



Salesian College  
Sonada | Siliguri

Handbook & Calendar

Academic Year  
2022 - 2023

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## HISTORY OF SALESIAN COLLEGE

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

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

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

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

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



## MESSAGE FROM THE PRINCIPAL

Dear students,

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

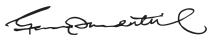
As management we place before the academic community our appreciation to Br Jose Puthenpurackel SDB, Vice Principal of Salesian College Sonada who is handing over charge to Fr Nirmal Toppo SDB, the Bursar of the campus in order to pursue his own studies and complete the coveted Fellows programme with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

Kolkata for better health care and retirement life.

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

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

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



Fr (Prof) George Thadathil SDB,  
Principal.

## PERSONALIA

Name: .....

.....

Department: .....

College Roll No.: .....

.....

Semester: .....

Club: .....

Association: .....

Permanent address: .....

.....

.....

PIN: ..... PS: .....

Mobile: .....

eMail: .....

Father's name: .....

Mother's name: .....

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

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

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

Father's signature: .....

Father's phone no.: .....

Mother's signature: .....

Mother's phone no.: .....

Address: .....

.....

---

### IMPORTANT DECLARATION BY PARENTS/GUARDIANS

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

.....  
Father's signature & Date

.....  
Mother's signature & Date

---

Guardian's name: .....

Relationship: .....

Phone No.: .....

Address: .....

.....

Guardian's signature: .....

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

Losing this Handbook & Calendar will incur a fine.

.....  
Student's signature & Date

## AUTHORITIES

### Patron

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

### President

#### Founder Body

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

### Rectors

#### Salesian College, Sonada (SCS)

Fr (Prof) Tomy Augustine SDB

#### Salesian College, Siliguri Campus (SCSC)

Fr (Prof) George Thadathil SDB

### Principal

Fr (Prof) George Thadathil SDB

## Vice Principals

### SCS

Fr Nirmal Toppo SDB (SCS)

### SCSC

Fr (Dr) Saju Puthuserry Arts & Humanities

SDB:

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

Fr C M Paul SDB: Sciences

## Bursars

Fr Raymond Tudu SDB (SCS)

Fr Jagjivan Tirkey SDB (SCSC)

## Registrar

Dr Satyendra Chandra Das

## College Governing Body

Fr (Dr) Joseph Pauria: President

Fr (Prof) George Rector (SCSC)/ Principal

Thadathil: & Secretary

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

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

### Internal Quality Assurance Cell (IQAC)

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



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

### Finance Committee

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

### Purchase Committee

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

Ms Ganga Parajuli Tirkey    Mr Uday Malla  
    Mr Anirban Ghosh        Ms Shruti Chettri  
    Mr Manoj Tirkey         Mr Savio Giri

### Construction Committee

Fr (Prof) George Thadathil SDB, (Chairperson)  
    Fr (Prof) Tomy Augustine SDB  
    Fr Jagjivan Tirkey    Fr Raymond Tudu  
Mr Patrick Johnson    Mr Bibek Chatterjee  
  (Architect)  
Dr Digvijay Kharga    Mr Kumarjit Sharma  
    Mr Johnny Joseph    Mr Poromanand (Engineer)

## ACADEMIC & ADMINISTRATIVE OFFICES

### Academic Council

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

### Deans

#### SCS

Dr Terence Mukhia: Arts & Humanities

Mr Uday Malla: BCA, Commerce & Vocational Studies

#### SCSC

Mr Patrick Johnson: Commerce, Management & Vocational Studies

Mr Peter Lepcha: Academics; Arts & Humanities

Mr Subhajit Paul: Sciences

Mr Dhirodatta Subba: Collaboration & Expansion; Research & Publications

### PG Coordinators

Ms Ranita Chakraborty (Education, SCSC)

Dr Hindol Chakraborty (English, SCSC)  
Dr Paramita Dutta Rej (Psychology, SCSC)

**Note:** This point onwards, (unless otherwise stated) the left columns feature members from the Siliguri Campus (SCSC), whereas the right columns contain members from the Sonada Campus (SCS).

## Campus Ministers

Fr (Dr) Babu Joseph    Fr Nirmal Toppo

## College Office

Mr Johnny Joseph	Mr Robert Lepcha
Mr Robin Rai	Ms Arpana Khati
Mr Manoj Tirkey (Accounts)	Mr Savio Giri (Accounts)

## Examination Committee

Fr (Prof) George Thadathil SDB (Chairperson)	
Fr (Dr) Babu Joseph (Convener)	Fr Nirmal Toppo (Convener)
Mr Debdut Sengupta (Coord: University Liason)	Mr Uday Malla (Coordinator)
Mr Patrick Johnson (Coord: Internal Systems)	Ms Tapaswi Gurung (Asst Coordinator)
Mr Bikiran Das	Mr Samip Sinchuri
Ms Ganga Parajuli	Mr Rakesh Saibo
Mr Prasenjit Bhowmick	Ms Tshering D Sherpa

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

## Research & Publications

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

## Translation Committee

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



## Sexual Harassment Redressal Cell

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

## Women's Cell

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

## Human Rights Cell

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

## Grievance Redressal Cell

Fr Jagjivan Tirkey Fr (Prof) Tomy Augustine

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

## Handbook & Calendar Committee

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

## Public Information Officers

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

## Office Assistants

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



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

## Support Staff

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

## STUDENT AFFAIRS

### Executive (Campus) Coordinators

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

### MoU Coordinators

Mr Brian Gomes   Ms Sradha Pradhan  
Ms Sonali Rai

### Event Coordinators

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

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

## Information Technology (IT) Coordinators

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

## COP Coordinators

Ms Pratibha Soni      Ms Kriti B K  
Ms Shikshita Dewan

## Placement & Career Guidance Cell

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

## Anti Ragging Cell

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

## Sports/NCC Coordinators

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

## NSS

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

## Counselling Cell

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

Fr C M Paul Fr Nirmal Toppo

### Foreign Students' Counsellors

Fr C M Paul Fr (Prof) Tomy Augustine

### IGNOU Study Centre

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

### Language Lab

Mr Vasudeva Naidu Mr Deepraj Rai

### Canteen Committee

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

### Radio Salesian 90.8 FM

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

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

### Salesian TV

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

### Salesian Tech, SCSC

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

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

Mr Samip Sinchuri (Coordinator)  
Ms Shristi Rai

## ANIMATORS AND MENTORS

### Chief Club Animators

<b>Albera Club</b>	<b>Computer Club</b>
Ms Priyanka Shaw	Mr Nikhil Pradhan
Ms Ranita Chakraborty	Mr Vivek Shrestha
<b>Louis Club</b>	<b>Fine Arts Club</b>
Mr Rupam Majumder	Ms Indranila Bose
Mr Subhajit Paul	Mr Abhijit Ray
	Ms Alisha Limbu
<b>Mazzarello Club</b>	<b>Harmony Club</b>
LT Risha Chettri	Mr Deepraj Rai
Mr Sangam Ghatani	
<b>Mickey Club</b>	<b>Jesus Youth</b>
Mr Surendra Saha	Ms Shruti Chettri
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Dr Dipankar Rudra	Mr Rahul Pradhan
Mr Dipanker Rai	Ms Tapaswi R Gurung
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Ms Debarati Deb	Mr Dharendra Newar
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**Please Note:** AECC1 & AECC2 in the CBCS system is to be facilitated by the respective departments. However, some technical support can be availed from the departments having such technical know-how.

## PROSPECTUS

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

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

### 1. Aim of the institution

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

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

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

## 2. Courses of Studies

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



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

- (c) Bachelor of Commerce with Honours and General.
  - (d) Bachelor of Science with Honours in Computer Science, Economics, Mathematics and Physics, with Statistics as one of the general subjects.
  - (e) Professional Courses: Bachelor of Business Administration (BBA), Bachelor of Computer Application (BCA), Bachelor of Social Work (BSW) and Bachelor of Vocational Studies (BVoc) in Tourism & Hospitality Management.
  - (f) Career Oriented Programmes (COP) in Music, Communicative English, Travel and Tourism, Computer Application and Sports Management.
  - (g) Certificate course in Value Education.
- 2.2 The student's personality, initiative and originality are given optimum scope in creative curricular activities and by involvement and participation in youth groups and movements, co-curricular activities, sports and games.
- 2.3 *Social Commitment*: Salesian College aims at contributing to the building up of a more just society and one worthy of man/woman by promoting a sys-

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

### 3. Admission

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

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

#### 4. Regularity Record

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

discipline are to be countersigned by the parents or guardians.

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

Marks awarded by the NBU for attendance

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

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

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

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

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

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

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

## 5. Campus Culture/Discipline

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

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

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

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



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

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

risk.

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

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

## 6. College Fees (cf Fee book)

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

## 7. College Uniform

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

## 8. Assessments

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

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

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

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

- 8.5 Attendance for internal assessments & projects is compulsory on the days scheduled. No exceptions can be made in this regard. Failure to appear at any assessment can seriously affect a student's academic progress and can become 'not-eligible' for the University examinations.
- 8.6 A student who fails to secure promotion in the selection examination may be asked to leave the college or repeat the same course following year or choose a different stream.
- 8.7 The reports of semester, selection and model examinations must be collected by the students on the stipulated day. A defaulter may be penalized by a fine of ₹ 500/-. A student cannot continue in the college until his report is signed by the guardian and

submitted.

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

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<sup>2</sup>SNC: Semester Not Cleared

conducive for the peaceful conduct of examinations.

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

## 9. Vacations

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



to the number of days.

## 10. Withdrawal

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

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

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

## 11. Clubs, Cells & Associations

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

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

## 12. Other rules of Conduct & Discipline

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

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

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

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

12.5 Students are allowed to come into the college with

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

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

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

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

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

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

### 13. Ragging-free Institution

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

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

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

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

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

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

## 14. Student Council

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

14.2 The objectives of the Students' Council are

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



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

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

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

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

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

## 15. For Parents/Guardians

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

cooperate with the college by

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

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

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

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

velopment of the students.

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

## 16. Library Rules

- 16.1 Strict silence and order must be observed by all in the library.
- 16.2 Every student of the College, in college uniform, has access to the library during the library hours.
- 16.3 All articles, personal belongings and bags must be left outside when entering the library. Only an exercise-book and the library book, if to be returned, may be taken into the library.
- 16.4 Library Card needs to be surrendered to borrow a book from the library. Only two books will be issued per student at a time. It may be renewed after one week. Books overdue may be returned on any day with a fine of ₹ 10/- per day.
- 16.5 Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.
- 16.6 Before leaving the library every student must submit for scrutiny the books borrowed or bags/study ma-

terials may have with them.

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

## 17. Laboratory Rules

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

## 18. Standard Operation Procedures for Students

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



## 19. Epi/Pandemic (CoVid 19) Rules

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

## PRAYERS, HYMNS & SONGS

### 1. Our Father

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

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

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

### 3. Prayer of St Francis of Assisi

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

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

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

### 4. Thank You o Lord for Don Bosco

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

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

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

With hearts filled with your love.

## 5. Showers of Blessings

There shall be showers of blessing.

This is the promise of love.

There shall be seasons refreshing,  
Sent from the Saviour above

Showers of blessing (2) we need.  
Mercy drops round us are falling,  
But for the showers we plead.

There shall be showers of blessing.  
Send them upon us, O Lord,  
Grant to us now a refreshing,  
Come and now honour thy word.

## 6. Walk with me, oh my Lord

Walk with me, oh my Lord,  
Through the darkest night and brightest day  
Be at my side, oh Lord,  
Hold my hand and guide me on my way.

Sometimes the road seems long, my energy is spent.  
Then, Lord, I think of you and I am given strength.

Stones often bar my path, and there are times I fall,  
But you are always there to help me when I call.

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

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

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

How do you do dear Father/Sister/Friend

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

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

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

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

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

How do you doodle doodle doodle doodle do?

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

## 8. God still loves the world

Every tiny star that twinkles in the night sky

Every drop of morning dew

Every spark of fire blazing in the furnace

Every captivating view every rainbow in the sky every pretty butterfly

Tells the fascinating news to those who dare to hope

And the message is

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

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

God is passionately busy loving you and me.

Every ocean wave that breaks upon the seashore

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

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

## 9. A very happy Birthday/Feast day

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

## 10. Such a feeling's coming over me

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

especially for me

And the reason is clear, it's because you are here  
You're the nearest thing to heaven that I've seen.

I'm on the top of the world looking down on creation  
And the only explanation I can find  
Is the love that I've found ever since you've been around  
Your love's put me at the top of the world.

Something in the wind has learned my name  
And it's telling me that things are not the same  
In the leaves on the trees and the touch of the breeze  
There's a pleasing sense of happiness for me  
There is only one wish on my mind  
When this day is through I hope that I will find  
That tomorrow will be just the same for you and me  
All I need will be mine if you are here.

## 11. God will take care of you

Be not dismayed whate'er betide, God will take care of  
you!

Beneath His wings of love abide, God will take care of you!

God will take care of you,

Through every day o'er all the way; He will take care of  
you;

God will take care of you!

Through days of toil when heart doth fail, God will take  
care of you!

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

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

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

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

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

## 12. *Vive la compagnie!*

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

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

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

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

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

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



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

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

### 13. More love, more power

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

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

### 14. We Shall Overcome

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

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

## 15. Keep me in the hollow of thy hand

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

Keep me, keep me day by day, guide me, guide me all the  
way.  
Never, never let me stray, keep me in the hollow of thy  
hand.

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

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

## 16. In Need of Liberation

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

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

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

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

## 17. Praise Him

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

## 18. When I Needed A Neighbour

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

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

### 19. Like A Sunflower

Like a sunflower that follows ev'ry movement of the sun  
So I turn towards you to follow you, my God  
In simplicity, charity, I follow ... In simplicity, honesty, I  
follow ...  
In simplicity, fidelity, I follow ...

### 20. Count Your Blessings

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

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

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

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

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

## 21. Do It Now

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

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

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

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

## 22. Be With Us Lord

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

## 23. I Have A Dream

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

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

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

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

#### 24. Have Thine Own Way Lord

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

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

Have thine own way, Lord, have thine own way

Search me and try me, Master, today

Whiter than snow, Lord, wash me just now

As in thy presence humbly I bow.

Have thine own way, Lord, have thine own way

Wounded and weary, help me, I pray

Power all power surely is thine

Touch me and heal me, Saviour divine.

#### 25. When It's Lamp Lighting Time

There's a lamp shining bright in a cabin

In the window it's shining for me

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

## 26. God's Love Is So Wonderful

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

## 27. I've Got Joy

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

## 28. Whatsoever You Do

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

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

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

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

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

### 29. *Que Sera, Sera*

When I was just a little girl/boy I asked my mother, "What will I be?

Will I be pretty/handsome, will I be rich?" Here's what she said to me –

"*Que Sera, Sera*, whatever will be, will be

The future's not ours to see, *Que Sera, Sera*

What will be, will be".

### 30. *Don Bosco the Friend of youth*

Don Bosco the friend of the youth

Lead your children to the truth

Guide our steps direct out thoughts

Make us men with noble hearts (2)

Who will make the world a better spot



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





Academic Calendar  
2022 - 2023

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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































**CLEARANCE RECORDS**  
**INTERNAL EXAM - ODD SEMESTER**

NAME ..... COURSE ..... SEMESTER.....

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



**CLEARANCE RECORDS**  
**UNIVERSITY EXAM - ODD SEMESTER**

NAME ..... COURSE ..... SEMESTER.....

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



**CLEARANCE RECORDS**  
**INTERNAL EXAM - EVEN SEMESTER**

NAME ..... COURSE ..... SEMESTER.....

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



**CLEARANCE RECORDS**  
**UNIVERSITY EXAM - EVEN SEMESTER**

NAME ..... COURSE ..... SEMESTER.....

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





## CLEARANCE RECORDS

Withdrawal (for Part III & Leaving College)

NAME ..... COURSE ..... SEMESTER.....

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