activity/ Exchange Prog. for ENGH/Visit to NBU/SU Physics Lab – Dept. of Physics/Human Rights Activity – Dept. of Pol. Sc./Industrial Trip II - NSS |
| 15. | Sun | | |
| 16. | Mon | Class | |
| 17. | Tue | Class | |
| 18. | Wed | Class | Inter-Departmental Seminar – organised Department of Sociology and BA Programme |
| 19. | Thu | Class | |
| 20. | Fri | Class | Conoscenza |
| 21. | Sat | Class | Inter Club Indoor Games/Verzotto Memorial Lecture |
| 22. | Sun | | |
| 23. | Mon | Class | FORTE |
| 24. | Tue | Class | FORTE/NSS Day |
| 25. | Wed | Class | FORTE |
| 26. | Thu | Class | |
| 27. | Fri | Class | Hay Fever: Autumn on my Mind (Department of English) |
| 28. | Sat | Hol | <i>Mahalaya</i> Retreat for Catholic Students |
| 29. | Sun | | |
| 30. | Mon | Class | Submission of Attendance and CIA report |

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|-----|-----|----------|---|
| 1. | Tue | Class | Students Seminar by Depts. of Pol Sc. and History |
| 2. | Wed | Activity | <i>Gandhi Jayanti / Celebration of Gandhi Jayanti by MCJH</i> |
| 3. | Thu | Class | Inter College Volleyball Tournament / 150th Gandhi Jayanti by Dept. of Mass Com |
| 4. | Fri | Hol | <i>Dussehra Holiday Begins / Retreat for Catholic Students</i> |
| 5. | Sat | Hol | <i>Retreat for Catholic Students</i> |
| 6. | Sun | | <i>Retreat for Catholic Students</i> |
| 7. | Mon | Hol | |
| 8. | Tue | Hol | |
| 9. | Wed | Hol | |
| 10. | Thu | Hol | |
| 11. | Fri | Hol | |
| 12. | Sat | Hol | <i>Dussehra Holiday Ends</i> |
| 13. | Sun | | |
| 14. | Mon | Class | Classes Begin |
| 15. | Tue | Class | Wild-life Week by Nature Club / BCA Getaway/Excursion |
| 16. | Wed | Class | Wild-life Week by Nature Club / BCA Getaway/Excursion |
| 17. | Thu | Class | Wild-life Week by Nature Club |
| 18. | Fri | SL | Study Leave for CBCS & 3rd Year Examination |
| 19. | Sat | SL | Study Leave for CBCS & 3rd Year Examination |
| 20. | Sun | | |
| 21. | Mon | Exam | Selection Examination (CBCS) / Mid-term Exam (3rd Yr) |
| 22. | Tue | Exam | Selection Examination (CBCS) / Mid-term Exam (3rd Yr) |
| 23. | Wed | Exam | Selection Examination (CBCS) / Mid-term Exam (3rd Yr) |
| 24. | Thu | Exam | Selection Examination (CBCS) / Mid-term Exam (3rd Yr) |
| 25. | Fri | Class | Visit of the Rector Major |
| 26. | Sat | Activity | Dance Competition - Music Club / Submission of UR/MR Guest Lecture (Dept. of History) |
| 27. | Sun | | |
| 28. | Mon | Hol | <i>Diwali Holiday Begins</i> |
| 29. | Tue | Hol | |
| 30. | Wed | Hol | |
| 31. | Thu | Hol | |

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|-----|-----|-------|--|
| 1. | Tue | Class | Club Activity /Meeting/Students Seminar – Dept. of Pol Sc |
| 2. | Wed | | <i>Gandhi Jayanti/Retreat ends</i> |
| 3. | Thu | Class | Mathematics Day/Mental Health Day organised by the Dept. of Psychology |
| 4. | Fri | | <i>Puja Holidays begin</i> |
| 5. | Sat | | |
| 6. | Sun | | |
| 7. | Mon | | |
| 8. | Tue | | <i>Dussehra</i> |
| 9. | Wed | | |
| 10. | Thu | | |
| 11. | Fri | | |
| 12. | Sat | | |
| 13. | Sun | | |
| 14. | Mon | | Classes resume |
| 15. | Tue | Class | |
| 16. | Wed | Class | |
| 17. | Thu | Class | |
| 18. | Fri | Class | TechnoKrat |
| 19. | Sat | Class | Savoir Faire |
| 20. | Sun | | Planning & Evaluation |
| 21. | Mon | Class | Inscape |
| 22. | Tue | Class | INNOVISION – CulFest |
| 23. | Wed | Class | |
| 24. | Thu | Class | Students' Seminar for B.Com. Part II/Rector Major's Visit |
| 25. | Fri | Class | Rector Major's Visit |
| 26. | Sat | | Rector Major's Visit |
| 27. | Sun | | |
| 28. | Mon | | <i>Diwali Holiday</i> |
| 29. | Tue | | <i>Bhai Dhuj</i> |
| 30. | Wed | | <i>Diwali Holiday</i> |
| 31. | Thu | | <i>Diwali Holiday</i> |

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|-----|------------|-------|--|
| 1. | Fri | Hol | |
| 2. | Sat | SL | <i>Chhat Puja</i> |
| 3. | Sun | | |
| 4. | Mon | Class | (CBCS)Selection & Mid-term Exam(3rd Year) Result Day |
| 5. | Tue | Class | BCA Unit Test - 2 |
| 6. | Wed | Class | BCA Unit Test - 2 |
| 7. | Thu | Class | BCA Unit Test - 2 |
| 8. | Fri | Class | BCA Unit Test - 2 / Social Awareness Program by Dept. of Sociology |
| 9. | Sat | Class | Inter School Business & Management Quiz by B.Com |
| 10. | Sun | | |
| 11. | Mon | Class | National Education Day by Dept. of Education |
| 12. | Tue | Hol | <i>Gurunanak Jayanti</i> |
| 13. | Wed | Class | Inter Departmental Students Seminar by Dept. of English |
| 14. | Thu | Class | Department Recreation Programme by B.A General |
| 15. | Fri | Class | Sketch & Painting Competition by Fine Arts Club |
| 16. | Sat | Class | National Press Day by Dept. of Mass Comm |
| 17. | Sun | | |
| 18. | Mon | Class | Study Faire |
| 19. | Tue | Class | BCA Brainwave Techno Fest |
| 20. | Wed | Class | Field Trip by Dept. of Hist. / Finance Literacy Program by Finance & Management Club |
| 21. | Thu | SL | Study Leave for University Semester Exams (CBCS) |
| 22. | Fri | SL | Study Leave for University Semester Exams (CBCS) |
| 23. | Sat | SL | Study Leave for University Semester Exams (CBCS)/ Research Scholar Meet |
| 24. | Sun | | |
| 25. | Mon | SL | Study Leave for University Semester Exams (CBCS) |
| 26. | Tue | SL | Study Leave for University Semester Exams (CBCS) |
| 27. | Wed | SL | Study Leave for University Semester Exams (CBCS) |
| 28. | Thu | SL | Study Leave for University Semester Exams (CBCS) |
| 29. | Fri | SL | Study Leave for University Semester Exams (CBCS) |
| 30. | Sat | SL | Study Leave for Univ. Exams (CBCS)/Submission of UR |

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|-----|------------|-------|---|
| 1. | Fri | Class | Selection Examinations for Annual/Semester for CBCS/CA Examinations |
| 2. | Sat | | <i>Chhat Puja</i> |
| 3. | Sun | | |
| 4. | Mon | Class | |
| 5. | Tue | Class | |
| 6. | Wed | Class | |
| 7. | Thu | Class | |
| 8. | Fri | Class | CBCS Exams end |
| 9. | Sat | Class | |
| 10. | Sun | | |
| 11. | Mon | Class | Club Meeting/Activity/ Taverna Trophy |
| 12. | Tue | Hol | <i>Guru Nanak Birthday/ Jubilee Celebration of Fr (Dr) Mathew Pulingathil</i> |
| 13. | Wed | Class | |
| 14. | Thu | Class | |
| 15. | Fri | Class | <i>Heats for Annual Sports/Last date for quarterly fee payment</i> |
| 16. | Sat | Class | College Annual Sports |
| 17. | Sun | | |
| 18. | Mon | Class | Result and counselling for CBCS students |
| 19. | Tue | Class | Result and counselling for CBCS students |
| 20. | Wed | Class | Study leave for CBCS students |
| 21. | Thu | Class | |
| 22. | Fri | Class | Special Lecture for PG Department of English |
| 23. | Sat | Class | |
| 24. | Sun | | |
| 25. | Mon | | |
| 26. | Tue | Class | |
| 27. | Wed | Class | |
| 28. | Thu | Class | |
| 29. | Fri | Class | Special Lecture - Department of History |
| 30. | Sat | Class | |

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|-----|-----|----------|---|
| 1. | Sun | | |
| 2. | Mon | Class | Study Leave for Exams - 3rd Year |
| 3. | Tue | Class | Study Leave for Exams - 3rd Year |
| 4. | Wed | Class | Exams - 3rd Yrs / BCA Selection Exam for Old Syllabus |
| 5. | Thu | Class | Exams - 3rd Yrs / BCA Selection Exam for Old Syllabus |
| 6. | Fri | Class | Exams - 3rd Yrs/ BCA Selection Exam for Old Syllabus |
| 7. | Sat | Class | Exams - 3rd Yrs/ BCA Selection Exam for Old Syllabus |
| 8. | Sun | | Radio Salesian Annivarsary |
| 9. | Mon | Class | |
| 10. | Tue | Class | UDHR Day by Human Rights Cell |
| 11. | Wed | Class | |
| 12. | Thu | Class | |
| 13. | Fri | Class | Examination Result Day |
| 14. | Sat | Class | |
| 15. | Sun | | |
| 16. | Mon | Activity | Annual Sports Week / Jingle Bells Season - 4 |
| 17. | Tue | Activity | Annual Sports Week / Jingle Bells Season - 4 |
| 18. | Wed | Activity | Annual Sports Week / Jingle Bells Season - 4 |
| 19. | Thu | Activity | Annual Sports Week / Jingle Bells Season - 4 |
| 20. | Fri | Activity | Annual Sports Week / Jingle Bells Season - 4 |
| 21. | Sat | Activity | Christmas Gathering / Submission of UR/MR |
| 22. | Sun | | |
| 23. | Mon | Hol | <i>Christmas Holiday Begins</i> |
| 24. | Tue | Hol | |
| 25. | Wed | Hol | <i>Christmas Day</i> |
| 26. | Thu | Hol | |
| 27. | Fri | Hol | |
| 28. | Sat | Hol | |
| 29. | Sun | Hol | |
| 30. | Mon | Hol | |
| 31. | Tue | Hol | |

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|-----|-----|-------|--|
| 1. | Sun | | World AIDS Day |
| 2. | Mon | Class | NBU Examinations for CBCS/IGNOU Examinations |
| 3. | Tue | Class | |
| 4. | Wed | Class | |
| 5. | Thu | Class | |
| 6. | Fri | Class | Community Outreach Programme – Department of Psychology Holy Mass for Christian Students |
| 7. | Sat | Class | Club Activity-Meeting/Community Outreach Programme |
| 8. | Sun | | |
| 9. | Mon | Class | |
| 10. | Tue | Class | |
| 11. | Wed | Class | Geography Field trip for Part III students |
| 12. | Thu | Class | |
| 13. | Fri | Class | |
| 14. | Sat | Class | Human Rights Activity – Department of Political Science |
| 15. | Sun | | |
| 16. | Mon | Class | BBA and BCS fifth semester examinations (NBU) |
| 17. | Tue | Class | |
| 18. | Wed | Class | |
| 19. | Thu | Class | |
| 20. | Fri | | Christmas Gathering (Morning) and Faculty & Family Gathering (Evening) |
| 21. | Sat | Hol | Educational Tours begin |
| 22. | Sun | | |
| 23. | Mon | | |
| 24. | Tue | | |
| 25. | Wed | | <i>Christmas Day</i> |
| 26. | Thu | | |
| 27. | Fri | | |
| 28. | Sat | | Trip for the Department of Mathematics |
| 29. | Sun | | |
| 30. | Mon | | |
| 31. | Tue | | |

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|-----|------------|-------|--|
| 1. | Wed | Hol | <i>New Year / Winter Break Begins</i> |
| 2. | Thu | Hol | |
| 3. | Fri | Hol | |
| 4. | Sat | Hol | |
| 5. | Sun | | |
| 6. | Mon | Hol | |
| 7. | Tue | Hol | |
| 8. | Wed | Hol | |
| 9. | Thu | Hol | |
| 10. | Fri | Hol | |
| 11. | Sat | Hol | |
| 12. | Sun | | |
| 13. | Mon | Hol | |
| 14. | Tue | Hol | |
| 15. | Wed | Hol | |
| 16. | Thu | Hol | |
| 17. | Fri | Hol | |
| 18. | Sat | Hol | |
| 19. | Sun | | |
| 20. | Mon | Hol | |
| 21. | Tue | Hol | |
| 22. | Wed | Hol | <i>Winter Break Ends</i> |
| 23. | Thu | Class | <i>New Semester begins / Classes Resume for 2nd & 4th Semester</i> |
| 24. | Fri | Class | |
| 25. | Sat | Class | |
| 26. | Sun | | <i>Republic Day</i> |
| 27. | Mon | Class | <i>BBA Industrial Trip</i> |
| 28. | Tue | Class | |
| 29. | Wed | Class | |
| 30. | Thu | Class | |
| 31. | Fri | Class | <i>Submission of UR/MR</i> |

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|-----|------------|-------|--|
| 1. | Wed | | |
| 2. | Thu | | |
| 3. | Fri | | |
| 4. | Sat | | <i>Birthday of Fr (Dr) Mathew Pulingathil</i> |
| 5. | Sun | | |
| 6. | Mon | Class | <i>Classes resume/Club Meeting/Activity</i> |
| 7. | Tue | Class | |
| 8. | Wed | Class | <i>Special Lecture Department of Geography</i> |
| 9. | Thu | Class | <i>Birthday of Fr (Dr) James Chacko</i> |
| 10. | Fri | Class | <i>MCJH Workshop/Students' Premier League (Interdepartmental Cricket Matches)</i> |
| 11. | Sat | Class | <i>Geography Departmental Outing</i> |
| 12. | Sun | | <i>Swami Vivekananda Jayanti</i> |
| 13. | Mon | Class | |
| 14. | Tue | Class | |
| 15. | Wed | Class | |
| 16. | Thu | Class | |
| 17. | Fri | Class | <i>Field Trip – Department of Education and English</i> |
| 18. | Sat | Class | <i>Club Meeting-Activity/Bremsstrahlung (Student-Scholar Meet) – Dept. of Physics/Field Survey</i> |
| 19. | Sun | | |
| 20. | Mon | Class | <i>Field Survey on Market Phenomenon - Dept. of Eco.</i> |
| 21. | Tue | Class | |
| 22. | Wed | Class | <i>GB/IQAC Meeting</i> |
| 23. | Thu | Hol | <i>Netaji Subhas Chandra Bose Jayanti - Picnic for Teaching Faculty</i> |
| 24. | Fri. | Class | <i>Quiz and Debate by Department of Commerce</i> |
| 25. | Sat | Class | |
| 26. | Sun | | <i>Republic Day</i> |
| 27. | Mon | | <i>Selection examinations for annual system</i> |
| 28. | Tue | Class | |
| 29. | Wed | Class | |
| 30. | Thu | Hol | <i>Vasant Panchami – Picnic for Support Staff</i> |
| 31. | Fri | WD | <i>Feast of St. John Bosco/Sangam - Ethnic Day</i> |

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|-----|------------|-------|--|
| 1. | Sat | Class | |
| 2. | Sun | | |
| 3. | Mon | SL | Study Leave for Selection Exams - 3rd Years |
| 4. | Tue | SL | Study Leave for Selection Exams - 3rd Years |
| 5. | Wed | Exam | Selection Exams - 3rd Years |
| 6. | Thu | Exam | Selection Exams - 3rd Years |
| 7. | Fri | Exam | Selection Exams - 3rd Years |
| 8. | Sat | Exam | Selection Exams - 3rd Years |
| 9. | Sun | | |
| 10. | Mon | Class | |
| 11. | Tue | Class | |
| 12. | Wed | Class | Selection Exam Result Day |
| 13. | Thu | Class | Radio Day by Dept. of Mass Com |
| 14. | Fri | Class | |
| 15. | Sat | Class | Inter Group Coding & Circuit Designing Competition by Dept. of BCA / Medical Camp by NSS |
| 16. | Sun | | |
| 17. | Mon | Class | |
| 18. | Tue | Class | |
| 19. | Wed | Class | |
| 20. | Thu | Class | |
| 21. | Fri | Class | |
| 22. | Sat | Class | Letter Writing Contest by Radio Salesian |
| 23. | Sun | | |
| 24. | Mon | Class | BCA Guest Lecture / NSS Annual Camp |
| 25. | Tue | Class | NSS Annual Camp |
| 26. | Wed | Class | NSS Annual Camp |
| 27. | Thu | Class | NSS Annual Camp |
| 28. | Fri | Class | NSS Annual Camp |
| 29. | Sat | Class | NSS Annual Camp / Submission of UR/MR |

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|-----|------------|-------|--|
| 1. | Sat | Class | Selection examination for third year students/BBA Part III Internship/NSS Field Survey |
| 2. | Sun | | |
| 3. | Mon | Class | Submission of Attendance and CIA report |
| 4. | Tue | Class | Field Trip - Department of History |
| 5. | Wed | Class | |
| 6. | Thu | Class | Birthday of Fr (Dr) Babu Joseph |
| 7. | Fri | Class | BBA Service Learning/Field Trip//Holy Mass for Christian Students |
| 8. | Sat | Class | BBA Service Learning/Field Trip |
| 9. | Sun | | NSS Annual Camp |
| 10. | Mon | Class | |
| 11. | Tue | Class | |
| 12. | Wed | Class | Form Fill up for third year students |
| 13. | Thu | Class | |
| 14. | Fri | Class | Educational Tour - MCJH |
| 15. | Sat | Class | NSS Annual Camp ends |
| 16. | Sun | | |
| 17. | Mon | Class | |
| 18. | Tue | Class | Educational Tour – MCJH ends |
| 19. | Wed | Class | |
| 20. | Thu | Class | |
| 21. | Fri | Class | International Mother Language Day |
| 22. | Sat | Class | Inter-University Conference for MA Programmes |
| 23. | Sun | | |
| 24. | Mon | Class | |
| 25. | Tue | Class | |
| 26. | Wed | Class | |
| 27. | Thu | Class | |
| 28. | Fri | Class | TIST-National Science Day/Field Trip for the Department of Sociology & Psychology |
| 29. | Sat | Class | TIST |

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|-----|-----|-------|--|
| 1. | Sun | | |
| 2. | Mon | Class | |
| 3. | Tue | Class | |
| 4. | Wed | Class | |
| 5. | Thu | Class | |
| 6. | Fri | Class | |
| 7. | Sat | Class | International Womens' Day Celebration by Womens Cell |
| 8. | Sun | | International Womens' Day |
| 9. | Mon | SL | Study Leave for Mid Semester Exam for CBCS |
| 10. | Tue | SL | Study Leave for Mid Semester Exam for CBCS / <i>Holi</i> |
| 11. | Wed | Exam | Mid Semester Exam for CBCS / <i>Dol Jatra</i> |
| 12. | Thu | Exam | Mid Semester Exam for CBCS |
| 13. | Fri | Exam | Mid Semester Exam for CBCS |
| 14. | Sat | Exam | Mid Semester Exam for CBCS |
| 15. | Sun | | |
| 16. | Mon | Class | |
| 17. | Tue | Class | |
| 18. | Wed | Class | Mid Semester Exam Result Day |
| 19. | Thu | Class | |
| 20. | Fri | Class | Study Leave for 3rd Years |
| 21. | Sat | Class | National Seminar on Literature and Media by Mass Com. and English |
| 22. | Sun | | |
| 23. | Mon | Class | BCA / BBA Unit Test - 1 |
| 24. | Tue | Class | BCA / BBA Unit Test - 1 |
| 25. | Wed | Class | BCA / BBA Unit Test - 1 |
| 26. | Thu | Class | BCA / BBA Unit Test - 1 |
| 27. | Fri | Class | |
| 28. | Sat | Class | BCA Department Swachh Abhiyan (Phase-I) / Tata Memorial Seminar at Siliguri Campus |
| 29. | Sun | | |
| 30. | Mon | Class | |
| 31. | Tue | Class | Submission of UR/MR |

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|-----|-----|-------|---|
| 1. | Sun | | |
| 2. | Mon | Class | |
| 3. | Tue | Class | LOP |
| 4. | Wed | Class | LOP |
| 5. | Thu | Class | Career fair/Birthday of Fr (Dr) George Chempakathinal |
| 6. | Fri | Class | Gratitude day/Holy Mass for Christian Students |
| 7. | Sat | Class | Graduation day |
| 8. | Sun | | |
| 9. | Mon | Class | Department Day – Dept. of Socio / Study Leave for Part III |
| 10. | Tue | Hol | <i>Holi</i> |
| 11. | Wed | Hol | <i>Dol Jatra</i> |
| 12. | Thu | Class | |
| 13. | Fri | Class | |
| 14. | Sat | Class | Submission of Attendance/CIA report Club Meeting/Activity Einstein's B'day/Pi Day – Spl. Lecture (Dept. of Phy) |
| 15. | Sun | | |
| 16. | Mon | Class | Last date for quarterly fee payment |
| 17. | Tue | Class | Geography Semester II Field Visit to a rural settlement |
| 18. | Wed | Class | |
| 19. | Thu | Class | |
| 20. | Fri | Class | National Seminar (Department of English) |
| 21. | Sat | Class | National Seminar (Department of English)/Students' Seminar for Commerce Students |
| 22. | Sun | | |
| 23. | Mon | Class | |
| 24. | Tue | Class | |
| 25. | Wed | Class | |
| 26. | Thu | Class | |
| 27. | Fri | Class | |
| 28. | Sat | Class | TATA Memorial Inter-University Seminar/Evaluation Meeting/Orientation Programme for NSS |
| 29. | Sun | | |
| 30. | Mon | Class | |
| 31. | Tue | Class | |

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| 1. | Wed | Class | |
| 2. | Thu | Class | |
| 3. | Fri | Class | |
| 4. | Sat | Class | |
| 5. | Sun | | |
| 6. | Mon | Class | |
| 7. | Tue | Class | |
| 8. | Wed | Class | |
| 9. | Thu | Hol | <i>Maundy Thursday</i> |
| 10. | Fri | Hol | <i>Good Friday</i> |
| 11. | Sat | Hol | <i>Holy Saturday</i> |
| 12. | Sun | | |
| 13. | Mon | Hol | Nepali New Year |
| 14. | Tue | Class | <i>Dr Ambedkar Jayanti / Bengali New Year</i> |
| 15. | Wed | Class | |
| 16. | Thu | Class | |
| 17. | Fri | Class | |
| 18. | Sat | Class | |
| 19. | Sun | | |
| 20. | Mon | SL | Study Leave for Mid Sem Examination. |
| 21. | Tue | SL | Study Leave for Mid Sem Examination. |
| 22. | Wed | Exam | Examination for 3rd Years / BBA/BCA Unit Test - II |
| 23. | Thu | Exam | Examination 3rd Years / BBA/BCA Unit Test - II |
| 24. | Fri | Exam | Examination 3rd Years / BBA/BCA Unit Test - II |
| 25. | Sat | Exam | Examination 3rd Years / BBA/BCA Unit Test - II |
| 26. | Sun | | |
| 27. | Mon | Class | BCA Departmental Presentation Competition |
| 28. | Tue | Class | |
| 29. | Wed | Class | Exam Result Day. |
| 30. | Thu | Class | Submission of UR/MR |

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|------------|------------|-------|--|
| 1. | Wed | Class | University examinations for annual system |
| 2. | Thu | Class | |
| 3. | Fri | Class | Holy Mass for Christian Students |
| 4. | Sat | Class | |
| 5. | Sun | | |
| 6. | Mon | Class | |
| 7. | Tue | Class | |
| 8. | Wed | Class | |
| 9. | Thu | Hol | <i>Maundy Thursday</i> |
| 10. | Fri | Hol | <i>Good Friday</i> |
| 11. | Sat | Hol | <i>Holy Saturday</i> |
| 12. | Sun | | Easter Sunday |
| 13. | Mon | Class | |
| 14. | Tue | Hol | Bengali New Year/ <i>Dr Ambedkar Jayanti</i> |
| 15. | Wed | Class | |
| 16. | Thu | Class | |
| 17. | Fri | Class | |
| 18. | Sat | Class | |
| 19. | Sun | | |
| 20. | Mon | Class | Eligibility for CBCS examination/Faculty Recruitment |
| 21. | Tue | Class | |
| 22. | Wed | Class | |
| 23. | Thu | Class | Result for CBCS |
| 24. | Fri | Class | |
| 25. | Sat | Class | Student Applications for New Admission |
| 26. | Sun | | |
| 27. | Mon | Class | Admission information available |
| 28. | Tue | Class | |
| 29. | Wed | Class | |
| 30. | Thu | Class | |

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| 1. | Fri | Hol | <i>May Day</i> |
| 2. | Sat | Class | |
| 3. | Sun | | |
| 4. | Mon | Class | |
| 5. | Tue | Class | |
| 6. | Wed | Class | |
| 7. | Thu | Hol | <i>Buddha Purnima</i> |
| 8. | Fri | Class | <i>Rabindra Jayanti</i> |
| 9. | Sat | Class | |
| 10. | Sun | | |
| 11. | Mon | Class | |
| 12. | Tue | Class | |
| 13. | Wed | Class | |
| 14. | Thu | Class | |
| 15. | Fri | Class | |
| 16. | Sat | Class | |
| 17. | Sun | | |
| 18. | Mon | Class | BCA Selection Exam for Old Syllabus |
| 19. | Tue | Class | BCA Selection Exam for Old Syllabus |
| 20. | Wed | Class | BCA Selection Exam for Old Syllabus |
| 21. | Thu | Class | BCA Selection Exam for Old Syllabus |
| 22. | Fri | Class | |
| 23. | Sat | Class | |
| 24. | Sun | | <i>Idul Fitr</i> |
| 25. | Mon | Class | |
| 26. | Tue | Class | |
| 27. | Wed | Class | |
| 28. | Thu | Class | |
| 29. | Fri | Class | |
| 30. | Sat | Class | Submission of UR/MR |
| 31. | Sun | | |

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|-----|------------|-------|--------------------------------------|
| 1. | Fri | Hol | <i>May Day</i> |
| 2. | Sat | Class | Inter-Departmental Volley Ball Match |
| 3. | Sun | | |
| 4. | Mon | Class | |
| 5. | Tue | Class | |
| 6. | Wed | Class | |
| 7. | Thu | Hol | <i>Budha Purnima</i> |
| 8. | Fri | Hol | <i>Rabindra Jayanti</i> |
| 9. | Sat | Class | CBCS selection Examination begins |
| 10. | Sun | | |
| 11. | Mon | Class | |
| 12. | Tue | Class | |
| 13. | Wed | Class | |
| 14. | Thu | Class | |
| 15. | Fri | Class | |
| 16. | Sat | Class | |
| 17. | Sun | | |
| 18. | Mon | Class | |
| 19. | Tue | | Result and Counselling |
| 20. | Wed | | Result and counselling |
| 21. | Thu | | Study leave for CBCS students |
| 22. | Fri | | |
| 23. | Sat | | |
| 24. | Sun | | <i>Idul Fitr</i> |
| 25. | Mon | | |
| 26. | Tue | | |
| 27. | We | | |
| 28. | Thu | | Birthday of Fr Aju Kurian |
| 29. | Fri | | |
| 30. | Sat | | |
| 31. | Sun | | |

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|-----|------------|-------|----------------------------------|
| 1. | Mon | Class | |
| 2. | Tue | Class | |
| 3. | Wed | Class | |
| 4. | Thu | Class | |
| 5. | Fri | Class | |
| 6. | Sat | Class | |
| 7. | Sun | | |
| 8. | Mon | Class | Adimssion for New Session Begins |
| 9. | Tue | Class | |
| 10. | Wed | Class | |
| 11. | Thu | Class | |
| 12. | Fri | Class | |
| 13. | Sat | Class | |
| 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 | Submission of UR/MR |

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|-----|------------|---|
| 1. | Mon | CBCS Examinations NBU/IGNOU Examinations/ Admission for New Session |
| 2. | Tue | |
| 3. | Wed | |
| 4. | Thu | |
| 5. | Fri | |
| 6. | Sat | |
| 7. | Sun | |
| 8. | Mon | |
| 9. | Tue | |
| 10. | Wed | |
| 11. | Thu | |
| 12. | Fri | |
| 13. | Sat | |
| 14. | Sun | |
| 15. | Mon | (BBA and BCA fifth semester examinations NBU) |
| 16. | Tue | |
| 17. | Wed | |
| 18. | Thu | |
| 19. | Fri | |
| 20. | Sat | |
| 21. | Sun | |
| 22. | Mon | |
| 23. | Tue | |
| 24. | We | |
| 25. | Thu | |
| 26. | Fri | |
| 27. | Sat | |
| 28. | Sun | |
| 29. | Mon | Inauguration and Orientation for first year Students |
| 30. | Tue | Orientation for first year Students/Regular Classes for Semester I, III & V will commence from 1 July 2020 |

REPORTS AND RECORDS

ABSENCE

| NAME | COURSE | Signature of V/ Principal |
|--------------------|--------------------------------------|------------------------------|
| Date & Duration | Reason (With Parent(s) Signature) | Signature of In-Charge |
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ABSENCE

| Date & Duration | NAME Reason (With Parent(s) Signature) | Signature of In-Charge | Signature of V/ Principal |
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ABSENCE

| Date & Duration | NAME Reason (With Parent(s) Signature) | COURSE Signature of In-Charge | Signature of V/ Principal |
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LEAVE

| NAME | | COURSE | |
|-----------------|--------------------------------------|------------------------|---------------------------|
| Date & Duration | Reason (With Parent(s) Signature) | Signature of In-Charge | Signature of V/ Principal |
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LATE ARRIVAL

| Date | NAME | REASON (With Parent(s) Signature) | SIGNATURE OF IN-CHARGE | SIGNATURE OF V/ PRINCIPAL |
|------|------------|--------------------------------------|---------------------------|------------------------------|
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EARLY DEPARTURE

NAME COURSE

| Date | Reason (With Parent(s) Signature) | Signature of In-Charge | Signature of V/ Principal |
|------|--------------------------------------|---------------------------|------------------------------|
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CLEARANCE RECORDS
SEMESTER EXAM - 1

NAME COURSE

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

CLEARANCE RECORDS
SEMESTER EXAM - 1

NAME COURSE

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

CLEARANCE RECORDS
SEMESTER EXAM - 2

NAME COURSE

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

CLEARANCE RECORDS
SEMESTER EXAM - 3

NAME COURSE

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

CLEARANCE RECORDS
SEMESTER EXAM - 4

NAME COURSE

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

CLEARANCE RECORDS
UNIVERSITY EXAMINATION FOR ANNUAL PROGRAMME

NAME COURSE

| University 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

| University 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

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