



Salesian College

SONADA & SILIGURI

NAAC Accredited 'A' Grade (3rd Cycle) & twice UGC certified College with Potential for Excellence (CPE)

Admission Policy

Salesian College Sonada, established in 1938 and Siliguri Campus in 2009, has a rich history of churning out talented and trained graduates who can be found in almost every country on earth.

Salesian College Sonada has a picturesque compound of over 25 acres filled with pine trees and flora & fauna found in the hills at an altitude of 6500 ft. It has spacious class rooms, wide corridors, big, comfortable and well stocked Wi-Fi enabled library, a radio station and TV studio, canteen, basketball & volleyball courts, a large football ground for the adventurous and indoor games facilities for the sophisticated are also available. The college has a large auditorium, examination halls and AV Rooms fitted with LCD projectors and TVs. We ensure safety and security in an ideal learning environment as the campus is WiFi enabled and under CCTV surveillance. The campus scores high on eco-friendly and sustainable development chart with its micro hydal project with an installed capacity of 20 Kilowatt to meet its need for uninterrupted power supply.

Salesian College Siliguri Campus has a sprawling 20 acre campus with separate blocks of Commerce, Arts/Humanities and Sciences. Each of these blocks have an AV Hall equipped with ICT facility and well illuminated and airy lecture halls having over 20 feet candle lumens to provide ease of reading. The College has library, three canteens and proportionate parking area for students and faculty. The College has an international sized football field and two international sized basketball courts. Kilian Hall is a multipurpose indoor basketball court cum auditorium where over 1500 persons can be housed comfortably. Most of the co-curricular activities of (inter)college are organized in the said hall.

Salesian College has a robust system of student follow up in terms of their studies and campus activities by the departments and they are mentored by a mentor assigned to them. There are over 200 curricular and co-curricular activities organized by different departments of the college where the students can take part in an academic year. Most importantly, Salesian College has a seasoned and time tested Don Bosco's Educational System being practised from over a century in over 134 countries. This tradition and individual talents of the faculty and Salesian personnel carry the motto of Salesian College, *flamma ardens et lucens* meaning 'a flame that enlightens and enlivens.'

Admission policy at Salesian College is one of equal opportunity to all. Students from Siliguri as well as students from other states and countries are welcome, irrespective of caste, creed or religion. As per notification reference no: 39/UG-20(53) dated 21.07.2020 of clause 12(ii) it had been informed that all minority educational institution based on religion or language will be exempted from the reservation policy. However being a minority college the management has decided to reserve upto 50% of all seats for Christian students. Further there is no requirement for reservation of seats based on SC/ST/OBC. However students of ST/SC/OBC are also welcome and no distinction is made based on their caste.

Admission of students is based on aggregate marks in the qualifying examination or its equivalent apart from personal interviews and other department specific requirements as mentioned in ***Annexure-I.***

All applications for admissions to any undergraduate or post graduate degree course should be submitted by the date notified by the college through Online Mode. Late applications may not be accepted or left to the discretion of the Management.

Admissions can be considered granted only when the fees for the academic year are paid, an official receipt has been issued and the name of the candidate appears on the relevant rolls. Payment in part can be condoned or deferred only by the Management.

A student will not be able to be re-admitted to the college if he/she:

- ❖ Has not successfully passed in all the examinations before desiring to enter the third year.
- ❖ Have serious complaints of indiscipline against him/her in the previous year.
- ❖ Admissions for the first year undergraduates begin as soon as the Class 12 results are declared

Once admitted the candidate has to provide the following documents:

- ❖ Class 12 mark sheet/ Graduation mark sheet (for PG)
- ❖ Documentary evidence if belonging to a special category
- ❖ Passing certificate for eligibility if from outside Siliguri.
- ❖ Migration certificate required for getting eligibility certificate.

Admission Procedure:

Admission of all the students will be done through the Admission Cell of the College as mentioned below:

SL. No	Sonada	Siliguri Campus
1	Fr.(Prof) George Thadathil (Rector (Siliguri Campus)/ Principal & Secretary)	
2	Fr. (Dr.) Tomy Augustine SDB, Rector (SCS)/Joint Secretary	Fr. (Dr.) George Chempakathinal SDB, Vice Principal (Arts & Humanities)
3	Br. Augustin Joseph SDB, Vice -Principal (SCS)	Fr. (Dr.) Babu Joseph SDB, Vice Principal of Commerce and Management
4	Ms. Sradha Pradhan, Campus Coordinator	Fr. Aju Kurian SDB, Vice Principal of Science
5	Mr. Dharendra Newar, Campus Coordinator	Mr. Peter Lepcha, Dean of Arts & Humanities
6	Ms. Tshering Dolma, Campus Coordinator	Mr. Patrick Johnson, Dean of Commerce and Management
7	Ms. Prayana Subba, Campus Coordinator	Mr. Dhirodatta Subba, Dean of Science
8	Mr. Pawan Rai, Campus Coordinator	Mr. Anirban Ghosh, Campus Coordinator
9	Mr. Uday Malla (Examination Coordinator)	Ms. Ganga Parajuli, Campus Coordinator
10	Head of all Departments	Mr. CS Chandan Gupta, Campus Coordinator
11		Ms. Yadika Prasad, Campus Coordinator
12		Mr. Rupam Majumder (Examination Coordinator)
13		Dr. Gunjeet Aurora Mehta, (PG Coordinator)
14		Head of All Departments

- ❖ Students will be admitted in the beginning of the academic session.
- ❖ Applications for admissions are accepted from students irrespective of caste, creed or

gender. Normally the college begins its admission process after the publication of results of class XII examinations.

- ❖ Parents/Guardians are required to fill in the admission forms with the utmost accuracy and are requested to apply online. Subsequent changes are not permitted.
- ❖ Christian students need to submit Baptism Certificate along with a letter from the parish of residence at the time of interview.
- ❖ New Candidates are to be introduced personally to the Principal/ his nominee by the one who will be responsible for his conduct and fees.

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.

- ❖ Admission to the college and its different departments is based on academic performance, aptitude and interests. A written test and an interview of the candidate along with the parents is part of process of selection and choosing the right stream/department of studies.
- ❖ A student wishing to join the College should visit the College Website, read the admission criteria, download Application form, fee structure for Students for a programme, Recommendation Form and send the completed applications along with the required documents and bank draft for application processing fee (non-refundable) to the Accounts Office, Salesian College.
- ❖ The Cell will check the eligibility and, if necessary, communicate with the applicant. If found ineligible the application is cancelled with no further step. Upon receiving instruction the applicant is to pay the one time and mandatory charges before getting the provisional admission letter via email. After getting provisional admission, the student should get the student visa/ research visa, as the case may be, and complete all other formalities.
- ❖ After all the requirements are met the student reports for final admission, fills up the admission form, complies with any other conditions recommended by the Admission Cell. Once this is done, the final admission is given.
- ❖ The outstation students may get hostel facilities subject to availability against prescribed fees indicated separately.

- ❖ Application Processing Fee is Rs.500. For other fees study the programme wise fee structure in *Annexure-II*.
- ❖ Admission stages: (a) Online application (b) List of selected candidates (c) Signing of contract and Payment of fees (d) verification of original documents (e) submission of migration/TC and health fitness certificate (f) The mandatory anti- ragging contract (UGC) signed and submitted (g) College Identification Card (h) Application for Hostel, College Bus service and College Parking space (only if applicable and available).
- ❖ The college reserves the right to admit students based on the minority rights enjoyed by the college. The decision of the Principal is final and binding in all matters of admission.
- ❖ Admission process gets completed with the registration in the University of North Bengal.

Calculation for Merit

Admission to all Honours Program Courses will be based strictly on merit. Merit shall be calculated as per following norms:

Merit = {Marks obtained in English + Marks obtained in the subject opted for Honours + best marks of other two subjects (excluding EVS, the subject opted for Honours and English) divided by 4.

If the Student does not have the specific subject opted for Honours in his/her previous Course, the procedure for Merit Calculation will be as follows:

Merit = (Marks obtained in English + Marks in three other best of subjects excluding EVS) divided by 4.

Admission to all Program Courses will also be based strictly on merit. Merit shall be calculated as per the following norms:

Merit = Marks obtained in English + Marks in three other best of subjects (excluding EVS) divided 4.

A single Merit List is to be prepared taking applicants from all recognized Boards of India together, vide circular no: 359/UG-10(115) dated 22.06.2010, issued by the Office of the Secretary, Under Graduate Council, University of North Bengal taking into consideration the scores given in *Annexure-III*.

SL. No	Sonada	Siliguri Campus
1	Deanery of Arts and Humanities	
1.1	Education	
1.2	English	
1.3	Political Science	
1.4	History	
1.5	Mass Communication and Journalism	
1.6	Sociology	
1.7	BA Programme	
1.8	Value Education/Personality Development	
1.9	Philosophy	NA
1.10	NA	Economics
1.11	NA	Geography
1.12	NA	Psychology
1.13	NA	Physical Education
2	Deanery of Commerce, Management & Vocational studies	
2.1	Bachelor of Commerce Honours	
2.2	Bachelor of Commerce Programme	
2.3	Bachelor of Vocational Studies (Retail Management)	Bachelor of Vocational Studies (Travel & Tourism Management)
3	Deanery of Sciences	
3.1		Bachelor of Science in Physics
3.2		Bachelor of Science in Mathematics
3.3	NA	Bachelor of Science in Computer
3.4	NA	Bachelor of Science in Economics
4	Professional Courses	

4.1	Bachelor of Computer Application (Honours)	
4.2	Bachelor of Social Work Honours	
4.3	Bachelor of Business Administration	
5	Career Oriented Programmes	
5.1	Certificate Course in Communicative English	
5.2	Diploma Course in Communicative English	
5.3	Advanced Diploma Course in Communicative English	
5.4	Certificate Course in Computer Applications	
5.5	Diploma Course in Computer Applications	
5.6	Advanced Diploma Course in Computer Applications	
5.7	Certificate Course in Sports Management	
5.8	Diploma Course in Sports Management	
5.9	Advanced Diploma Course in Sports Management	
5.10	Certificate Course in Travel & Tourism	
5.11	Diploma Course in Travel & Tourism	
5.12	Advanced Diploma Course in Travel & Tourism	
5.13	Certificate Course in Music	
5.14	Diploma Course in Music	
5.15	Advanced Diploma Course in Music	
V	Post Graduate Programmes	
		MA in Education
		MA in English
		MA in Psychology

Commencement of Classes:

The commencement of the next academic session shall be decided by the State Government when the COVID-19 situation permits so. The commencement date to be decided shall be

uniform for all Colleges and Universities and binding as well vide Government Order No: 378-EH/IU-37/2020 dated 27.06.2020 as under clause 2020(f) of the said order.

Annexure-I

Number of actual students admitted from the reserved categories during the year
(2020 - 2021)

PARTICULARS	NUMBER OF STUDENTS		Total
	Siliguri	Sonada	
SC	36	15	51
ST	162	59	221
OBC	73	34	107
CHRISTIAN	69	15	84
GENERAL	344	49	393
Total	684	172	856

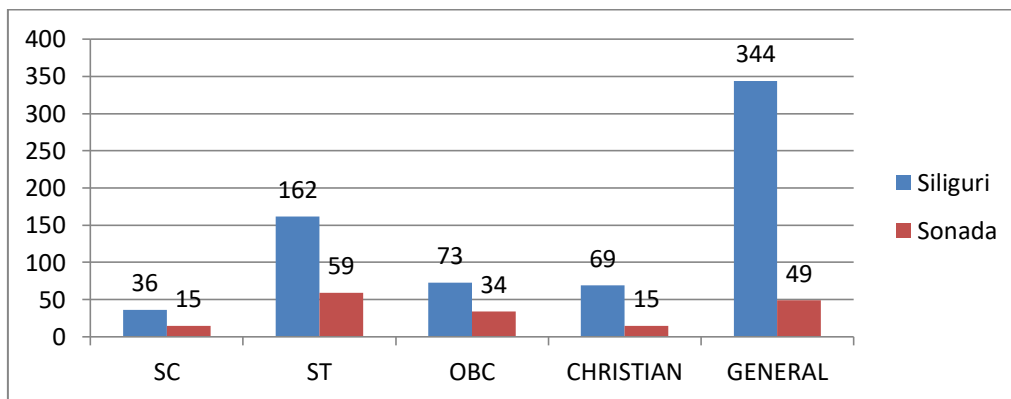


Figure 1: Number of Students admitted in reserved category

Annexure-II

Fee Structure 2020-2021

FEE STRUCTURE for the batch of 2020

PROGRAMME	1st Installment (at the time of Admission)	2nd Installment (15 NOV)	3rd Installment (15 MAR)	TOTAL (each year)	TOTAL for Full Programme
B.A. General (1st Year)	24200	18800	17000	60000	
B.A.General (2 Year)	19000	18000	17600	54600	166200
B.A.General (3 Year)	17500	17000	17100	51600	
BA Hons: Eng/Pol.Sc/Hist/Soc/Eco/BSW(1st Year)	26200	20800	19000	66000	
BA Hons: Eng/Pol.Sc/Hist/Soc/Eco/BSW(2 Year)	21000	20000	19600	60600	184200
BA Hons: Eng/Pol.Sc/Hist/Soc/Eco/BSW(3 Year)	19500	19000	19100	57600	
BA Hons: Geog/ MCI/Psy (1st Year)	26200	24000	18600	68800	
BA Hons: Geog/ MCI/Psy(2 Year)	21000	23200	22800	67000	199800
BA Hons: Geog/ MCI/Psy(3 Year)	19500	22200	22300	64000	
B. Com General(1st Year)	24200	18800	17000	60000	
B. Com General(2 Year)	19000	18000	17600	54600	166200
B. Com General(3 Year)	17500	17000	17100	51600	
Bcom Hons.(1st Year)	26200	20800	19000	66000	
Bcom Hons.(2 Year)	21000	20000	19600	60600	186200
Bcom Hons.(3 Year)	19500	20000	20100	59600	
B. Sc Hons.(1st Year)	27470	25570	20170	73210	
B. Sc Hons.(2 Year)	22270	24770	24370	71410	213030
B. Sc Hons.(3 Year)	20770	23770	23870	68410	
B. Sc Hons.(1st Year) Math	28340	22940	17540	68820	
B. Sc Hons.(2 Year) Math	23140	22140	21740	67020	199860
B. Sc Hons.(3 Year) Math	21640	21140	21240	64020	
BBA(1st Year)	31640	26240	21440	79320	
BBA(2 Year)	26440	25440	26040	77920	233160
BBA(3 Year)	24940	25440	25540	75920	
BCA(1st Year)	28200	27300	21900	77400	
BCA(2 Year)	23000	26500	26100	75600	225600
BCA(3 Year)	21500	25500	25600	72600	
MA : Eng/Edu(1st Year)	27180	22670	17550	67400	
MA : Eng/Edu(2 Year)	31080	15670	15550	62300	129700
MA : Psychology (1st Year)	27180	23520	18400	69100	
MA : Psychology (2 Year)	31080	16520	16400	64000	133100

FEE STRUCTURE for the batch of 2020

PROGRAMME	1st Installment (at the time of Admission/July)	2nd Installment (OCT/NOV or before Selection Exam)	3rd Installment (MAR or before Selection Exam)	TOTAL (each year)	TOTAL for 3 years (2 yrs for MA)
BVOC-Travel & Hospitality (1st Year)	16050	14650	9250	39950	
BVOC-Travel & Hospitality (2 Year)	12650	12650	12250	37550	
BVOC-Travel & Hospitality (3 Year)				0	

Annexure-III

Admission for Batch 2020:

Eligibility & Selection Process (Online Mode)

After the application period, candidates will be informed about the dates of the Selection process (Interview / Assessment / Presentation) through the college admission portal or by email.

Important Terms & Abbreviations: Micro Presentation (**MP**), Personal Interview (**PI**), Skill Assessment (**SA**)

PROGRAMME	SELECTION PROCESS	ACADEMIC PERFORMANCE
B.Sc. Physics (Hons) B.Sc. Mathematics (Hons) B.Sc. Computer Sc. (Hons) BCA (Hons), B.Sc. Economics (Hons) & B.A. Economics (Hons)	SA - in the field chosen	ELIGIBILITY FOR APPLICATION BA/BSc/B.Com Honours: Marks of English + Marks of Honours Subject opted + Best 2 subjects (<i>excluding Environmental Sc. / Physical Education</i>). should aggregate to 60%
	PI - 5-10 mins	
B.Com. (Hons)	MP - Candidate should be able to talk for 90 seconds on a topic given by the panel.	BBA/BCA/BSW/Psychology/Education/Mass Communication Honours: Marks of English + Best 3 subjects (<i>excluding Environmental Sc. / Physical Education</i>). should aggregate to 60%
	PI - 5-10 mins	BA / B.Com / B.Voc Programme (General): Marks of English + Best 3 subjects (<i>excluding Environmental Sc. / Physical Education</i>). should aggregate to 50%
BBA (Hons)	MP - Candidate should be able to talk for 90 seconds on a topic given by the panel.	*Applicants with SC/ST certificates will get a relaxation of 10% in marks) *Applicants with HS Vocational Course (10+2) will be eligible for Programme (General) course only.
	PI - 5-10 mins	
B.A. English (Hons) B.A. Education (Hons) B.A. Sociology (Hons) B.A. Political Sc. (Hons) B.A. Psychology (Hons) B.A. History (Hons) B.A. Geography (Hons) B.A. Mass Communication (Hons) BSW (Hons) B.A. Philosophy (Hons.)	MP - Candidate should be able to talk for 90 seconds on a topic given by the panel.	*Scanned copies of the class 10, class 11/12 marks card should be uploaded while filling the application. * If class 12 marks are not available at the time of applying, then marks of any test conducted during class 11 or Pre-board, can be uploaded.
	PI - 5-10 mins	
		* The office of admissions will verify the scorecards.

B.A. Programme (General) B.Com. Programme (General) B. Voc. Tourism & Hospitality B.Voc Retail Management	PI - 5-10 mins	* Applications with no scorecards or not clearscanned copies will be rejected and termed as Not Eligible
M.A. English M.A. Education M.A. Psychology	MP - Candidate should be able to talk for 90 seconds on a topic given by the panel.	* Scanned copies of the class 10, class 12 and Degree marks card (For all the Semester/Year marks card issued by the college/university) should be uploaded while filling the application.
	PI - 5-10 mins	



Fr. (Prof.) George Thadathil SDB
Principal / Chairperson (IQAC)