



SALESIAN COLLEGE
(AUTONOMOUS) | SONADA
SILIGURI

Handbook & Calendar

Academic Year
2024 - 2025

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Personalia

Name:

Department:

College Enrolment No.:

Semesters: to:

Year of admission:

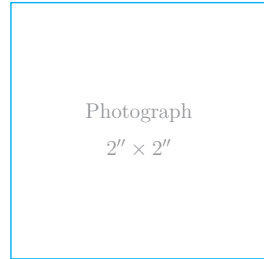
Association: Blood group:

Permanent address:

PIN: PS:

Mobile:

eMail:



Father's name:

Contact number:

Signature:

Mother's name:

Contact number:

Signature:

Guardian's name:

Relationship with the student:

Address:

Contact number:

Signature:

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 signature & Date

STUDENT'S DECLARATION

All information furnished above are true to best of my knowledge. I will positively inform the college authority about any future change of the said information. 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

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

Message from the Principal

Dear Students,

It has been a momentous year since we received autonomous status from the University Grants Commission and the University of North Bengal. We feel the responsibility to continue providing quality education in this region. We have begun the four-year honours degree programme under NEP 2020 Curriculum Regulation Framework 2023, where we started our Dual Major in Philosophy and Single Major in all other subjects. In Regulation 2024, we have ratified the Dual Major programmes in all departments except Commerce, Management Studies and Computer Applications.

This Handbook & Calendar has laid out in detail the directory of authorities, office bearers, rules and regulations, calendar of events, exams, standard operating procedures and student welfare-related measures the college implements to foster the wellbeing of the students. The activities, programmes and learning experiences are well crafted and curated by the team of experienced faculty and management to cater to the needs of the students of twenty first century in keeping with the preventive system of education propounded by Don Bosco. Providing the whole person education/holistic learning experiences integrating the cognitive, affective and psychomotor domains is the primary goal of the Salesian College (Autonomous).

I sincerely thank Fr (Dr) Saju Puthuserry for spearheading the Handbook & Calendar Committee; also to include Mr Peter Lepcha and Mr Subhajit Paul for their instrumental contributions towards the project. I am sure this academic year will bring many new and enriching learning opportunities and experiences to all learners. Happy learning!

FR (DR) BABU JOSEPH,
Principal,
Salesian College (Autonomous), Sonada & Siliguri.

History of Salesian College

Salesian College (SC) is a government-recognised, minority educational institution of the Catholic Church, run and managed by the Salesians of Don Bosco, Kolkata Province. The institution accommodates over 3,000 students enrolled in Arts/Humanities, Commerce, Science, and Professional Courses (Undergraduate & Postgraduate) under the University of North Bengal (NBU).

Early Years and Development: SC was originally established in Shillong in 1933 and subsequently relocated to Sonada in 1938. The college is governed by sections 2(f) and 12(B) of the UGC Act 1956. In 1935, SC was affiliated with Calcutta University for the Intermediate Arts (IA) course and in 1948 for the Bachelor of Arts (BA) course in English, History, and Latin, with Economics being added in 1950. In 1962, its affiliation was transferred from Calcutta University to the University of North Bengal as one of its founding colleges. SC received affiliation for the BA Honours course in English in 1970 and in History in 1979, with Education and Philosophy subsequently introduced as BA subjects. In 2006, the college received affiliation for the Education Honours course. In 2002, SC established a Computer Skills Department, offering the DIT and ADIT courses of C-DAC, Pune, and the Computer Application Certificate Course of NBU in 2004.

Extension Campus: The Siliguri Campus of SC was inaugurated on 9 July 2009. It offers BA, BCom, BSc, BBA, and BCA programmes, along with Masters programmes in English, Education, Psychology and Commerce. SC is also recognised as an IGNOU Study Centre (since May 2005 in SCS and 2010 in SCSC), offering courses in BA, BCom, CIC, CLP, MA, MCom, BSW, BCA, and MCA.

Accreditations and Recognitions: SC was accredited by NAAC for the first time on 16 September 2004, with an institutional score between 60-70, receiving the Grade C++. On 26 February 2010, SC was conferred the status of a “College with Potential for Excellence” (CPE) by the University Grants Commission and commenced its second cycle from 1 April 2014. In March 2012, SC was re-accredited by NAAC with an ‘A’ grade in its second cycle. The college retained its ‘A’ Grade in the third cycle starting from May 2019, becoming the first college under the University of North Bengal to achieve this distinction. SC introduced an MA in English in 2016-17 and an MA in Education and

Psychology in 2019.

Post-Pandemic Adaptations: In response to the COVID-19 pandemic, SC has adopted a blended mode of teaching and learning, incorporating assessments and routine tests through an in-house developed ERP and Salesian LMS. This system utilises the latest version of the open-source MOODLE platform in compliance with the Revised Bloom's Taxonomy.

Autonomous Status: SC achieved the status of an "Autonomous College" from the UGC on 31 May 2023, becoming the first general degree college in North Bengal to attain this status. With this new designation, SC is introducing new courses and disciplines to meet the contemporary needs of students. From the Academic Year 2023-2024, SC began offering a Dual Major in Philosophy, and from the Academic Year 2024-2025, it will offer Dual Majors in nearly all programs of study, making it the first college in the region to provide such opportunities.

Future Directions: With the implementation of the New Education Policy 2020 curriculum framework from the last academic session and the responsibilities of being an autonomous institution, SC is advancing with renewed hope, enthusiasm, and dedication to addressing the evolving needs of society. SC plans to embark new programmes with state-of-the-art infrastructure to cater to demands of the future.

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 (Dr) Johny Nedungatt SDB

Salesian College, Siliguri Campus (SCSC)

Fr (Dr) Tomy Augustine SDB

Principal

Fr (Dr) Babu Joseph SDB

Vice Principals

SCS

Br (Dr) Augustin Joseph SDB

SCSC

Fr (Dr) Saju Puthuserry SDB: Arts & Humanities and Social
Sciences

Fr (Dr) Babu Joseph: Commerce and Management
Studies

Fr C M Paul SDB: Sciences

Bursars

Fr Anjulus Minj SDB (SCS)

Fr Jagjivan Tirkey SDB (SCSC)

Statutory Bodies

College Governing Body

Members from the Management (5)

- Fr (Dr) Joseph Pauria: Provincial & President
- Fr (Prof) Tomy Augustine: Controller of Examinations
- Fr (Dr) Saju Puthuserry: Vice Principal
- Br (Dr) Augustin Joseph: Vice Principal
- Fr Jagjivan Tirkey: Treasurer

Members from the Faculty (2)

- Ms Ganga Parajuli: Faculty representative
- Mr Uday Mall: Faculty representative

Administrative Staff (1)

- Mr Johnny Joseph: Secretary to the Principal

Educationist (1)

- Dr Gangotri Chakraborty: Former Prof, Dept of Law, NBU

State Govt's Nominee (1)

Confirmation awaited

University Nominee (1)

- Prof John George: Head, Dept of Bioinformatics

Member Secretary (1)

- Fr (Dr) Babu Joseph: Principal & Secretary

Special Invitee (1)

- Dr Nupur Das: Principal Secretary, Council for Undergraduate Studies, NBU

Academic Council

Composition

- *Chairperson*: Principal of the institution, selected ex-officio;
- All Deans, selected ex-officio;
- All Heads of Depts from both campuses, selected ex-officio;
- Controller of Examinations, selected ex-officio;
- External experts;
- Nominees from the University;
- One senior faculty member as Secretary, nominated by Principal;
- Faculty members nominated by the Principal.

Non ex-officio Academic Council members directory

External experts

- Prof Tomy Kallarackal: Dean, Christ University,
Bangalore
- Fr (Dr) KL George: St Joseph College, Darjeeling
- Fr (Dr) KJ Joseph: St Joseph College, Darjeeling
- Prof Aloysius Edward J: Kristu Jayanti College, Bangalore
- Prof John J Georrge: Dept of Bioinformatics, University
of North Bengal

Nominees from the University

- Prof Tanka Bahadur Subba: Former Vice Chancellor, Sikkim
University
- Prof Dipen Roy: Dept of Commerce, University of
North Bengal
- Prof Sanjoy Roy: Dept of Sociology, University of
North Bengal

Secretary

- Mr Peter Lepcha: Asst Prof, Dept of English

Nominated faculty members

- Ms Manisha Pradhan: Asst Prof, Dept of History
- Ms Priyanka Shaw: Asst Prof, Dept of Commerce
- Ms Ganga Parajuli: Asst Prof, Dept of Education;
Co-ordinator, Student Affairs

Under/Post Graduate Boards of Studies

Composition

- *Chairperson*: Dean of the concerned Dept, selected ex-officio;
- *Vice Chairperson*: Head of the concerned Dept, selected ex-officio;
- *Secretary*: One faculty member from the Dept;
- All faculty members from the concerned department, selected ex-officio;

- One member nominated by the Vice Chancellor (VC) of the University;
- Two subject experts from outside parent University;
- One representative from the Industry/Corporate sector;
- One representative from the alumni.

Non ex-officio BoS members directory

Computer Science & Applications

External subject experts: Dr Uzzal Sharma
 Dr Rebika Rai
 Member nominated by VC: Mr Amit Ghosh Roy
 Industry representative: Mr Sandeep Sengupta
 Alumni representative: Ms Drishya Agarwal

Commerce (UG & PG)

External subject experts: Dr Pramesh Chettri
 Mr Suman Sarkar
 Member nominated by VC: Prof Dipen Roy
 Industry representative: CA Agnishwar Basu
 Alumni representative: Mr Hemant Gupta

Economics

External subject experts: Prof Jeta Sankrityayana
 Dr Shanti Chhetry
 Member nominated by VC: Dr Amlan Majumder
 Industry representative: Mr Swaraj Kumar Banerjee
 Alumni representative: Ms Decha Kumari

Education (UG & PG)

External subject experts: Dr Savita Mishra
 Dr Reshma Khatun
 Member nominated by VC: Dr Sanju Saha
 Industry representative: Dr Nita Mitra
 Alumni representative: Ms Shraddha Chettri

English (UG & PG)

External subject experts: Prof Amit Bhattacharya
Dr Saswati Saha
Member nominated by VC: Dr Binayak Roy
Industry representative: Mr Raman Shrestha
Alumni representative: Ms Ranu Sherpa

Geography

External subject experts: Prof Sohel Firdos
Prof Piyal Basu Roy
Member nominated by VC: Prof Ranjan Roy
Industry representative: Dr Debprakash Pahari
Alumni representative: Ms Evelyn Lepcha

History

External subject experts: Prof Madhab Chandra Adhikary
Dr Binayak Sundas
Mr Soumendra Prasad Saha
Member nominated by VC: Dr Sudash Lama
Industry representative: Dr Malay Saha
Alumni representative: Bidisha Chakraborty

Management Studies

External subject experts: Prof Pradipta Banerjee
Mr Abhijit Roy
Dr Nirmal Chandra Roy
Member nominated by VC: Prof Dipen Roy
Industry representative: Mr Tanveer Ahmed
Alumni representative: Mr Akash Poddar

Mass Communications & Journalism

External subject experts: Prof Mrityunjoy Chatterjee
Dr Uma Shankar Pandey
Mr Avijit Sarkar
Member nominated by VC: Mr Subhrajyoti Kundu
Industry representative: Md Irfan-e-Azam
Alumni representative: Mr Divya Darshan Chhetri

Mathematics and Statistics

External subject experts: Prof Kajal K Mondal (Maths)
Dr Atasi Deb Ray (Mathematics)
Prof Arindam Sengupta (Stats)
Member nominated by VC: Dr Bibaswan Dey
Industry representative: Ms Divyata Chettri
Alumni representative: Mr Anuj Kumar Bhagat

Music

External subject experts: Dr Santosh Kumar
Member nominated by VC: Dr Santosh Kumar
Industry representative: Mr Nishaant Singh
Alumni representative: Mr Siddharth Rai (Sotang)

NCC and NSS

External subject experts: LT (Dr) Raju Kumar
Prof Sauren Bandyopadhyay
Member nominated by VC: LT Partha Pratim Roy
Industry representative: Sub Siva Kumar
Alumni representative: Mr Sachin Harijan
Mr Rohan Kumar Gupta

Philosophy

External subject experts: Dr Wanphai Mary K Japang
Dr James Ponniah
Member nominated by VC: Dr Pemchuila Bhutia
Industry representative: Mr Jeevan Gurung
Expert for Special Courses: Dr C D Sebastian
Alumni representative: Fr Jagjivan Tirkey

Physical Education

External subject experts: Dr Laden Lepcha
Member nominated by VC: Dr Subhas Ch Nandi
Industry representatives: Dr Gaurav Pant
Expert for Special Courses: Mr Anirpan Roy
Alumni representatives: Ms Anu Sharma

Physics

External subject experts: Dr Amitabha Bhattacharyya
Dr Ranjan Sharma
Member nominated by VC: Prof Bikash Chandra Paul
Industry representative: Mr Tamanash Das
Alumni representative: Mr Aaush Pradhan

Political Science

External subject experts: Dr Dipmala Roka
Dr Maidul Islam
Member nominated by VC: Prof Ranjita Chakraborty
Industry representative: Mr Birendra Rasaily
Alumni representative: Mr Rajyavishek Pradhan

Psychology (UG & PG)

External subject experts: Dr Satyanand Panda
Dr Paramita Datta Rej
Member nominated by VC: Prof Jayanti Basu
Industry representative: Ms Aditi Majumdar
Expert for Special Courses: Dr Johnson Alex
Alumni representative: Ms Vasudha Agrawal

Social Work

External subject experts: Dr Ashok Kumar Sarkar
Member nominated by VC: Dr Ujjwal Bhui
Industry representative: Mr Ratan Lama
Alumni representative: Ms Amelia Lepcha

Sociology

External subject experts: Dr Kumar Chhetri
Mr Bappi Singha
Member nominated by VC: Dr Saswati Biswas
Industry representative: Mr Rahul Amulya Pradhan
Alumni representative: Mr Anmol Rai

Tourism & Hospitality Management

External subject experts: Prof Pradipta Banerjee
Dr Nirmal Chandra Roy
Member nominated by VC: Prof Dipen Roy
Industry representative: Mr Hemant Agarwal
Alumni representative: Mr Ullas Rai

Finance Committee

Fr (Dr) Babu Joseph, Chairperson/Principal
Fr Jagjivan Tirkey (Finance Fr Anjulus Minj
officer/Secretary) Mr Uday Mall
Mr Anirban Ghosh Dr Terence Mukhia

Academic & Administrative Offices

Controller of Examinations

Fr (Dr) Tomy Augustine

Mr Patrick Johnson: Deputy Controller of
Examinations, SCSC

Mr Uday Malla: Deputy Controller of
Examinations, SCS

Mr Bikramjit Chandra: Deputy Controller of Evaluations

Deaneries

SCS

Deanery of Arts & Humanities

Dean: Dr Terence Mukhia

Dept of English, Dept of History,
Dept of Sociology, Dept of Philosophy,
Dept of Political Science, Dept of Social Work,
Dept of Mass Communication & Journalism.

Deanery of Commerce & Computer Applications

Dean: Mr Uday Mall

Dept of Commerce, Dept of Computer Applications.

SCSC

Deanery of Arts & Humanities

Dean: Mr Ravi Bhushan Singh

Dept of English, Dept of Geography,
Dept of History, Dept of Music,
Dept of Physical Education, Dept of Mass Communication &
Journalism.

Deanery of Commerce and Management Studies

Dean: Mr Anirban Ghosh

Dept of Commerce, Dept of Management Studies.

Deanery of Sciences

Dean: Mr Subhajit Paul

Dept of Economics, Dept of Mathematics,
Dept of Physics, Dept of Computer Science &
Applications.

Deanery of Social Sciences

Dean: Dr Ranita Chakrabortty

Dept of Education, Dept of Political Science,
Dept of Psychology, Dept of Social Work,
Dept of Sociology.

Internal Quality Assurance Cell (IQAC)

Fr (Dr) Babu Joseph SDB (Chairperson)

Dr Terence Mukhia (Coordinator)

Mr Subhajit Bose (Asst Coordinator, SCSC)

Mr Subhajit Paul (Secretary) Mr Nikhil Pradhan (Jt Secretary)

Fr (Dr) Tomy Augustine Br (Dr) Augustin Joseph

Fr (Dr) Saju Puthuserry Fr Pritam Barla

Fr C M Paul Ms Sradha Pradhan

Mr Peter Lepcha Mr Manoresh Thapa

Mr Patrick Johnson Ms Sreha Agarwal

Mr Dhirodatta Subba Mr Uday Malla

Mr Anirban Ghosh Mr Robert Lepcha

Ms Ganga Parajuli Mr Deep Pradhan (Librarian)

Mr Ravi Bhushan Singh	Mr Rajesh Agarwal (Industrialist)
Dr Ranita Chakraborty	Dr Shanti Chhetry (Educationalist)
Mr Debdut Sengupta	Mr Johnny Joseph
Mr Debajyoti Chakraborty	Ms Sapna Gurung (Librarian)
Prof Johny Jose (External Peer Team Member)	Prof K C Kapoor (External Peer Team Member)
President of Student Council, Arts & Humanities (Students' Rep)	

PG Coordinators

Mr Peter Lepcha:	Arts, Humanities & Sciences
Dr Dipankar Rudra:	Commerce & Management Studies

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).

Examination Office (CBCS)

Fr (Dr) Babu Joseph (Chairperson)	
Mr Debdut Sengupta, Coordinator	Mr Uday Mall, Coordinator
Mr Bikiran Das	Mr Rakesh Saibo
Ms Debarati Deb	
Mr Bhabya Chandra Khati	
Mr Prasenjit Bhowmick	

Campus Ministers

Fr (Dr) Tomy Augustine	Fr Pritam Barla
------------------------	-----------------

Research & Publication Cell

Fr (Dr) Tomy Augustine	
Dr Shilpita Gine	Dr Terence Mukhia
Mr Mingu Sherpa	
Ms Anukta Gairola	
Sr Pascalina Lepcha	

Library Committee

Fr (Dr) Babu Joseph (Principal)	
Fr (Dr) Tomy Augustine	Br (Dr) Augustin Joseph (Head)
Sushma Gurung	Ms Rubita D'Costa
	Mr Deep Pradhan

Handbook & Calendar Committee

Fr (Dr) Saju Puthuserry	Br (Dr) Augustin Joseph
Mr Peter Lepcha	Dr Terence Mukhia
Mr Subhajit Paul	Ms Sradha Pradhan

IT Cell (SCSC)

Mr Debajyoti Chakraborty, Coordinator	Mr Nikhil Pradhan
Mr Sebastian Robi Roy, IT Support	Mr Vivek Shrestha
Mr Aryan Gurung, IT Support	
Mr Sandeep Chhetri, IT Support	

Canteen Committee

Fr Jagjivan Tirkey	Fr Anjulus Minj
Ms Ganga Parajuli	Ms Ashwini Tamang
Mr Dhirodatta Subba	Mr Krishna Biswakarma
Mr Simon Lepcha	
Mr Rohit Shanani	

Central Office

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

Office Support Staff

Ms Sushma Gurung, Librarian	Ms Rubita Rosemary D'costa, Librarian
Mr Sandeep Toppo, Librarian	

Mr Jeevesh Chhetri, Library	Mr Deep Pradhan, Librarian
Mr Ronit Baraily, Library	Mr Terence Lepcha, Library
Ms Babita Ruchal, Accounts Office	Mr Victor Lakandry, Logistics
Ms Nirmala Kujur, Central Office	Mr Vikky Chhetri, Receptionist
Mr Anil Kiro, Technician	Mr Bruno Thapa, Video Journalist
Mr Simon Lepcha, Logistics	Mr Sachin Alfred Dewan, Graphic
Mr Praveen Singh, Technician	Designer
Mr Amit Lepcha, Graphic Designer (SCSC)	
Ms Rachana Ghatani, Receptionist	
Mr Clarence Kerketta, Receptionist	
Mr Badsha Das, Lab Assistant (Mass Comm)	
Ms Susana Peters Lepcha, Exams Office	
Mr Liander Ekka, Exams Office	
Ms Shreyasi Das Thakur, Lab Assistant (Psychology)	
Mr Niladri Das, IQAC	
Mr Ratan Rajak, Admission Cell	
Ms Priyamitra Chatterjee, Alumni Office	
Ms Rose Mary Lakra, Nurse	

Student Welfare and Co-curricular Offices

Coordinators, Student Affairs

Ms Ganga Parajuli	Ms Sradha Pradhan
Ms Aparna Moktan, Asst Coord	

Anti-Ragging Cell

Fr (Dr) Saju Puthuserry, Chairperson	
LT Risha Chettri (9093346225)	Dr Terence Mukhia (9002371615)
Mr Patrick Johnson (8250941010)	Ms Sradha Pradhan (9735094875)
Ms Pratishtha Dewan	Mr Uday Malla (7076694053)
(8670932622)	

Disciplinary Committee

Fr (Dr) Babu Joseph, Chairperson	
(Concerned) Head of Dept	Dr Terence Mukhia
(Concerned) Vice Principal	Mr Uday Malla
Coordinator of Student Affairs	Ms Sradha Pradhan
(Concerned) Dean	

Grievance Redressal Cell

Fr Jagjivan Tirkey	Fr (Dr) Johny Nedungatt
Fr C M Paul	Br (Dr) Augustin Joseph
Mr Dhirodatta Subba	Dr Terence Mukhia
Ms Srijana Sinha	Ms Sumina Chettri

Placement & Career Guidance Cell

Mr Dhirodatta Subba	Ms Tshering Dolma Sherpa
Dr Dipankar Rudra	Mr Manoresh Thapa
Mr Rajeev Dutraj	Mr Nikhil Pradhan

Sexual Harassment Redressal Cell

Dr Shilpita Gine, Chairperson	Ms Sradha Pradhan, Chairperson
(8981173234)	(9735094875)
Ms Priyanka Shaw (7407486448)	Ms Rupa Rai (9734996224)

Ms Manisha Pradhan (8927274961) | Mr Savio Giri (9800581134)
Mr Peter Lepcha (9932758428) |

Coordinators, Co-curriculars

Mr Rajeev Dutraj | Ms Sradha Pradhan
Ms Rinchen Sherpa, Asst Coord | Mr Rakesh Saibo, Asst Coord

Alumni Association

Fr (Dr) Tomy Augustine, Head
Ms Tanisha Kansal, Coordinator | Ms Sradha Pradhan, Coordinator

Anchors' Association, SCSC

Ms Rinchen Sherpa, Chief Animator

Brainbow Association, SCSC

Ms Nikita Amanda Chettri, Chief Animator

Debating Society (DebSoc), SCSC

Mr Sangam Ghatani, Chief Animator

Elite Talk, SCSC

Mr Rajeev Dutraj, Chief Animator

Enactus, SCSC

Ms Debarati Deb, Chief Animator
Mr Prasenjit Bhowmick, Animator

Entrepreneurship Development Cell (EDC), SCSC

Ms Pragya Basnet, Chief Animator
Ms Priyanka Shaw, Animator
CS Chandan Gupta, Animator

Human Rights Cell

Mr Jeetendra Sah | Ms Shikshita Dewan
Mr Mingu Sherpa | Ms Shenaz Naznin
Mr Nihal Mangrati | Ms Sumit Lepcha
| Mr Manish Sharma

Media Association, SCSC

Mr Bhabya Chandra Khati, Chief Animator

National Cadet Corps (NCC)

LT Risha Chettri, Associate NCC Officer | LT Tshering D Sherpa, Associate NCC Officer

National Service Scheme (NSS)

Deepak Sharma, Programme Officer | Mr Manish Sharma, Programme Officer
Ms Rini Bhadra, Assistant Coordinator | Ms Ashwini Tamang, Assistant Coordinator

Pianazzi Literary & Cultural Society, SCSC

Ms Rinchen Sherpa, Chief Animator

Qalakaar, SCSC

Dr Gouri Dey, Chief Animator

Salesian College Association of Professionals (SCAP), SCSC

Ms Shradha Sharma, Chief Animator
Ms Aparna Moktan, Animator

Salesian College Choir, SCSC

Mr Sagar Routh, Chief Animator

Salesian College Commerce Association (SCCA), SCSC

Ms Priyanka Shaw, Chief Animator
Mr Abhijit Chakraborty, Animator
Mr Rachit Pradhan, Animator

Salesian College for Earth, Nature & Environment (SCENE), SCSC

Dr Arjun Saha, Chief Animator

Salesian Radio (2016) & TV (2018)

Fr C M Paul, Director | Fr Pritam Barla, Asst Director
Fr Arvind Khalkho, Asst Director | Mr Bruno Thapa, Prog Coord

Mr Badsha Das, Supervising Producer	RJ Samir Chhetri, Prog Director RJ Wang Lama Sherpa, Rad Journ RJ Moses Tamang RJ Bandana Lohagun RJ Pratap Rai
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Sports Association, SCSC

Mr Wilson Bara, Chief Animator
Mr Seababrata Maji, Animator
Mr Dipesh Patrick Barailly, Animator

Techne Association, SCSC

Mr Bikiran Das, Chief Animator
Dr Digvijay Kharga, Animator
Mr Manoj Mahanta, Animator
Mr Palzor Dukpa, Animator

Women's Cell

	Ms Ganga Parajuli, Chairperson
Ms Shradha Sharma, President	Ms Sreha Agarwal, President
Ms Priyanka Shaw	Ms Sophia Rai
Ms Snigdha Roy	Ms Shenaz Naznin
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Social Work	hod.bsw.scsc@salesiancollege.net
Sociology	hod.sociology.scsc@salesiancollege.net

Programme Coordinators of Departments

BCA, SCS	pc.bca.scs@salesiancollege.net
Commerce	pc.commerce.scs@salesiancollege.net
English	pc.english.scs@salesiancollege.net
Political Science	pc.politicalscience.scs@salesiancollege.net
History	pc.history.scs@salesiancollege.net
Sociology	pc.sociology.scs@salesiancollege.net
Mass Comm & Journalism	pc.masscomm.scs@salesiancollege.net
Philosophy	pc.philosophy.scs@salesiancollege.net
Commerce A, SCSC	pc.commerce.a.scsc@salesiancollege.net
Commerce B	pc.commerce.b.scsc@salesiancollege.net
Commerce C	pc.commerce.c.scsc@salesiancollege.net
Comp Sc & Applications	pc.csa.scsc@salesiancollege.net
Economics	pc.economics.scsc@salesiancollege.net
Education	pc.education.scsc@salesiancollege.net
English	pc.english.scsc@salesiancollege.net
Geography	pc.geography.scsc@salesiancollege.net
History & Tourism	pc.history.scsc@salesiancollege.net
Management	pc.bba.scsc@salesiancollege.net
Mass Comm & Journalism	pc.masscom.scsc@salesiancollege.net
Mathematics	pc.mathematics.scsc@salesiancollege.net
Music	pc.music.scsc@salesiancollege.net

Physical Education pc.pedu.scsc@salesiancollege.net
Physics pc.physics.scsc@salesiancollege.net
Political Science pc.politicalscience@salesiancollege.net
Psychology pc.psychology.scsc@salesiancollege.net
Social Work pc.bsw.scsc@salesiancollege.net
Sociology pc.sociology.scsc@salesiancollege.net

Central Library

Library, SCS library.scsc@salesiancollege.net
Library, SCSC library.scsc@salesiancollege.net

Central Office

Central Office, SCS centraloffice_scs@salesiancollege.net
Central Office, SCSC centraloffice_scsc@salesiancollege.net

IT Cell (SCSC)

Coordinator coordinator_it@salesiancollege.net

General Rules and Regulations

Salesian College (Autonomous) Sonada with its campus in Siliguri (SCS) is a Government recognised minority autonomous educational institution of the Catholic Church, run by Salesians of Don Bosco, Province of Kolkata, where presently 3,000 students study in Arts, Commerce, Professional and Science (UG & PG) streams affiliated to the University of North Bengal (NBU).

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 minority 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 on campus.

2. Courses of Studies

- 2.1 In the College, every effort is made to teach the students proficiency in English, both as a written and spoken language. It has the following courses of studies:
- (a) Master of Arts (MA) in English and Education; Master of Commerce; and MSc in Psychology.
 - (b) Bachelor of Arts (BA) with Honours in English, 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) Regulation for Dual Major has been introduced since this year. For more details, visit section on “New Regulations under Autonomy” on page 58.
- 2.2 The student’s personality, initiative and originality are given optimum scope through creative curricular activities and by involvement and participation in youth groups and movements, co-curricular activities, sports and games.
- 2.3 *Social Commitment*: Salesian College aims at contributing to the building up of a more just society and one worthy of man/woman by promoting a systematic, social education of the students. Social service projects form an integral part of the College curriculum.

3. Admission

- 3.1 Applications for admissions are accepted from students irrespective of caste, creed, gender and religion. Normally the College begins its admission process after the publication of results of class XII examinations.

- 3.2 Parents / Guardians / Applicants are required to fill in the admission forms with the utmost accuracy using the e-mail of the ward only 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 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/programme/department of studies.
- 3.5 New Candidates are to be introduced personally to the Principal/his nominee by the one who will be responsible for his conduct and payment of fees.
- 3.6 *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) (online) submission of mandatory anti-ragging contract (UGC) (g) College Identification Card (h) Application for Hostel, College Bus service and College Parking space (only if applicable and available).
- 3.7 The College reserves the right to admit students based on the minority rights enjoyed by the College. (Refer to admission policy of College.) The decision of the Principal is final and binding in all matters of admission.
- 3.8 Our admission process is carried out following the Admission Policy of the College. *Salesian College does not take any donation(s) from any party.*

4. Regularity Record

- 4.1 Punctuality is to be observed by all on 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 into the College.

- 4.2 All entries in the handbook regarding regularity and discipline are to be countersigned by the parents or guardians whenever needed.
- 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 and Controller of Examinations, Salesian College, to be eligible for university examinations of College Summative Evaluations, 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 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 and Salesian College debar students with less than 75% attendance from writing the university/College Summative Evaluation 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 written in an application duly signed by the parents/guardians. 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 indicates that the student has discontinued the course of study at 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 three or more days, sending an application duly signed by the parent/guardian, must be accompanied by a doctor's prescription/certificate.
- 4.8 A leave granted is required to be submitted to the HoD. It must be signed by the 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 after the verification by College nurse. Any emergency/special request for early departure requested by parents/guardians is to be addressed to the Vice Principal.
- 4.10 Habitual late arrival is a breach of discipline. Habitual late arrivals will result in Parents being called to the College and other disciplinary measures will be taken thereupon after the investigation.
- 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 ₹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 or contagious nature must be quarantined, treated and a fitness certificate is to be submitted before 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 in the current academic year and their parents/guardians shall normally be permitted to enter the College campus.
- 5.4 Use of mobile phones is permitted on 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 has to deal with each other with respect and concern. Anyone who is involved in any sort of verbal/emotional/physical abuse/violence, manhandling and bullying irrespective of the causes may be suspended or dismissed with immediate effect. While discussions, table talks 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 faculty, office/support staff is considered a serious misconduct and out of sync with the culture and values practised in Don Bosco institutions across the world, hence it won't be tolerated.
- 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 a 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 'In Case of Emergency' portion of the College ID and to update them 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. Any of the above may lead to suspension or even dismissal.
- 5.10 When necessary, 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 polite, kind, respectful, patriotic, just and impartial.
- 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 5.00 pm (5.30 pm in Sonada). Only the students of the College are permitted to enter and play in the campus.
- 5.13 Everyone is responsible for his/her belongings (vehicles, phones, helmets, books or any other). The College cannot take responsibility for the personal belongings of individuals. However, they may park vehicles/keep belongings in the campus at their own risk.
- 5.14 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 the Media Policy of the College in the website.
- 5.15 While students are encouraged to join clubs/cells/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 is 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. No student is allowed to compete against his/her own College team after teaming up with others.

- 5.16 Self-respect is cultivated by respecting persons and the infrastructure with all its facilities in the College. Utmost care is to be taken to use the infrastructural facilities of the College with the sense of belonging. Any damage caused must be repaired by the one concerned. No one is allowed to sit on the desk and misuse any furniture.

6. Mentoring

Salesian College (Autonomous) offers a comprehensive mentoring program for its students, assigning each student a mentor for the duration of their college years. The goal of mentoring is to help students manage their learning, maximize their potential, develop their skills, and achieve their personal and academic goals. Mentoring is a vital form of human development where the mentor invests time, energy, and expertise to assist in the student's growth. Originating from the Greek word meaning 'enduring', mentoring involves a sustained relationship where an experienced adult provides ongoing support, guidance, and assistance as the student navigates challenges and seeks to improve. This development-oriented initiative ensures students receive the support they need to thrive.

7. College Fees (cf Fee book)

- 7.1 The College fees cover twelve calendar months and may be paid as mentioned in the fee book. 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.
- 7.2 The fees must be paid on or before the due date mentioned in the fee book or the notice of the Bursar of the College, 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.
- 7.3 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).

8. College Uniform

- 8.1 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 is unbecoming and will result in disciplinary action/sanction.
- 8.2 Every student must wear clean, complete and correct uniform that is shirt, tie, trousers, black shoes, black belt, College ID, and blazers (blazers for winters). Uniform is compulsory for College activities, both curricular and co-curricular activities. Defaulters are not permitted to enter the campus during class days.
- 8.3 On non-prescribed uniform days (Non-class days, 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). The students must come in formal office wear.
- 8.4 College ID is to be displayed as an entry pass for any activity in the College.
- 8.5 For any sort of indiscipline, incomplete uniform or incomplete office wear on non-class days, the security is authorised to take away the ID and submit to the competent authority for disciplinary action.
- 8.6 College uniform, being an official attire of the college, must not be misrepresented outside in an untowardly manner to the self and others. Smoking and taking any intoxicant while in uniform is prohibited.
- 8.7 While in the uniform, male students are not allowed to wear piercing jewellery on their faces.

9. Assessments (batch under NBU)

- 9.1 Every candidate is expected to submit the regular assignments, test or any other which are taken into consideration for the continuous internal assessment (CIA)/formative evaluation.

- 9.2 Those who are made eligible for every course in the University portal by the department are allowed to continue in the next semester, even if he or she fails in any course 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. Any exit is allowed at any stage must be duly applied for well ahead of time to the Principal of the College, provided he or she will not have any back papers.
- 9.3 College uses Moodle as the official Learning Management System and one among the three phases of CIA Evaluation will be conducted through it.
- 9.4 For End semester (internal) and external examinations (University), examinees are to adhere to the code and conduct prescribed by the 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 result in the cancellation of the particular paper and the matter will be notified to the Controller of Examination, University of North Bengal.
 - (b) Those detected giving or obtaining or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination and his or her registration from the University will be cancelled.
 - (c) During examinations, a student is not expected to have in his/her possession any book, memorandum, notes, papers, mobile phones, bags, smart watch, pods, lunch box etc. Possession of any of the aforementioned items may result in being sent out of the examination hall and not being allowed to write the rest of the examinations. They may carry a transparent pouch for pens, pencils, rulers, geometry box and water bottle with plain water.

- 9.5 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.
- 9.6 A student who fails to secure promotion in the selection examination may be asked to repeat the same course following year or choose a different stream.
- 9.7 The reports of selection/University examinations must be collected by the students on the stipulated day.
- 9.8 *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/Programme Coordinator and the Principal/his nominee.
- 9.9 A student is to keep in check his/her monthly attendance and CIA/formative evaluation 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).
- 9.10 Each student is expected to fill in the form for the University Examinations by themselves. Candidates with SNC21 status are also expected to fill in the required forms by themselves.
- 9.11 On examination days
- (a) All the students are to attend the assembly and move to the examination hall in silence. Those who come late by more than 20 minutes will not be permitted to enter the campus as per the College/university rules.
 - (b) Students should not write their names on the answer script. They are expected to write only their College/University registration and roll numbers.
 - (c) Students are not allowed to leave the examination halls during the first hour of the examination.
 - (d) For University examinations, the College will follow the instructions from the University.
 - (e) Admit card and College ID are compulsory for all examinations.

- (f) Students are to wear their full College uniform on all examination days.

10. Holidays

Holidays are given in the College handbook and calendar. These may not be extended or advanced. Consult the handbook before making programmes. Unauthorised absence on the last day before a long holiday and the first day after a long holiday are compulsory days of attendance. A fine of ₹500/- or more will be levied on the defaulters.

11. Withdrawal

- 11.1 The mark sheet and other university documents can be collected on completion of the course or on request with the due payments when applied for in the form by the student/parents. No Certificate will be issued until all dues to the College have been paid in full.
- 11.2 If a student wants to withdraw from the College during the semester, the entire fee of the semester 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. Proper document of credit transfer from the institution s/he is going must be furnished to the HoD/VP/Dean.
- 11.3 The migration certificate shall be collected from the university following the formalities (applicable only for the students from the CBCS batch).
- 11.4 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 there were other criteria for the course completion
- 11.5 Any Certificate or its copy from the College is to be collected after writing an application to the Principal and submitted to the College Central Office.

- 11.6 Notwithstanding anything in the Prospectus/Handbook, 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 re-admitted. The Rector's/Principal's decision is final in all cases of dismissal or withdrawal.

12. Other Rules of Conduct & Discipline

- 12.1 Other than general rules, important information about the college, this Handbook also is a record of the 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 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 on campus. Losing it is a serious fault. A new one must be procured at the cost of ₹500/-.
- 12.3 Students are allowed to come into the college with a two-wheeler (with helmet) and/or four-wheeler vehicles with complete 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 on the campus. Parking may be payable. Salesian College students must ride/drive diligently/carefully even outside the college campus. Students are not allowed to loiter in the parking area inside or outside of the vehicles. Ordinarily, no vehicles are allowed to be parked beyond 5 pm.
- 12.4 Students are forbidden to organise or attend any meeting within the College without the presence of a faculty or College management personnel, 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 with immediate effect.
- 12.5 Active political activism is absolutely forbidden inside the College campus. However, the students are encouraged to develop critical, healthy and balanced political opinions and views.

- 12.6 Students will help smooth functioning of the College with their suggestions and complaints through suggestion boxes, their representatives, or by arranging personal meetings with any of the faculty members or the Principal/Rector with due appointment.
- 12.7 No books, periodicals, comics, newspaper or printed matter of an objectionable nature as per the vision and mission of the college, may be brought into the college.
- 12.8 Every student is expected to contribute to 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 explicit written permission of the Principal/his nominee.
- 12.9 Departments may organise educational tours following the procedures without affecting regular/important classes, preferably after semester examinations. Only those with sufficient attendance may avail such facilities. Collections for such requirements should take care of the expenses of the faculty accompanying. Parents need to give written permission/consent to their wards that they approve such activities, willing to make payments and that they are available for emergencies.
- 12.10 All the collections made for activities organised in the name of the college must adhere to the approved budget and have proper authorisation. It will be audited by the internal auditor prior to submission to the office of the Bursar. All bills must be *pukka* bills (GST bills) as per the government rule.
- 12.11 Departments may organise educational tours following the established procedures, ensuring they do not disrupt regular or important classes, preferably scheduling them after semester examinations. Participation is limited to those with sufficient attendance. Collections for these activities should cover the expenses of accompanying faculty. Parents must provide written permission consenting to their wards' participation, willingness to make payments, and availability for emergencies.
- 12.12 No College business can be transacted on holidays.
- 12.13 Any negative publicity by anyone which defames the College, any student or any faculty will incur suspension in view of an investigation and further action.

- 12.14 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.
- 12.15 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 student or parent taking up any matter(s) to the court of law without discussion and table talk with College authorities ceases to be the part of College family from the very moment. 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 College 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 cause 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. For Parents/Guardians

- 14.1 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.
- 14.2 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 handbook 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.
- 14.3 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.
 - 14.4 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.
 - 14.5 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 defamation caused can affect the student's academic life on campus.
 - 14.6 Though the College takes all possible care of their wards while in the 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, inside or outside the campuses, whether physical or otherwise.
 - 14.7 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.
 - 14.8 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 development of the students.

- 14.9 The college campus and its surroundings are 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 on campus.

15. Library Rules

- 15.1 Strict silence and order must be observed by all in the library.
- 15.2 Every student of the College, in College uniform, has access to the library during the library hours.
- 15.3 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.
- 15.4 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.
- 15.5 Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.
- 15.6 Before leaving the library, every student must submit the books borrowed or their bags/study materials for scrutiny.
- 15.7 All magazines, reference book or books used while in the library must be put back in their proper places after reading or leave them on the reading table to avoid misplacement.
- 15.8 Books borrowed from the library must be returned directly to the librarian. They must not be circulated. Any student who circulates books borrowed from the library may have his/her library card withdrawn and may be fined as well.
- 15.9 Students may keep the borrowed books during the vacation(s) and examination days, subject to the availability of additional copies of the same in the library.

- 15.10 Any defects noticed in a borrowed book, should be notified to the librarian immediately. Failure to do so, renders one responsible for the damage(s) discovered upon returning the book. Replacement/finest will be imposed for damages to books and other articles in the library.
- 15.11 Books lost must be replaced by the borrower or a fine of ₹200/- plus the cost of a book will be imposed.
- 15.12 Departmental libraries are managed by the HoDs and any lost or damaged book must be mended/replaced by the department.

16. Laboratory Rules

- 16.1 Silence should be maintained by all inside all the laboratories.
- 16.2 Written permission is to be taken from the Principal/Vice-Principal to enter the laboratories at times other than the stipulated time.
- 16.3 All bags and any other articles not pertaining to the laboratories should be kept outside.
- 16.4 The student must accept responsibility and pay for any damage (s)he causes to any of the equipment in the laboratories.
- 16.5 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.
- 16.6 The computer lab is strictly used for practical purposes only. Students may use the allotted lab for study purpose such as browsing information. Downloading of films, songs, videos, using emails, accessing social network sites are not allowed in the computer lab.

New Regulations under Autonomy

Nomenclatures

- **Programme:** Three/Four year study divided into six / eight semesters, each of six months duration, to be pursued after successful completion of the 10 + 2 examinations.
- **Course:** Earlier known as a “*paper*”, it is a component of a programme.
- **Credit:** It is the unit (a numeric value) by which the weight of a course is measured. One Credit is equivalent to *one hour* of teaching (Theoretical or Tutorial) or *two hours* of Practical Work/Field Work/Extra Curricular Work *per week* in a semester.

1. Curriculum Framework: Regulation 2024

Dual and Single Major Degree Programmes

A student taking admission in Salesian College (Autonomous) in 2024 to study a UG Programme will be subject to the following framework:

- 1.1 The student will study minimum for four years (eight semesters) with an exit option after three years (six semesters). During admission, (s)he has to choose two Core subjects; e.g., Mathematics and Physics. Let’s term them as **Core A** and **Core B**.
- 1.2 The student will study both core subjects for the first four semesters with equal credits. 24 credits distributed among 6 courses for each subject over four semesters.
- 1.3 **At the beginning of the 5th Semester, the student will decide whether to opt for the Dual or the Single Major degree.**
 - 1.1 In the case of a **Dual Major** degree, the student will study 6 more courses of each core subjects over the 5th and 6th semesters.
 - 1.2 In the case of a **Single Major** degree, the student will choose *any one* of the core subjects and will study 10 courses over the 5th and 6th semesters. *The other core subject will become the Minor subject.*

- 1.4 The student also has to choose another subject as the **Multi-Disciplinary** (MDC) subject. (S)he must *not* have studied the multi-disciplinary subject in the +2 school level, and it must be *different from both the core subjects*. Three courses of the MDC type are to be studied in the first three semesters. The student may choose same or different subjects for these three courses abiding by the mentioned clauses.
- 1.5 From each core subject, two **Skill Enhancement Courses** (SEC) and one **Value Added Course** (VAC) will be offered to the students within the first four semesters. The student may opt for NSS/NCC in place of the Core VAC course(s).
- 1.6 Four **Ability Enhancement Courses** (AEC) will be offered in the first four semesters on Compulsory Language and on Compulsory Environmental Science subjects.
- 1.7 The student has to complete an internship of 2 credits after the 4th semester.
- 1.8 The framework for the 7th and 8th semesters are underway.

Note

- 1.9 The provision for the Dual Major is not available for a student from the Commerce & Management Deanery or from Bachelor of Computer Application (BCA) programme. These students will follow the Single Major curriculum framework of Regulation 2024.
- 1.10 A student having Statistics as one of the core subjects in the first four semesters must opt for the Single major degree with the other core subject. Statistics will become the Minor subject.

Semester-wise course and credit distribution

The following abbreviations are used in the upcoming tables:

- **Core A, Core B, SEC, AEC, MDC, Internship:** Introduced in the previous points.
- **#C:** Number of courses.
- **\sum Cr:** Sum of credits.
- **Comp Lang:** Compulsory Language (as part of AEC); Compulsory English in the 1st semester, and Alternative English / Modern Indian Language / Foreign Language in the 3rd semester.

- **Comp ENVS:** Compulsory Environmental Science (Theory / Fieldwork), (as part of AEC); Theory component in the 1st semester, and Fieldwork component in 3rd semester.
- **VEd:** Value Education, (as part of VAC); Core Subject based VACs / NSS / NCC / Music in the 1st & 3rd semesters, and Value Education / Bible Studies in the 2nd & 4th semesters.

Course types	Subjects							Total
	Core A	Core B	MDC	Comp Lang	Comp ENVS	VEd	Intern-ship	

Semester: I, Total number of courses: 7, Total credits: 20

Major	#C	1	1						2
	∑Cr	4	4						8
SEC	#C	1							1
	∑Cr	3							3
MDC	#C			1					1
	∑Cr			3					3
AEC	#C				1	1			2
	∑Cr				2	2			4
VAC	#C	1							1
	∑Cr	2							2
Total	#C	3	1	1	1	1	0	0	7
	∑Cr	9	4	3	2	2	0	0	20

Semester: II, Total number of courses: 7, Total credits: 24

Major	#C	2	2						4
	∑Cr	8	8						16
SEC	#C		1						1
	∑Cr		3						3
MDC	#C			1					1
	∑Cr			3					3

Continued...

Course types		Subjects							Total
		Core A	Core B	MDC	Comp Lang	Comp ENVS	VEd	Intern-ship	
AEC	#C								0
	\sum Cr								0
VAC	#C						1		1
	\sum Cr						2		2
Total	#C	2	3	1	0	0	1	0	7
	\sum Cr	8	11	3	0	0	2	0	24

Semester: III, Total number of courses: 7, Total credits: 20

Major	#C	1	1						2
	\sum Cr	4	4						8
SEC	#C	1							1
	\sum Cr	3							3
MDC	#C			1					1
	\sum Cr			3					3
AEC	#C				1	1			2
	\sum Cr				2	2			4
VAC	#C		1						1
	\sum Cr		2						2
Total	#C	2	2	1	1	1	0	0	7
	\sum Cr	7	6	3	2	2	0	0	20

Semester: IV, Total number of courses: 6, Total credits: 21

Major	#C	2	2						4
	\sum Cr	8	8						16
SEC	#C		1						1
	\sum Cr		3						3
VAC	#C						1		1

Continued...

Course types	Subjects							Total	
	Core A	Core B	MDC	Comp Lang	Comp ENVS	VEd	Intern-ship		
	\sum Cr						2		2
Total	#C	2	3	0	0	0	1	0	6
	\sum Cr	8	11	0	0	0	2	0	21

DUAL MAJOR

Semester: V, Total number of courses: 7, Total credits: 26

Total	#C	3	3	0	0	0	0	1	7
	\sum Cr	12	12	0	0	0	0	2	26

DUAL MAJOR

Semester: VI, Total number of courses: 6, Total credits: 24

Total	#C	3	3	0	0	0	0	0	6
	\sum Cr	12	12	0	0	0	0	0	24

SINGLE MAJOR

Semester: V, Total number of courses: 6, Total credits: 22

Total	#C	5	0	0	0	0	0	1	6
	\sum Cr	20	0	0	0	0	0	2	22

SINGLE MAJOR

Semester: VI, Total number of courses: 5, Total credits: 20

Total	#C	5	0	0	0	0	0	0	5
	\sum Cr	20	0	0	0	0	0	0	20

Course-type wise total credit distribution

Course types		Double Major \sum Cr in 6 Sems	Single Major \sum Cr in 6 Sems
Major	Core A	48	64
	Core B	48	24 [†]

Continued...

[†]counted as the Minor subject

Course types	Double Major \sum Cr in 6 Sems	Single Major \sum Cr in 6 Sems
SEC	12	12
MDC	9	9
AEC	8	8
VAC	8	8
Internship	2	2
Total	135	127

2. Curriculum Framework: Regulation 2023

- 2.1 A student taken admission in 2023 to pursue a Single Major Degree at Salesian College (Autonomous) will study for four years (eight semesters) with an exit option after three years (six semesters). During admission, (s)he has chosen three subjects in the following categories:
- One **Major** subject.
 - Two **Minor** subjects, different from the chosen Major subject. Let's call the Minor subjects as Minor A and Minor B.
- 2.2 The student also has chosen **Multi-Disciplinary** subject(s). The details of this process have been carried forward to Regulation 2024 and are mentioned in item 1.4 on page 59.
- 2.3 From the Major subject, three **Skill Enhancement Courses** (SEC) and five **Value Added Course** (VAC) are being offered in the first three and five semesters respectively. The student may opt for NSS/NCC in place of the VAC course(s). Let's call the VAC courses as VAC I.
- 2.4 Four **Ability Enhancement Courses** (AEC) are being offered in the first four semesters. AEC1 and AEC2 are on compulsory language subjects; whereas AEC3 and AEC4 are on compulsory environmental science subjects.
- 2.5 Five **Value Education** (VEd) courses are being offered to the students in the first five semesters. Let's call the VEd courses as VAC II.

- 2.6 The student has to complete an internship of 2 credits in the 6th semester.
- 2.7 The student may leave the college after three successful years of study with a **Major** degree in the core subject. However, after successful completion of four years of study, the student will receive with a **Major with Honours** degree. Moreover, if the student possesses 75% of marks in the Major subject at the end of 6th semester, (s)he may opt for **Major with Honours with Research** in that subject from 7th semester, subject to the availability of the provision in the concerned department.

Semester-wise course and credit distribution

Semesters	Subjects								Total	
	Major	Minor		MDC	SEC	AEC	VAC			
		A	B				I	II		
I	#C	2	1		1	1	1	1	1	8
	∑Cr	8	4		3	3	2	1	1	22
II	#C	2		1	1	1	1	1	1	8
	∑Cr	8		4	3	3	2	1	1	22
III	#C	2	1		1	1	1	1	1	8
	∑Cr	8	4		3	3	2	1	1	22
IV	#C	3		1			1	1	1	7
	∑Cr	12		4			2	1	1	20
V	#C	4	1					1	1	7
	∑Cr	16	4					1	1	22
VI	#C	3		1				Intern		5
	∑Cr	12		4				4		20

Exit option after 6th semester with the following total credits

Total	#C	16	6	3	3	4	11	43	
	∑Cr	64	24	9	9	8	14	128	

Continued...

Semesters	Subjects							Total	
	Major	Minor		MDC	SEC	AEC	VAC		
		A	B				I		II

Major with Honours Degree

VII	#C	4	1						5
	\sum Cr	16	4						20
VIII	#C	4		1					5
	\sum Cr	16		4					20

Major with Honours with Research Degree

VII	#C	3	1		Research Methodology			5
	\sum Cr	12	4		4			20
VIII	#C	2		1	Research Thesis			5
	\sum Cr	8		4	8			20
Total	#C	21 or 24	8	3	3	4	11	53
	\sum Cr	96	32	9	9	8	14	168

3. Assessment Policy

General assessment scheme

- 3.1 All courses will be evaluated in two phases: a continuous evaluation throughout the semester called *Formative Evaluation* (FA), and an evaluation at the end of the semester called *Summative Evaluation* (SA). The FA and SA will each contribute 50% of the total marks for a course.
- 3.2 Courses of *3 credits or more* will be of 100 marks. There will be three Formative Assessments (FA-1, FA-2 & FA-3) of which the FA-2 will always be a mid-semester examination. There will be a final Summative Assessment of 50 marks; and for courses with both Theory and Practical Components, there will be one Summative Assessment each for theory and practical.
- 3.3 Courses of *2 credits or less* will be of 50 marks. There will be one Formative Assessment and one Summative Assessment. If there

is a practical component, it will also be a part of the Summative Assessment.

- 3.4 For each course, 5 marks will be allocated to attendance which will be part of the Formative Assessment.

Distribution of marks

Courses with 2 credits or less

Component	Full marks	Weightage	Final marks
FA	50	40%	20
Attendance	5	100%	5
SA	50	50%	25
Total maximum marks			50

Courses with 3 credits or more

Component	Full marks	Weightage	Final marks
FA-1	20	50%	10
FA-2	50		25
FA-3	20		10
Attendance	5	100%	5
Total maximum marks in FA			50

COURSES WITH ONLY ONE COMPONENT (*only* Theory or *only* Practical, etc)

Component	Full marks	Weightage	Final marks
SA	50	100%	50
Total maximum marks in SA			50

COURSES WITH TWO COMPONENTS (Theory *and* Practical)

Component	Full marks	Weightage	Final marks
SA (Theory)	50	50%	25

SA (Practical)	50		25
Total maximum marks in SA			50
Total maximum marks = max FA + max SA = 100			

Qualifying criteria for SA, Condonation and Promotion

- 3.5 In order to **qualify for the Summative Assessment** of a course, the student must satisfy the following conditions for each course: (a) be present for the FA-2 Examination of that course (or FA Examination of a course with 2 credits or less), (b) have obtained a minimum of 75% attendance in the course separately, (c) not be under any serious disciplinary or legal oversight, and (d) have cleared all fee and library dues.
- 3.6 If a candidate has between 65% to 74% attendance for a course, they may apply for **condonation** on genuine grounds such as (a) medical illness, (b) death/illness of a close family member, or (c) participation in a state/national event sanctioned by the college. It is the responsibility of the candidate to furnish all requisite documents in support of their request for condonation of shortage of attendance.
- 3.7 It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case. *Application for condonation does not guarantee the approval of condonation.*
- 3.8 A student can only apply for condonation once every four semesters.
- 3.9 Students who have less than 65% attendance for a course will not be allowed to write the corresponding SA, no matter the reason for their absence.
- 3.10 A student will be eligible for **promotion** to the next higher semester only if: (a) (s)he has qualified for the SA of at least two courses of the current semester, and (b) (s)he is not under any serious disciplinary or legal oversight.

Passing criteria and Supplementary SA Examinations

- 3.11 To pass a course, a student must fulfil the following criteria: (a) qualify for the SA of the course, (b) be present for and score

a minimum of 40% of the max SA marks, and (c) score a minimum of 40% of the total max marks when both FA and SA are combined.

- 3.12 Specifically for papers with both theoretical and practical components, a student must (a) qualify for the SA of the course, (b) be present for and score a minimum of 40% of the max SA marks in the theory component, (c) be present for and score a minimum of 40% of the max SA marks in the practical component, and (d) score a minimum of 40% of the total max marks when both FA and SA are combined.
- 3.13 If a student fails to satisfy any of the criteria listed above, they will be declared failed for the paper (with an 'F' grade) and will not earn the credits for that course.
- 3.14 If a student fails a course, they may write the Summative Assessment for it again in a **Supplementary Examination** during the next academic year along with the regular Summative Assessments. A student may write a maximum of three Supplementary Examinations for a particular course over three consecutive academic years, after which they will be disqualified from attempting the course.
- 3.15 The marks earned by a student who has appeared for a Formative Assessment will not be altered. Only the marks earned in the Summative Assessments can be improved upon in the Supplementary Examination.
- 3.16 Outgoing students of UG & PG can appear for a *Special Supplementary Examination* held after their final Summative Assessments, provided they have cleared all papers from the previous semesters barring the final year.

Post Publication Re-assessment/Scrutiny

- 3.17 A student may apply for **Post Publication Re-assessment (PPR)** of papers after the declaration of results. A different examiner shall evaluate the paper and the better of the two marks shall be the final mark.
- 3.18 If the variation in marks exceeds 10% of the total, it shall be sent to a third examiner for evaluation. In such cases the final marks

will be calculated as the average of the third evaluation mark and the one nearest to it from the two earlier evaluations.

- 3.19 A student may also apply for **Post Publication Scrutiny (PPS)** of papers. The paper will be scrutinised to ensure that marks were allotted correctly for various sections of the question and that the tabulation of marks was done correctly.
- 3.20 For both PPR and PPS, only the Summative Assessment theory answer-scripts can be reassessed/scrutinised. Any Summative Assessment coming under the Practical category is not applicable for PPR/PPS. PPR/PPS is also not available for the Formative Assessments of any course. Additionally PPR and PPS are not available for the Summative Assessments of the VAC courses.

Grade Points and Calculations of SGPA & CGPA

Final marks (out of 100)	Grade letter	Grade Point
91 and above	O (Outstanding)	10
81 – 90	A+ (Excellent)	9
71 – 80	A (Very good)	8
61 – 70	B+ (Good)	7
56 – 60	B (Above average)	6
51 – 55	C+ (Average)	5.5
41 – 50	C (Below Average)	5
Passed with 40	P (Pass)	4
Below 40	F (Fail)	0

- 3.21 The **Semester Grade Point Average (SGPA)** is calculated by taking the credits of each course in a given semester and multiplying it with the Grade Points earned to get Credit Points. The sum of all Credit Points, divided by the total number of credits in a semester gives the SGPA. No SGPA is earned if the student did not qualify for or has failed any paper.
- 3.22 The **Cumulative Grade Point Average (CGPA)** is calculated by taking the credits of each course over all the semesters and

multiplying it with the Grade Points earned to get Credit Points. The sum of all Credit Points, divided by the total number of credits for the entire programme gives the CGPA. If the student has not earned the requisite number of credits, no CGPA will be given.

Miscellaneous

- 3.23 Students studying for a three-year degree have a maximum of six years, or a maximum of seven years for a four year degree, to pass all their papers.
- 3.24 Students found engaging in disorderly conduct, academic misconduct or using unfair means for any of the Assessments will face action from the Office of Examinations which may include being failed for the specific paper to being debarred from future Assessments.
- 3.25 The examination schedule, once published is final. Students appearing for other competitive examinations on clashing dates must repeat the examination in the following year as a back paper.
- 3.26 For complete details on Examination Policy and Procedures, visit <https://salesiancollege.ac.in/examination/>.

Clubs, Cells & Associations

Clubs, cells and associations are integral part of Don Bosco's 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. Followings are the Clubs, Cells and Associations functioning in Salesian College (Autonomous).

1. Alumni Association

The Alumni Association of Salesian College (Autonomous) is a long-standing organization, first established at the Sonada Campus. The Siliguri Chapter was formed on August 25, 2015, aiming to work for society. There are numerous registered members from the first batch of 1941 to 2024, with numbers gradually increasing. The Association conducts elections to form the Executive Committee every two years. Currently, there are ten elected Executive Committee members, including Fr (Dr) Tomy Augustine, Rector, and Coordinator Ms Tanisha Kansal. The Alumni Association fosters a strong community of graduates dedicated to supporting each other and contributing to societal welfare, maintaining a lasting connection with the college and its mission.

2. Anchors' Association

Master of Ceremonies (MCs) are integral to the success of events, ceremonies, and gatherings by ensuring a smooth and engaging atmosphere throughout. Their role encompasses not only maintaining the flow of the event but also captivating the audience through entertainment and effective communication. Essential qualities such as commitment, discipline, and sincerity are fundamental to their performance, complemented by traits like continuous improvement, patience, and perseverance. Recognizing the profound impact of MCs on students' overall development, Salesian College proposes the creation of the Anchors' Association. This initiative aims to provide comprehensive resources, workshops, and training programs covering event management, improvisation, and stage presence. Additionally, it seeks to cultivate students' public speaking, presentation skills, body language, vocabulary, and humour, while fostering a supportive environment for collaborative event organization and execution. Through regular workshops, seminars, masterclasses, and hands-on experiences, the association aims

to groom MCs who can excel in both college and professional settings, ensuring a continuous cycle of learning and mentorship among its members.

3. Brainbow

Brainbow Association, managed by students of the Psychology Department at Salesian College (Autonomous), emphasizes understanding human nature. The word “Psychology” derives from the Greek words “Psyche” (mind, soul, spirit) and “Logia” (study). The club aims to study the human mind and behaviour scientifically, focusing on thoughts, actions, development, personality, emotions, motivation, and other human aspects. The Club’s goals include developing comprehensive understanding, fostering empathetic and ethical values, promoting mental health awareness, and encouraging scientific thinking. Brainbow organizes activities like seminars, workshops, interactive sessions, and outreach programs to enrich students’ knowledge and skills. By exploring various psychological aspects, Brainbow aims to prepare students for careers in psychology, research, and related fields while promoting overall mental well-being.

4. Community Radio

Radio Salesian (90.8 FM) was officially launched on December 8, 2016. Serving the hill community, this community radio station offers educational and thought-provoking programs on various societal aspects. In a short time, Radio Salesian has significantly raised awareness, crucial for the community’s development. The positive feedback received continually strengthens and motivates the station, enabling it to better serve and engage with the local population. Through its diverse programming, Radio Salesian plays a vital role in informing, educating, and uniting the community, contributing to its overall growth and progress.

5. Debating Society (DebSoc)

DebSoc at Salesian College (Autonomous) Siliguri offers students a supportive environment to overcome public speaking fears, enhance skills, and build confidence. It provides an ever-growing, encouraging platform where members develop personally and socially without hesitation or judgment. DebSoc conducts workshops, events, and competitions

involving impromptu speaking, research-based activities, creative presentations, and simulations akin to international drama and speech institutions. By fostering an environment of open dialogue and critical thinking, DebSoc helps students hone their debating skills, articulate their thoughts effectively, and engage in meaningful discourse. The society is a student-friendly body dedicated to nurturing confident, articulate, and well-rounded individuals capable of addressing diverse audiences.

6. Elite Talk

Salesian College (Autonomous) proudly presents “Elite Talk”, a specialized programme designed for both undergraduate and postgraduate students. This initiative, led by the Departments of English and Mass Communication & Journalism, aims to cultivate essential competencies in public speaking, presentation skills, and effective communication. Scheduled monthly, Elite Talk sessions are meticulously crafted to empower students with the confidence and proficiency needed to excel in various communication scenarios. By participating in Elite Talk, students will enhance their ability to articulate ideas, engage audiences effectively, and develop vital communication strategies essential for their academic, professional, and personal growth.

7. Enactus

Enactus Salesian College Siliguri, part of Enactus International, inspires students to improve the world through entrepreneurial action. It provides a platform for university students to create community development projects, guided by educators and supported by business leaders. Students take an entrepreneurial approach that empowers people to achieve success. Enactus initiatives address societal problems such as environmental degradation, poverty, illiteracy, and racial discrimination. Students work with dedication and commitment, fulfilling their obligations towards humanity. These projects provide practical experience and instil a deep sense of social responsibility, demonstrating how entrepreneurial action can drive positive societal change and contribute to building a better, sustainable future.

8. Entrepreneurship Development Cell (EDC)

Started in 2019, Salesian College EDC leads in enabling and facilitating entrepreneurs, supporting budding entrepreneurs, and nurturing students from ideation to startup, establishment, and scaling up with integrity and sustainability. Through constant guidance and mentoring via various programs and schemes, the Cell helps students acquire the skills and capabilities necessary to effectively play the role of an entrepreneur. Regular Entrepreneurship Development Programmes nurture youth talent by enlightening them on aspects of industrial activity required for setting up MSEs. The cell promotes the spirit of entrepreneurship in students, equipping them to face the challenges they would encounter in their entrepreneurial journey, ensuring they have the tools and knowledge to succeed and contribute meaningfully to the economy.

9. Human Rights Cell

“Human rights are not a privilege conferred by government. They are every human being’s entitlement by virtue of his humanity.” – Mother Teresa. According to the United Nations, human rights are inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. These rights include life, liberty, freedom from slavery and torture, freedom of opinion and expression, and the right to work and education. Everyone is entitled to these rights without discrimination. Salesian College formed the Human Rights Cell to raise awareness among students about the concept and importance of human rights. The cell aims to foster a culture of respect, equality, and justice, empowering students to become advocates for human rights in their communities and beyond.

10. Media Association

The Media Association of Salesian College Siliguri engages students with media activities, helping them increase their understanding of mass media. Mass Media includes various vehicles like newspapers, magazines, audiovisual media, and new media used to communicate with the masses. These are the modes of delivering messages and are used for effective communication. The association provides students with practical experience in media operations, enhancing their skills in journalism, broadcasting, and digital media. Through workshops,

seminars, and hands-on projects, students gain valuable insights into the media industry and its impact on society. The Media Association also fosters critical thinking and creativity, encouraging students to explore different forms of media expression. By participating in media-related activities, students develop a comprehensive understanding of the role of mass media in shaping public opinion and learn to navigate the complexities of the modern media landscape.

11. National Cadet Corps (NCC)

NCC is a national organization that inculcates in cadets the spirit of courage, confidence, self-reliance, selfless service, patriotism, faith in oneself, and adaptability, essential for disciplined and dutiful youth. Salesian College Sonada is attached to 4 BN NCC under the leadership of LT Tshering D Sherpa and under the 16th Bengal BN NCC under LT Risha Chettri. NCC aims to develop discipline, character, brotherhood, adventure spirit, and ideals of selfless service among young citizens. It also aims to enlighten leadership qualities among the youth who will serve the nation regardless of their chosen careers and motivates the young to choose a career in the armed forces. Through rigorous training and activities, NCC prepares students to face various challenges, fostering a sense of duty and responsibility towards the nation, and instilling values that contribute to their overall personal and professional growth.

12. National Service Scheme (NSS)

NSS is a public service program sponsored by the Indian Government's Ministry of Youth Affairs and Sports. Launched in the Centenary year of 1969, NSS aims to develop students' personalities through community service. It operates as a voluntary association of young people in Colleges, Universities, and at +2 levels, fostering campus-community linkages, especially in villages. NSS aims to instil social welfare values in students and provide unbiased service to society. Volunteers ensure that those in need receive assistance to improve their standard of living and lead dignified lives. Through their service, volunteers learn resilience and resourcefulness from community members facing scarcity. NSS also responds to natural and man-made disasters by providing essential support such as food, clothing, and first aid to victims. NSS embodies the motto "Not Me But You", emphasizing democratic ideals and encouraging selfless service among students.

13. Pianazzi Literary & Cultural Society (PLCS)

Named after the first rector of Salesian College Sonada, Father Archimedes Pianazzi, the Pianazzi Literary Society began its journey in July 2018 and was renamed PLCS in early 2020. Humanities, even life itself, without literature is like a body without a soul. The objective of PLCS is to provide a platform for the critical appreciation of the myriad forms of art beyond the classroom, in a more informal setting. It aims to establish a thriving intellectual campus culture that could one day rival the best arts colleges in the country, with weekly, fortnightly, and monthly events of individual, club-wise, course-wise, and inter-college activities to promote a healthy appetite for reading, encourage a wholesome competitive spirit, and teach students to be team players. Through these events, PLCS fosters an environment where students can explore their creative talents, engage in intellectual discourse, and develop a deeper appreciation for the arts and humanities.

14. Qalakaar

Qalakaar is the esteemed dance association at Salesian College (Autonomous) Siliguri, offering a vibrant platform for students to exhibit their talents, acquire new dance techniques, and forge enduring memories. Embracing a diverse array of dance forms including classical and traditional styles, *Qalakaar* fosters a deep passion for dance among its members. Its primary objectives include providing professional training to enhance dance skills, offering opportunities for performances at college events and competitions, and representing the college on broader stages. Moreover, joining *Qalakaar* ensures camaraderie within a closely-knit community of like-minded dancers, fostering friendships and camaraderie. It promotes an environment where creativity flourishes, encouraging members to explore their artistic potential through the joyful expression of dance. Joining *Qalakaar* guarantees an enriching journey brimming with rhythm, creativity, and unforgettable experiences.

15. Salesian College Association of Professionals (SCAP)

The mission of the Salesian College Association of Professionals (SCAP) is to prepare business management students to become professionals akin to those in law, medicine, engineering, and accounting. This is achieved through certifications, continuing education, ethical groom-

ing, and adherence to professional standards via the Department of Management Studies' best practices. The vision is to standardize the process of delivering high-quality business management education in a cost-effective and time-efficient manner. SCAP aims to ensure students are knowledge-competent and ethical throughout their careers, promoting these values as they become business executives or corporate leaders. SCAP encourages participation in various activities, including the annual event Calibre, and a week-long social outreach program. The Tata Memorial Seminar and the biannual magazine Evolve further enhance students' professional competencies and writing skills.

16. Salesian College Choir

The Salesian College Choir offers professional training and guidance to students, equipping them with fundamental knowledge of music theory. Students receive instruction to master the essentials of singing, including breathing techniques, ear training, scales, intervals, and modulation. This comprehensive training ensures a well-rounded musical education. Upon completion of the training programme, the choir showcases its skills by performing at various college events and participating in prestigious intercollegiate music festivals. These performances provide students with valuable experience and the opportunity to demonstrate their musical proficiency in a variety of settings.

17. Salesian College Commerce Association (SCCA)

SCCA is formed for all commerce students who enrol in the Commerce Department and, through this group, they learn the rules of commercial activities in a simulated environment. The association plays an important role in making the department a front runner, in and out of the college. SCCA provides students with practical experience in commercial activities, enhancing their understanding of the business world. By participating in various events and activities, students develop essential skills such as leadership, teamwork, and problem-solving, preparing them for successful careers in commerce. The association also fosters a sense of community among commerce students, encouraging collaboration and networking. Through guest lectures, workshops, and competitions, SCCA ensures that students are well-equipped with the knowledge and experience needed to thrive in the competitive business environment, making the Commerce Department a leader in business education.

18. Salesian College for Earth, Nature & Environment (SCENE)

Nature is critical for human survival, providing us with necessities like biodiversity and natural resources. Helping Mother Nature in restoration and conservation has become an absolute necessity. SCENE inculcates an appreciation of nature among students and encourages participation in activities that foster a sense of belonging to nature. The club's mission is to create a safe environment that cares for all life while building a new generation of environmentally committed citizens and active concerned leaders for tomorrow. SCENE promotes outdoor education programs to enhance connections between individuals and nature, fostering pro-environmental behaviour. Multiple and sustained interactions with teammates in nature-based programs help students build friendship networks. Additionally, it aims to curtail digital addiction by involving young minds in nature-related activities. The club balances text-based education with field-based learning, encouraging individuals to contribute selflessly and act voluntarily for society's welfare. SCENE's ultimate objective is to align its activities with sustainable development goals.

19. Salesian College Sports Association (SCSA)

SASC is formed, developed, governed, and administered by student and faculty representatives to encourage physical activities and sports. SASC aims to make campus life active and alive with daily, weekly, and monthly events of individual, club-wise, course-wise, and inter-college activities to promote physical fitness, a wholesome competitive spirit, and sportsmanship. The association is committed to fostering a healthy sporting habit among students, helping them learn teamwork, coordination among diverse cultural and ethnic groups, and discipline. It instils a value system in individuals, emphasizing the importance of time, precision, and competitiveness. Apart from promoting physical fitness, SASC plays a crucial role in developing essential life skills such as communication, coordination, and teamwork. By providing opportunities for students to engage in various sports and physical activities, SASC contributes to their overall well-being and personal growth, making campus life vibrant and dynamic.

20. Techne Association

Formed on March 15, 2022, the Techne Association is the science club of the college, dedicated to fostering science awareness and enthusiasm among students. Through organizing inter-school and college competitions, workshops, and seminars throughout the year, the club provides opportunities for students to explore scientific concepts, develop critical thinking, and engage in collaborative learning. Techne Association is committed to nurturing a vibrant scientific community within the college, inspiring the next generation of innovators and thinkers. By offering a platform for scientific exploration and discussion, the association aims to cultivate a deep appreciation for science and its applications among students.

21. Women's Cell

The Women's Cell at Salesian College was established to empower women to realise their full potential and support the women students in the campus so as to claim the rightful gender equality. Its aim is the holistic development of women in all aspects of life, raising awareness about pertinent issues and providing a platform for discussion on topics from empowerment to eco-feministic concerns. The vision is to empower women across all spheres, enabling them to act as agents of social and economic change, while instilling ethical values for the betterment of self, family, and society. The mission is to equip women with a diverse set of skills and knowledge, enhancing their social, economic, and intellectual capacities for peace, security, and prosperity. The UGC has developed guidelines to ensure a safe, secure, and violence-free environment for women in Higher Educational Institutions.

College Periodicals

Reading, writing, and critical reflection are the most essential components of an academic journey for students across all disciplines. At Salesian College (Autonomous), students are encouraged to engage in critical thinking, reflect upon their learning experiences, and document these reflections in our periodicals. The value of news media and journalism is highly esteemed within our academic community, as we uphold the belief that responsible media acts as the conscience of the nation. Students are provided with the opportunity to immerse themselves in the processes of writing, editing, layout design, and publishing, all under the guidance of experienced faculty members.

1. DigiTrek

DigiTrek is a half-yearly magazine from the Deanery of Sciences focusing on the advancement, diffusion, and promotion of the knowledge of science. From a departmental newsletter started by the Department of Computer Science and Applications, it blossomed into a Deanery magazine in 2020. This Magazine includes feature articles, incisive opinion pieces, comprehensive scientific news, commentaries, book reviews, and coverage of cutting-edge research and science policy developments. With the accentuation of accurate and comprehensive ideas, amplifying the voice of science, sharing the excitement of scientific news coverage and analysis, and a fresh outlook on ground-breaking research and technological advances, *DigiTrek* hopes to communicate and familiarise its readers with the essential role of science in the modern world.

2. Evolve

Evolve is a bi-annual magazine of the Department of Management Studies that provides a platform for BBA and BBATHM students to unleash their creativity and express themselves. Whether through writing, artwork, photography, or graphic design, the magazine encourages students to explore their talents and share their perspectives with the community. It showcases achievements, highlights departmental events, and celebrates the diverse talents within the institution, fostering a sense of belonging and pride. Students learn to conduct interviews, gather information, and present their findings clearly and compellingly, honing valuable skills beyond the classroom. They address important issues, spark discussions, and reflect the interests and concerns of to-

day's students, covering topics from climate change and social justice to pop culture and technology.

3. **Influenzer**

The *Influenzer* represents the power exerted by individuals, things, situations, or events on humans and nature, impacting universally due to their multifaceted relationship with society and nature. Influence convinces and persuades others to adopt specific actions, inducing changes in behaviour, attitudes, opinions, and values. It includes interpersonal processes leading to changes in behaviour, emotions, and cognition. Human minds are shaped by influence, reflecting societal expectations. From early childhood, we are influenced by parents, teachers, and friends, later by culture, language, education, religion, ideology, propaganda, and technology. Some influences, like values and beliefs, may last a lifetime, while others are situational. In the modern world, influence is pervasive, particularly through ICT and social media, creating new realities and challenges.

4. **The Salesian Times**

The Salesian Times is a quarterly student print newspaper produced by the dedicated Mass Communication and Journalism students of Salesian College (Autonomous), Siliguri Campus. Guided by experienced faculty, this publication provides a platform for students to report on campus events, achievements, and happenings. Each edition offers comprehensive insights into the dynamic life of the College, including academic highlights and cultural festivities. The newspaper not only informs but also empowers students with invaluable hands-on experience in journalism and media production. Through the Salesian Times, the essence of Salesian College's community, aspirations, and milestones are eloquently captured and shared, fostering a sense of unity and pride among its members.

Student Bodies

The Office of Student Affairs is a student office that serves as a nurturing ground for the holistic development of students by creating platforms and spaces for students to discover and hone their leadership abilities, skills, talents, attitudes and values. The office creates platforms around institutional activities, and cultural and art forms. It also helps to inculcate various life skills such as leadership qualities, knowledge building, team spirit and time management, utilising peer-mentoring strategies. Cultural activities organised by the College helps in the overall growth of an individual and develop various graduate attributes.

The Student Affairs Office works to realise the following objectives:

- To nurture interpersonal and social skills, leadership abilities, talents, attitudes, and values in students.
- To develop the faculty of aesthetics and intercultural understanding and dialogue among students through the promotion of diverse cultural expressions in Art, Music, Dance, Literature and Theatre.
- To develop global citizenship and life-long commitment to the vision, values of the College.
- To provide a platform to enhance and enrich students' talents and develop them holistically, making them better citizens and members of communities of which they will be part of.

1. Student Council (All Class Representatives)

The Student Council Body is a team of Class Representatives who assist the department in all matters related to academics. The College student council body is often called the backbone of campus life. The members of this body undergo formal and informal training programmes in many aspects including leadership skills, teamwork, time management, problem-solving and life skills. Students get opportunities to interact with like-minded individuals with a zest for volunteering from across disciplines, departments and deaneries, College officials, renowned guests from different walks of life which act as remarkable opportunities for symbiotic, social and personal growth.

Core Council

The Core Council is the student body elected by the Class Representatives of all programmes. There are four deaneries in the College and each deanery has elected student body consisting of President (from Final Year), Vice President and Secretary (from Second Year). The Post Graduate Departments have a separate Core Council members but they are part of the Salesian College Student Council. All the Core Council members and CRs form the Student Council of Salesian College.

Objectives of Student Council

- 1.1 To imbibe and inculcate among the students the Vision, Mission and Core Values and Graduate Attributes of the College.
- 1.2 To provide constructive feedback on various aspects of campus life – academic programmes, general discipline, library facilities, maintenance of the campus and other student services and facilities.
- 1.3 To suggest the means for improving the academic quality and standards and the research culture among students.
- 1.4 To suggest and implement student projects for their holistic development.
- 1.5 To identify, assess, evaluate, and suggest the student perspectives in the development of arts and culture, sports and games, and other curricular and extracurricular activities involving student participation.
- 1.6 To identify and suggest methods of improving student life and student conduct and discipline.
- 1.7 To assist the anti-ragging committee to ensure ragging-free student life.
- 1.8 To assess and improve the potential for student placements and facilitate internships.
- 1.9 To create and encourage an environment for healthy and effective use of student service facilities and suggest methods for its improvement.

- 1.10 To assist and promote the student endeavours such as National Service Scheme (NSS), National Cadet Corps (NCC), Women Cell and Office of Student Affairs.
- 1.11 To help interlink students, faculty members, staff, and management of Salesian College.
- 1.12 To help the students to develop and sustain the motto: *flamma ardens et Lucens* – a flame that enlightens and enlivens.

Constitution of the Council

The Student Council is constituted by representatives of students chosen from all the Undergraduate (UG) and Postgraduate (PG) Programmes of the College. The Salesian College Student Council is the apex student body. The number of the members in the College Student Council may vary every academic year based on the new programmes introduced by the College. The College Student Council also includes a representative each from NSS, NCC, Women Cell, nominated by the Coordinators of the respective Offices. The Student Councils are the supporting bodies constituted under each Deanery and consist of two representatives from each class of the College. The Student Council acts as a responsible and collaborative body contributing to the Vision, Mission, Core Values and Graduate Attributes of the College and refrains from being an association or a bargaining agency of the students. The Principal may dissolve the Council at his discretion at any time prior or during its functional duration.

Member Nomination Procedure and Tenure

Any student fulfilling the eligibility criteria such as academic performance, percentage of attendance, participation in events and activities of the department, demonstrates holistic skills and enjoys good standing among the peer community is eligible to apply to be a member of the Deanery Level Student Council. Membership Application form is to be submitted by the interested students to their respective class teachers along with a statement of purpose, a copy of the attendance and marks card of the previous semesters. The Class Teachers in consultation with their Head of the Department (HoD) concerned evaluate the application and submit a list of four candidates to the Faculty Coordinators of the Deanery Student Council. The faculty coordinators review the applications and interview the recommended candidates along with an outgoing member of the College Student Council. The

students elect their class representatives from among the nominated members and based on the personal interview and other achievements, two candidates are selected by the Head of the Department to represent the Student Council from each class. However, the student who is appointed as Class Representative in the 1st year cannot stand for elections for the post of Class Representative in the 2nd year.

All Deanery Student Council members who fulfil the eligibility criteria in terms of academic performance, attendance, and performance as a Council member, are eligible to apply for the membership of the College Student council. The applications are to be submitted to the Coordinator of Student Affairs along with a statement of purpose, contributions as a member, participation in events and activities of the Deanery and a copy of the attendance and mark sheets of the previous semesters. Faculty coordinators verify the application forms, academic documents and contribution as member of the Deanery based on the record of all the Deanery Student Council members maintained by the outgoing College Student council members. All shortlisted candidates will be interviewed personally by the Principal/Vice Principal. Based on the interview and other achievements members are selected as per the requirement for each department in consultation with respective HoD's and class teachers.

The normal tenure of membership is 11 months and is renewable based on fresh nomination. Nomination of Senior Students to the Council of the ensuing year takes place in the month July/August month of every academic year. Nominations of the students from the first year of study will take place in the month of July every year or the second month after the month commencement of course instruction for the first semester. At the end of every year the incumbent Student Council hands over its functions to the new Student Council.

Orientation and Training

During the second week after the commencement of course, in the beginning of an Academic Year, the newly inducted members of all the campuses are given an orientation. This is also attended by the Faculty Coordinator of Student Affairs, Faculty Coordinator of Co-curricular Activities and Faculty Representatives of all Deaneries. Attendance for the orientation is compulsory and absence results in automatic termination of the member and a new member is appointed for the post unless the absentee has informed the Faculty Coordinator in advance through an email and the reason for absence is valid and approved by

the Faculty Coordinator of Student Affairs.

Schedule of Meetings

The College level Student Council meets every month with the Coordinators of Student Affairs and of Co-curricular Activities to discuss the proceedings of the Council and convey the suggestions of the feedback to improve the quality of life in the campus. Meeting of the Council with the Principal/Vice Principal is held once a Semester. The meeting convened by the Coordinator of the Student Affairs with the approval of the Principal, is also attended by the Faculty Coordinator of Co-curricular Activities, apart from the senior faculty of the College. The Principal may invite any other faculty/student to the meeting if he deems it necessary. Attendance for the meetings is compulsory and absence for two consecutive meetings without prior information and valid reasons results in termination of the member and appointment of a new member for the post.

2. College Volunteer Body

To promote voluntarism among the students, the Volunteer Body has been created where students can offer their services under the guidance of Co-Curricular Coordinator and Student Affairs Co-Ordinator. The students will be part of organising different events of the college and learn organising skills, leadership skills and communication skills.

Structure

- 2.1 The Volunteer Body consists of the following teams: (a) Finance & Marketing, (b) Stage Management, (c) Hospitality, (d) Office, and (e) Operations.
- 2.2 The distribution of students for each team is as follows: (a) Finance & Marketing – 6 students, (b) Stage Management – 15 students, (c) Hospitality – 10 students, (d) Office – 7 students, and (e) Operations – 2 students; totalling 40 students.
- 2.3 In addition to the aforementioned point, further assistance for events will be summoned as per the specific requirements of each event.

Roles & Responsibilities

- 2.4 Volunteer Bodies function under the direct supervision of the Co-ordinator of Co-curricular Activities.

- 2.5 Volunteer Bodies bear the responsibility of overseeing all college events. Moreover, they are obligated to assist the class representative in departmental events in aspects like budget and documents.
- 2.6 Volunteers are required to be present beyond regular class hours for event preparation and are expected to remain until the conclusion of the event.

General guidelines

- 2.7 All members of the Volunteer Bodies are expected to adhere to the rules and regulations set forth by the college administration.
- 2.8 Volunteers must demonstrate professionalism and dedication in carrying out their assigned duties.
- 2.9 Any conflicts or issues arising within the Volunteer Bodies should be reported to the Coordinator of Co-curricular Activities for resolution.
- 2.10 Volunteers are encouraged to collaborate and communicate effectively with each other to ensure the successful execution of college events.
- 2.11 Attendance is mandatory for all Volunteer Body members during event preparation and execution.
- 2.12 Any absence must be communicated in advance and approved by the respective department head or the Coordinator of Co-curricular Activities.
- 2.13 Volunteers are responsible for the proper handling and management of resources assigned to their respective departments.
- 2.14 Any misuse or mishandling of college resources will result in disciplinary action.
- 2.15 Volunteers must maintain a positive and respectful attitude towards fellow members, college staff, and event attendees.
- 2.16 The Volunteer Bodies reserve the right to amend these rules and regulations as deemed necessary, with approval from the college administration.

Volunteer Body Office Bearers

Dance

- Student-in-Charge: Purbali Paul, English.
- Faculty-in-Charge: Dr Gouri Dey.

Music

- Student-in-Charge: Navraj Rana, Political Science.
- Faculty-in-Charge: Mr Sagar Routh.

Fashion Show

- Student-in-Charge: Resmika Thapa, Geogrpahy.
- Faculty-in-Charge: Ms Shradha Sharma.

Debate

- Student-in-Charge: Malwika Jaishi, English.
- Faculty-in-Charge: Sr Pascalina Lepcha.

3. Contact Points for Common Amenities

Sonada campus

Amenities	Location	Contact Person	Mobile Number
<i>Computer Lab (BCA)</i>	College Block, Level 1	Mr Nikhil Pradhan	8918340072
<i>Faculty Room-1 (Guest Faculty room)</i>	College Block, Level 1	Mr Nikhil Pradhan	8918340072
<i>Women's Sick Room</i>	College Block, Level 2	Ms Sradha Pradhan	9735094875
<i>Men's Sick Room</i>	College Block, Level 2	Mr Rakesh Saibo	8509549705
<i>Kallingal Hall</i>	College Block, Level 3	Ms Shikshita Dewan	8016441426
<i>Sheehy Reading Hall</i>	College Block, Level 3	Ms Shikshita Dewan	8016441426
<i>Radio Centre</i>	College Block, Level 3	Mr Samir Ghimiray	8538040168

Sonada Campus

Amenities	Location	Contact Person	Mobile Number
<i>Faculty Room-2</i>	College Block, Level 3	Dr Terence Mukhia	9002371615
<i>Learning Commons</i>	College Block, Level 4	Fr Pritam Barla, Mr Deep Pradhan	7699890320, 8906312941
<i>Library</i>	College Block, Level 4	Fr Pritam Barla, Mr Deep Pradhan	7699890320, 8906312941
<i>Exam Hall</i>	College Block, Level 5	Mr Uday Mall	7076694053
<i>Research Centre</i>	College Block, Level5	Fr Pritam Barla, Mr Alfred Dewan	7699890320, 8918985019
<i>Salesian TV Studio</i>	College Block, Level 6	Mr Bruno Thapa	7679638940
<i>Salesian Radio</i>	College Block, Level 2	Mr Samir Chhetri	8538040168
<i>Faculty Room-3</i>	College Block, Level 6	Mr Uday Mall	7076694053
<i>Auditorium</i>	College Block, Level 7	Mr Rakesh Saibo	8509549705
<i>NCC Room</i>	College Block, Level 7	Ms Tshering D Sherpa	7908759192
<i>Music Room</i>	College Block, Level 7	Ms Sradha Pradhan	9735094875
<i>Dining Hall (Support Staff)</i>	College Block, Level 2	Mr Savio Giri	8918982126
<i>Dining Hall (Faculty)</i>	Residential Block, Ground Floor	Ms Sophia Rai	9832289549
<i>Computer Lab</i>	Residential Block, Level 1	Fr Clement Lakra	7044233624

Sonada Campus

Amenities	Location	Contact Person	Mobile Number
<i>Music Room</i>	Residential Block, Level 1	Fr Clement Lakra	7044233624
<i>Faculty Room-4</i>	Residential Block, Level 2	Fr C J Mathew	9418922747
<i>Reading Room</i>	Residential Block, Level 2	Fr C J Mathew	9418922747
<i>Philosophy Library</i>	Residential Block, Level 2	Fr C J Mathew	9418922747
<i>Central Hall</i>	Residential Block, Level 3	Fr Clement Lakra	7044233624
<i>Playground (Stadium)</i>	Gorabari	Mr Rakesh Saibo	8509549705
<i>Basket Ball</i>	Residential Block,	Fr Clement Lakra	7044233624
<i>Basket Ball</i>	College Block	Mr Rakesh Saibo	8509549705
<i>Volleyball Court</i>	College Block	Mr Rakesh Saibo	8509549705

Siliguri Campus*

Amenities	Location	Contact Person	Mobile Number
<i>AV Hall</i>	Savio Block, Ground Floor	Mr Simon Lepcha	89725-84200
<i>Conference Hall</i>	Savio Block, 2 nd Floor (East)	Mr Simon Lepcha	89725-84200
<i>Killian Arcade</i>	Between Savio and Taverna Blocks	Mr Simon Lepcha	89725-84200
<i>Marengo Hall</i>	DB Block, 2 nd Floor	Mr Cyril Praveen Singh	96351-09105

* Abbreviations used: DB Block – Don Bosco Block, NZ Block – Nazareth Block

Siliguri Campus

Amenities	Location	Contact Person	Mobile Number
<i>Library</i>	DB Block, 1 st Floor	Ms Sushma Gurung	89440-98868
<i>Computer Lab-I (For IGNOU classes/exams)</i>	Taverna Block, Ground Floor (West)	Mr Cyril Praveen Singh	96351-09105
<i>Computer Lab-II (Mass Comm and Commerce/Management)</i>	Taverna Block, First Floor, Middle	Mr Badshah Das	74320-63619
<i>Mass Communications Studio</i>	Taverna Block, 1 st Floor, East	Mr Badshah Das	74320-63619
<i>Exam Office (CBCS)</i>	DB Block, 1 st Floor, North	Mr Debdtut Sengupta	70295-99998
<i>CoE's Office</i>	DB Block, 2 nd Floor, North	Mr Patrick Johnson, Mr Bikramjit Chandra	96094-08050, 96791-00876
<i>JPM Hall</i>	DB Block, Ground Floor	Mr Cyril Praveen Singh	96351-09105
<i>Men's Sick Room</i>	DB Block, Ground Floor	Ms Rosemary Lakra (Nurse)	81161-74659
<i>Women's Sick Room</i>	DB Block, Ground Floor	Ms Rosemary Lakra (Nurse)	81161-74659
<i>Women's Common Room</i>	Beside Taverna Canteen	Ms Rosemary Lakra (Nurse)	81161-74659
<i>Stadium Block</i>	Stadium	Mr Dipesh Patrick Barailey	97750-80049
<i>TT Room, Fitness Centre</i>	Beside Killian Arcade	Mr Dipesh Patrick Barailey	97750-80049
<i>Basketball, Volleyball courts</i>	Near NZ Block	Mr Dipesh Patrick Barailey	97750-80049

Siliguri Campus

Amenities	Location	Contact Person	Mobile Number
<i>CS Department Computer Lab-I and Lab-II</i>	NZ Block, 1 st Floor, East	Mr Anil Kiro	96478-21416
<i>Nazareth Hall</i>	NZ Block, Ground Floor, East	Mr Anil Kiro	96478-21416
<i>Girls' Hostel</i>	Behind College campus	Sr Rose Cyriac (MSMHC)	81678-82968

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

We have a call to live life in this world
God's 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 walk hand in hand
As brothers and sisters as one
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. We 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. 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.

8. 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.

Academic Calendar

2024 - 2025

Siliguri Campus

Legends

SL: *Study Leave* for students, Faculty members report for duty.

PL/WFH¹: *Preparatory Leave / Work from Home* for faculty members, Study Leave for students.

W/D: *Working Day*.

FA: *Formative Assessment*, for students under Autonomy regulations.

SA: *Summative Assessment*, for students under Autonomy regulations.

CIA: *Continuous Internal Assessment*, for students under CBCS regulation.

UG/PG: *Undergraduate/Postgraduate*.

¹Ordinarily, the first, third and fifth Saturdays are PL/WFH for faculty members. However, examinations, faculty development programmes, and/or extraordinary events may be organised with prior notice and discretion.

01.	Mon	Admission	<i>Van Mahotsava (NSS)</i>
02.	Tue	Admission	
03.	Wed	Admission	
04.	Thu	Admission	
05.	Fri	Admission	
06.	Sat	Admission/PL	
07.	Sun		
08.	Mon	Admission	New Faculty Induction Programme - Day 1
09.	Tue	Admission	16 th Foundation Day, SCSC; Faculty Induction Programme - Day 2
10.	Wed	Admission	Faculty Induction Programme - Day 3
11.	Thu	Admission	Faculty Induction Programme - Day 4
12.	Fri	Admission	Faculty Induction Programme - Day 5
13.	Sat	SL	Faculty Induction Programme - Day 6
14.	Sun		
15.	Mon	Class	Session commences for UG & PG, Sems I & III
16.	Tue	Class	Orientation for new students
17.	Wed	<i>Hol</i>	<i>Muharram</i>
18.	Thu	Class	Orientation
19.	Fri	Class	Orientation
20.	Sat	PL/WFH	
21.	Sun		
22.	Mon	Class	Session commences for UG Sem V; (Formal Academic Inaugural Session for Sem I: UG & PG)
23.	Tue	Class	
24.	Wed	Class	
25.	Thu	Class	
26.	Fri	Class	
27.	Sat	SL	
28.	Sun		
29.	Mon	Class	
30.	Tue	Class	
31.	Wed	Class	

01.	Thu	Class	
02.	Fri	Class	
03.	Sat	PL/WFH	
04.	Sun		
05.	Mon	Class	
06.	Tue	Class	
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	Quest IV (EDC)
10.	Sat	SL	Orientation & elections for Student Council
11.	Sun		
12.	Mon	Class	
13.	Tue	Class	
14.	Wed	Class	National Financial Awareness Day (Com- merce)
15.	Thu	<i>Hol</i>	Independence Day (NSS/NCC/Phy Edu)
16.	Fri	W/D	<i>Bosco Jayanti</i> ; Inaugural Prayer Session for new students
17.	Sat	PL/WFH	
18.	Sun		
19.	Mon	Class	World Photography Day (MC&J)
20.	Tue	Class	<i>Sadbhawana Diwas</i> (NSS)
21.	Wed	Class	
22.	Thu	Class	
23.	Fri	Class	<i>Meraki</i> (Education); Turn Coat (History)
24.	Sat	SL	Freshers' Welcome
25.	Sun		
26.	Mon	<i>Hol</i>	<i>Janmastami</i>
27.	Tue	Class	
28.	Wed	Class	
29.	Thu	Class	National Sports Day: Inter-departmental Football Tournament (Physical Education)
30.	Fri	Class	<i>e-ComPhyMathix</i> (Deanery of Sciences); Geo Slam Quiz (Geography)
31.	Sat	PL/WFH	

01.	Sun		
02.	Mon	Class	
03.	Tue	Class	
04.	Wed	Class	
05.	Thu	Class	
06.	Fri	Class	
07.	Sat	PL/WFH	
08.	Sun		
09.	Mon	Class	Guest Lecture (Political Science)
10.	Tue	Class	Pro-Life Observation Day (Psychology); Research Workshop (Social Work)
11.	Wed	Class	
12.	Thu	Class	
13.	Fri	W/D	<i>Exsurge</i> ; Calibre
14.	Sat	W/D	<i>Exsurge</i> ; Calibre
15.	Sun		
16.	Mon	Class	
17.	Tue	Class	
18.	Wed	Class	
19.	Thu	Class	
20.	Fri	Class	
21.	Sat	PL/WFH	
22.	Sun		
23.	Mon	Class	
24.	Tue	Class	NSS Foundation Day (NSS)
25.	Wed	Class	
26.	Thu	Class	Seed Dispersal for Greener Future (SCENE)
27.	Fri	Class	Hay Fever; Still-in-Motion; Inscape; Guest Lecture (Computer Science)
28.	Sat	SL	Salesian Mathematics Olympiad; Hay Fever; Still-in-Motion; Inscape
29.	Sun		
30.	Mon	Class/Exam	FA-2 for UG (Sems I & III) begins

01.	Tue	Class/Exam	FA-2 (UG); Blood Donation Camp (NSS / Alumni)
02.	Wed	<i>Hol</i>	<i>Gandhi Jayanti; Mahalaya</i>
03.	Thu	Class/Exam	FA-2 (UG); Communal Harmony Day (NSS)
04.	Fri	Class/Exam	FA-2 (UG)
05.	Sat	PL/WFH	
06.	Sun		
07.	Mon	Class/Exam	FA-2 (UG)
08.	Tue	W/D	<i>Jubilee of Fr (Dr) Babu Joseph</i>
09.	Wed	<i>Hol</i>	Puja Holidays begin
10.	Thu	<i>Hol</i>	
11.	Fri	<i>Hol</i>	
12.	Sat	<i>Hol</i>	
13.	Sun		
14.	Mon	<i>Hol</i>	
15.	Tue	<i>Hol</i>	
16.	Wed	<i>Hol</i>	
17.	Thu	<i>Hol</i>	
18.	Fri	<i>Hol</i>	
19.	Sat	PL/WFH	
20.	Sun		
21.	Mon	Class/Exam	Classes resume after Puja holidays; FA-2 for PG (Sems I & III) begins
22.	Tue	Class/Exam	FA-2 (PG)
23.	Wed	Class/Exam	FA-2 (PG)
24.	Thu	Class/Exam	FA-2 (PG)
25.	Fri	Class/Exam	FA-2 (PG); <i>Conoscenza</i> : Day 1; <i>Rupyog</i> (Enactus)
26.	Sat	SL	<i>Conoscenza</i> : Day 2
27.	Sun		
28.	Mon	Class	World Mental Health Day (Psychology)
29.	Tue	<i>Hol</i>	Diwali holidays begin
30.	Wed	<i>Hol</i>	
31.	Thu	<i>Hol</i>	

01.	Fri	<i>Hol</i>	
02.	Sat	PL/WFH	
03.	Sun		
04.	Mon	Class	Classes resume after Diwali holidays
05.	Tue	Class	Supplementary FA-2 (UG & PG) begins
06.	Wed	Class	Supplementary FA-2
07.	Thu	Class	Supplementary FA-2; Zenith I (EDC)
08.	Fri	<i>Hol</i>	<i>Chhath Puja</i>
09.	Sat	SL	
10.	Sun		
11.	Mon	Class	Awareness Programme on Human Trafficking (Social Work, Sociology)
12.	Tue	Class	
13.	Wed	Class	
14.	Thu	Class	
15.	Fri	Class	Dipjyoti Memorial Lecture (MC&J)
16.	Sat	<i>Hol</i>	<i>Gurunanak Jayanti</i> ; National Press Day (MC&J)
17.	Sun		
18.	Mon	Class	SA (Supplementary for Sem I (Regn 2023), Batch 2023-24) begins; Rector's Cup begins
19.	Tue	Class	Internal End Sem (IE) Exam for Sem V begins; SA (Supplementary)
20.	Wed	Class	IE (Sem V); SA (Supplementary)
21.	Thu	Class	IE (Sem V); SA (Supplementary)
22.	Fri	Class	IE (Sem V); SA (Supplementary); Retreat for Christian students: Day 1
23.	Sat	SL	SA (Suppl); Retreat; Rector's Cup: Finals
24.	Sun		Retreat: Day 3
25.	Mon	Class	
26.	Tue	Class	
27.	Wed	Class	
28.	Thu	Class	
29.	Fri	Class	76 th NCC Day (NCC); Group Act (History); Youth Parliament (Political Science)
30.	Sat	PL/WFH	

01.	Sun		
02.	Mon	Class	Issue of SA Admit Cards
03.	Tue	Class	
04.	Wed	Class/Exam	SA for UG (Sems I & III) begins
05.	Thu	Class/Exam	SA (UG, Sems I & III)
06.	Fri	Class/Exam	SA (UG, Sems I & III); SA for PG (Sems I & III) begins
07.	Sat	Exam/PL/WFH	SA (UG & PG, Sems I & III)
08.	Sun		
09.	Mon	Class/Exam	NBU Sem V Exam likely to begin; SA (UG & PG, Sems I & III)
10.	Tue	Class/Exam	SA (UG & PG, Sems I & III)
11.	Wed	Class/Exam	SA (UG & PG, Sems I & III)
12.	Thu	Class/Exam	SA (UG & PG, Sems I & III)
13.	Fri	Class/Exam	SA (UG & PG, Sems I & III)
14.	Sat	SL	
15.	Sun		
16.	Mon	Class/Exam	SA (UG & PG, Sems I & III)
17.	Tue	Class	Cake Baking Competition & Christmas Get Together
18.	Wed	Class	Study leave for Sems I & III
19.	Thu	Class	Study leave for Sems I & III
20.	Fri	Class	Study leave for Sems I & III
21.	Sat	PL/WFH	Christmas Get Together for Faculty & Family
22.	Sun		
23.	Mon	<i>Hol</i>	Christmas Holidays begin
24.	Tue	<i>Hol</i>	Christmas Eve
25.	Wed	<i>Hol</i>	Christmas Day
26.	Thu	<i>Hol</i>	
27.	Fri	<i>Hol</i>	
28.	Sat	<i>Hol</i>	
29.	Sun		
30.	Mon	<i>Hol</i>	
31.	Tue	<i>Hol</i>	

01.	Wed	<i>Hol</i>	New Year
02.	Thu	W/D	Faculty Development Programme - Day 1
03.	Fri	W/D	Faculty Development Programme - Day 2
04.	Sat	W/D	Faculty Development Programme - Day 3
05.	Sun		
06.	Mon	Class	Classes resume after Christmas break; Even Semester commences – <i>Compulsory Day of Attendance</i>
07.	Tue	Class	
08.	Wed	Class	
09.	Thu	Class	
10.	Fri	Class	
11.	Sat	SL	National Youth Day (NSS); Wave 2 Conserve (Enactus); Inter College Cricket Tournament (Physical Education)
12.	Sun		
13.	Mon	Class	Publication of SA Results
14.	Tue	Class	
15.	Wed	Class	Army Day – Cleanliness Drive by NCC
16.	Thu	Class	
17.	Fri	Class	Commerce Premier League
18.	Sat	PL/WFH	
19.	Sun		
20.	Mon	Class	
21.	Tue	Class	
22.	Wed	Class	<i>TechnoKrat</i> (Techne)
23.	Thu	<i>Hol</i>	<i>Netaji Jayanti</i>
24.	Fri	Class	Last day of Apication for PPR/PPS
25.	Sat	SL	Faculty outing/Picnic
26.	Sun		Republic Day (NCC/NSS/Phy Edu)
27.	Mon	Class	
28.	Tue	Class	
29.	Wed	Class	
30.	Thu	Class	
31.	Fri	Class	<i>Sangam</i> : Ethnic Day; Feast of Don Bosco

01.	Sat	PL/WFH	
02.	Sun		
03.	Mon	Class	Publication of PPR/PPS Results
04.	Tue	Class	
05.	Wed	Class	
06.	Thu	Class	
07.	Fri	Class	e-Colloquium (Economics)
08.	Sat	W/D	College Annual Sports Meet
09.	Sun		
10.	Mon	Class	
11.	Tue	Class	
12.	Wed	Class	
13.	Thu	Class	World Radio Day (MC&J)
14.	Fri	Class	Tata Memorial Lecture (BBA); Student Seminar & Posters (Mathematics); Research Methodology Workshop (Geography): Day 1
15.	Sat	PL/WFH	Research Methodology Workshop (Geography): Day 2
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	
19.	Wed	Class	
20.	Thu	Class	
21.	Fri	Class	International Mother Language Day (NSS/ BBA/ English)
22.	Sat	SL	
23.	Sun		
24.	Mon	Class	
25.	Tue	Class	Guest lecture (Political Science)
26.	Wed	Class	
27.	Thu	Class	Trends in Science & Technology (TIST): Day 1 (Deanery of Sciences)
28.	Fri	Class	TIST: Day 2

01.	Sat	PL/WFH	
02.	Sun		
03.	Mon	Class	
04.	Tue	Class	
05.	Wed	Class	
06.	Thu	Class	
07.	Fri	Class	Workshop on ECCE (Education); Special Lecture (Sociology)
08.	Sat	SL	Birding in Salesian (SCENE); Taverna Trophy
09.	Sun		
10.	Mon	Class	
11.	Tue	Class	
12.	Wed	Class	π -Day Celebration (Physics)
13.	Thu	<i>Hol</i>	<i>Holi</i>
14.	Fri	<i>Hol</i>	<i>Dol Jatra</i>
15.	Sat	PL/WFH	
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	
19.	Wed	Class	Students' Workshop on Research Methodology (Commerce); World Social Work Day (BSW)
20.	Thu	Class	
21.	Fri	W/D	<i>Innovision: Day 1</i>
22.	Sat	W/D	<i>Innovision: Day 2</i>
23.	Sun		
24.	Mon	Class	
25.	Tue	Class	
26.	Wed	Class	
27.	Thu	Class	Student Seminar (Political Science): Day 1
28.	Fri	Class	Student Seminar (Political Science): Day 2
29.	Sat	PL/WFH	
30.	Sun		
31.	Mon	<i>Hol</i>	<i>Id-ul-Fitr</i>

01.	Tue	Class	
02.	Wed	Class	
03.	Thu	Class	
04.	Fri	Class	Retreat for Christian Students: Day 1
05.	Sat	PL/WFH	Retreat: Day 2
06.	Sun		Retreat for Christian Students: Day 3
07.	Mon	Class	
08.	Tue	Class	
09.	Wed	Class	
10.	Thu	Class	
11.	Fri	Class	
12.	Sat	Class	(instead of 16 th April); <i>Savoir Faire</i>
13.	Sun		
14.	Mon	<i>Hol</i>	<i>Ambedkar Jayanti</i>
15.	Tue	<i>Hol</i>	Bengali New Year
16.	Wed	PL/SL	
17.	Thu	<i>Hol</i>	Maundy Thursday
18.	Fri	<i>Hol</i>	Good Friday
19.	Sat	<i>Hol</i>	Easter Saturday
20.	Sun		Easter Sunday
21.	Mon	<i>Hol</i>	Easter Monday
22.	Tue	Class	
23.	Wed	Class/Exam	FA-2 for UG & PG (Sems II & IV) begins
24.	Thu	Class/Exam	FA-2 (UG & PG)
25.	Fri	Class/Exam	FA-2 (UG & PG)
26.	Sat	SL	
27.	Sun		
28.	Mon	Class/Exam	FA-2 (UG & PG)
29.	Tue	Class/Exam	FA-2 (UG & PG)
30.	Wed	Class/Exam	FA-2 (UG & PG)

01.	Thu	<i>Hol</i>	May Day
02.	Fri	Class	Zenith II (EDC)
03.	Sat	PL/WFH	
04.	Sun		
05.	Mon	Class	
06.	Tue	Class	
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	<i>Hol</i>	<i>Rabindra Jayanti</i>
10.	Sat	SL	
11.	Sun		
12.	Mon	<i>Hol</i>	<i>Buddha Purnima</i>
13.	Tue	Class	Supplementary FA-2 (UG & PG) begins; Internal End Sem Exam for Sem VI begins
14.	Wed	Class	Supplementary FA-2; End Sem Exam (Sem VI)
15.	Thu	Class	Supplementary FA-2; End Sem Exam (Sem VI)
16.	Fri	Class	End Sem Exam (Sem VI)
17.	Sat	PL/WFH	
18.	Sun		
19.	Mon	Class	SA (Supplementary for Sem II (Regulation 2023), Batch 2023-24) begins
20.	Tue	Class	SA (Supplementary)
21.	Wed	Class	SA (Supplementary)
22.	Thu	Class	SA (Supplementary)
23.	Fri	Class	SA (Supplementary)
24.	Sat	SL	SA (Supplementary)
25.	Sun		
26.	Mon	Class	
27.	Tue	Class	
28.	Wed	Class	
29.	Thu	W/D	Graduation Day
30.	Fri	W/D	Gratitude Day
31.	Sat	PL/WFH	

01.	Sun		
02.	Mon	Class/Exam	SA for UG (Sems II & IV) begins
03.	Tue	Class/Exam	NBU Sem VI Exam likely to begin; SA (UG, Sems II & IV)
04.	Wed	Class/Exam	SA (UG, Sems II & IV); SA for PG (Sems II & IV) begins
05.	Thu	Class/Exam	SA (UG & PG, Sems II & IV); World Environment Day: Plantation Drive (NSS)
06.	Fri	<i>Hol</i>	<i>Bakr-Id</i>
07.	Sat	PL/WFH	
08.	Sun		
09.	Mon	Class/Exam	SA (UG & PG, Sems II & IV)
10.	Tue	Class/Exam	SA (UG & PG, Sems II & IV)
11.	Wed	Class/Exam	SA (UG & PG, Sems II & IV)
12.	Thu	Class/Exam	SA (UG & PG, Sems II & IV)
13.	Fri	Class/Exam	SA (UG & PG, Sems II & IV)
14.	Sat	SL	
15.	Sun		
16.	Mon	Class/Exam	SA (UG & PG, Sems II & IV)
17.	Tue	Class/Exam	SA (UG & PG, Sems II & IV)
18.	Wed	Class	
19.	Thu	Class	
20.	Fri	Class	
21.	Sat	PL/WFH	Yoga Day (NCC / Physical Education)
22.	Sun		
23.	Mon	Class	
24.	Tue	Class	
25.	Wed	Class	
26.	Thu	Class	
27.	Fri	Class	
28.	Sat	SL	
29.	Sun		
30.	Mon	Class	Publication of SA (UG & PG) Results

Academic Calendar

2024 - 2025

Sonada Campus

Legends

SL: *Study Leave* for students, Faculty members report for duty.

PL/WFH¹: *Preparatory Leave / Work from Home* for faculty members, Study Leave for students.

W/D: *Working Day*.

FA: *Formative Assessment*, for students under Autonomy regulations.

SA: *Summative Assessment*, for students under Autonomy regulations.

CIA: *Continuous Internal Assessment*, for students under CBCS regulation.

¹Ordinarily, the first, third and fifth Saturdays are PL/WFH for faculty members. However, examinations, faculty development programmes, and/or extraordinary events may be organised with prior notice and discretion.

01.	Mon	Admission	<i>Van Mahotsava</i> (NSS)
02.	Tue	Admission	
03.	Wed	Admission	
04.	Thu	Admission	
05.	Fri	Admission	
06.	Sat	PL/WFH	
07.	Sun		
08.	Mon	Admission	New faculty induction programme - Day 1 at SCSC
09.	Tue	Admission	16 th Foundation Day, SCSC; Faculty induction - Day 2 (@SCSC)
10.	Wed	Admission	Faculty induction - Day 3 (@SCSC)
11.	Thu	Admission	Faculty induction - Day 4 (@SCSC)
12.	Fri	Admission	Faculty induction - Day 5 (@SCSC)
13.	Sat	SL	<i>Bhanu Jayanti</i> (English); Faculty induction - Day 6 (@SCSC)
14.	Sun		
15.	Mon	Class	Session commences for UG Sem III
16.	Tue	Class	
17.	Wed	Class	<i>Muharram</i> ; World Day for International Justice (Political Science)
18.	Thu	Class	
19.	Fri	Class	
20.	Sat	PL/WFH	
21.	Sun		
22.	Mon	Class	Classes resume for CBCS Batches
23.	Tue	Class	National Broadcasting Day (Radio Salesian); Lecture Series (Sociology)
24.	Wed	Class	
25.	Thu	Class	
26.	Fri	Class	<i>Kargil Vijay Diwas</i> (NCC Cell)
27.	Sat	SL	IQAC Review / DFM
28.	Sun		World Nature Conservation Day (Nature Club); World Hepatitis Day (NSS)
29.	Mon	Class	
30.	Tue	Class	Int'l Day for Friendship (Harmony Club)
31.	Wed	Class	

01.	Thu	Class	NEP Batch 2024 – 2025 classes begin
02.	Fri	Class	Orientation; World Lung Cancer Day (NSS)
03.	Sat	PL/WFH	
04.	Sun		
05.	Mon	Class	Orientation
06.	Tue	Class	Orientation
07.	Wed	Class	
08.	Thu	Class	
09.	Fri	Class	
10.	Sat	SL	
11.	Sun		
12.	Mon	Class	International Youth Day (NSS); Library Day
13.	Tue	Class	
14.	Wed	Class	Patriotic Vibrations (Music Club)
15.	Thu	<i>Hol</i>	– Independence Day (NSS/NCC)
16.	Fri	W/D	<i>Bosco Jayanti</i> ; Inaugural Eucharistic Celebration for new students
17.	Sat	PL/WFH	Day for International Justice (Pol Sc)
18.	Sun		
19.	Mon	Class	World Photography Day (MCJ); World Humanitarian Day (Harmony Club)
20.	Tue	Class	<i>Sadbhawana Diwas</i> (NSS); Excursion (History); <i>Nepali Bhasa Manyata Diwas</i> (Political Science & English)
21.	Wed	Class	
22.	Thu	Class	
23.	Fri	Class	
24.	Sat	SL	Digital Workshop with Neighbourhood (BCA)
25.	Sun		
26.	Mon	<i>Hol</i>	<i>Janmastami</i> ; Women's Equality Day (Women Cell)
27.	Tue	Class	
28.	Wed	Class	
29.	Thu	Class	National Sports Day: Interdepartmental Badminton Contest; Departmental Day (Commerce)
30.	Fri	Class	IQAC Review Meeting; UR Submission; Interdepartmental Football/Handball Tournament
31.	Sat	Class	IQAC Review / DFM

01.	Sun		
02.	Mon	Class	Eric Benjamin Memorial Lecture (English)
03.	Tue	Class	Curbing the Menace of Ragging (Anti Ragging Cell)
04.	Wed	W/D	Freshers' Welcome
05.	Thu	Class	Faculty Appreciation Day; International Day of Charity
06.	Fri	Class	Interdepartmental Debate Contest (Socio)
07.	Sat	PL/WFH	BCA Departmental Day
08.	Sun		International Literacy Day (Literary Club)
09.	Mon	Class	Student & Faculty Exchange Prog (BCA)
10.	Tue	Class	Student Exchange Programme (History)
11.	Wed	Class	
12.	Thu	Class	
13.	Fri	Class	Youth Parliament (Political Science)
14.	Sat	SL	Interdepartmental Table Tennis Contest
15.	Sun		International Day of Democracy (Pol Sc)
16.	Mon	Class	
17.	Tue	Class	
18.	Wed	Class	
19.	Thu	Class	
20.	Fri	Class	
21.	Sat	PL/WFH	International Day of Peace (UN) (Harmony Club)
22.	Sun		
23.	Mon	Class	Verzotto Memorial Lecture
24.	Tue	Class	NSS Foundation Day (NSS)
25.	Wed	Class	
26.	Thu	Class	
27.	Fri	Class	EthnoEdu Carnival (Inter School Event)
28.	Sat	SL	IQAC Review / DFM
29.	Sun		
30.	Mon	Class/Exam	FA-2 UG (Sems I & III) begins; Study Tour (Sociology)

01.	Tue	Class/Exam	FA-2 UG; International Day for Older Persons (Sociology)
02.	Wed	<i>Hol</i>	<i>Gandhi Jayanti; Mahalaya; International Non-Violence Day (Harmony Club); BCA Alumni Day</i>
03.	Thu	Class/Exam	FA-2 UG; Communal Harmony Day (NSS)
04.	Fri	Class/Exam	FA-2 UG; World Nature Day (Nature Club); Skill-Up (Commerce)
05.	Sat	PL/WFH	
06.	Sun		
07.	Mon	Class/Exam	FA-2 UG
08.	Tue	Class	Jubilee Celebration of Fr (Dr) Babu Joseph
09.	Wed	<i>Hol</i>	Puja Holidays begin
10.	Thu	<i>Hol</i>	World Mental Health Day (NSS Cell)
11.	Fri	<i>Hol</i>	
12.	Sat	<i>Hol</i>	
13.	Sun		
14.	Mon	<i>Hol</i>	
15.	Tue	<i>Hol</i>	
16.	Wed	<i>Hol</i>	
17.	Thu	<i>Hol</i>	
18.	Fri	<i>Hol</i>	
19.	Sat	PL/WFH	
20.	Sun		
21.	Mon	Class	Classes resume after Puja holidays
22.	Tue	Class	
23.	Wed	Class	National Cinema Day (MCJ)
24.	Thu	Class	United Nation Day (Political Science); P&T Day for 1 st Semester
25.	Fri	Class	
26.	Sat	SL	Alumni Meet
27.	Sun		
28.	Mon	Class	Literary Fest (English); IQAC Review / DFM
29.	Tue	<i>Hol</i>	Diwali holidays begin
30.	Wed	<i>Hol</i>	
31.	Thu	<i>Hol</i>	

01.	Fri	<i>Hol</i>	
02.	Sat	PL/WFH	
03.	Sun		
04.	Mon	Class	Classes resume after Diwali holidays
05.	Tue	Class	Supplementary FA-2 (UG) begins
06.	Wed	Class	Supplementary FA-2 (UG)
07.	Thu	Class	Supplementary FA-2 (UG); National Cancer Awareness Day (NSS); Community Extension Programme (Sociology)
08.	Fri	<i>Hol</i>	<i>Chhath Puja</i> ; World Radiography Day (Radio Salesian)
09.	Sat	SL	Jelleci Memorial Basketball Tournament
10.	Sun		
11.	Mon	Class	
12.	Tue	Class	Study Faire - Day 1
13.	Wed	Class	Study Faire - Day 2
14.	Thu	Class	World Diabetes Day; World Philosophy Day (Philosophy)
15.	Fri	Class	National Press Day (MC&J)
16.	Sat	<i>Hol</i>	<i>Gurunanak Jayanti</i>
17.	Sun		
18.	Mon	Class	SA (Supplementary for Sem I (Regulation 2023), Batch 2023-24) begins; Workshop on Research Methodology - I
19.	Tue	Class	SA (Supplementary)
20.	Wed	Class	SA (Supplementary)
21.	Thu	Class	SA (Supplementary)
22.	Fri	Class	SA (Supp); Retreat for Christian Students
23.	Sat	SL	SA (Supplementary); Retreat: Day 2
24.	Sun		Retreat: Day 3
25.	Mon	Class	76 th NCC Day (NCC)
26.	Tue	Class	<i>Samvidhan Diwas</i> (Political Science)
27.	Wed	Class	
28.	Thu	Class	
29.	Fri	Class	IQAC Review / DFM
30.	Sat	PL/WFH	

01.	Sun		World Aids Day (NSS Cell)
02.	Mon	Class	Issue of SA Admit Cards
03.	Tue	Class	
04.	Wed	Class/Exam	SA for UG (Sems I & III) begins; International Day of Banks (Commerce)
05.	Thu	Class/Exam	SA (Sems I & III)
06.	Fri	Class/Exam	SA (Sems I & III);
07.	Sat	Exam/PL	SA (Sems I & III)
08.	Sun		
09.	Mon	Class/Exam	SA (Sems I & III); International Anti-Corruption Day (Commerce)
10.	Tue	Class/Exam	SA (Sems I & III); Human Rights Day (Political Science)
11.	Wed	Class/Exam	SA (Sems I & III); International Mountain Day (English)
12.	Thu	Class/Exam	SA (Sems I & III)
13.	Fri	Class/Exam	SA (Sems I & III)
14.	Sat	SL	
15.	Sun		
16.	Mon	Class/Exam	SA (Sems I & III)
17.	Tue	Class	IQAC Review / DFM
18.	Wed	W/D	Annual Sports: Day 1
19.	Thu	W/D	Annual Sports: Day 2
20.	Fri	W/D	Christmas Get Together
21.	Sat	PL/WFH	
22.	Sun		
23.	Mon	<i>Hol</i>	Winter Holidays begin
24.	Tue	<i>Hol</i>	Christmas Eve
25.	Wed	<i>Hol</i>	Christmas Day
26.	Thu	<i>Hol</i>	
27.	Fri	<i>Hol</i>	
28.	Sat	<i>Hol</i>	
29.	Sun		
30.	Mon	<i>Hol</i>	
31.	Tue	<i>Hol</i>	

01.	Wed	<i>Hol</i>	New Year
02.	Thu	<i>Hol</i>	
03.	Fri	<i>Hol</i>	
04.	Sat	<i>Hol</i>	
05.	Sun		
06.	Mon	<i>Hol</i>	
07.	Tue	<i>Hol</i>	
08.	Wed	<i>Hol</i>	
09.	Thu	<i>Hol</i>	
10.	Fri	<i>Hol</i>	
11.	Sat	<i>Hol</i>	National Youth Day (NSS); GB Meeting
12.	Sun		
13.	Mon	<i>Hol</i>	Publication of SA Results
14.	Tue	<i>Hol</i>	
15.	Wed	<i>Hol</i>	
16.	Thu	<i>Hol</i>	
17.	Fri	<i>Hol</i>	
18.	Sat	<i>Hol</i>	
19.	Sun		
20.	Mon	<i>Hol</i>	
21.	Tue	<i>Hol</i>	
22.	Wed	<i>Hol</i>	
23.	Thu	<i>Hol</i>	<i>Netaji Jayanti</i>
24.	Fri	SL	Last day for Application for PPR/PPS; Faculty resume work; International Day of Education
25.	Sat	SL	IQAC Review / DFM
26.	Sun		Republic Day (NCC/NSS)
27.	Mon	Class	Classes resume after winter break; Even Semester commences
28.	Tue	Class	
29.	Wed	Class	
30.	Thu	Class	
31.	Fri	W/D	Feast of Don Bosco

01.	Sat	PL/WFH	
02.	Sun		
03.	Mon	Class	Publication of PPR/PPS Results
04.	Tue	Class	
05.	Wed	Class	Budget Presentation (Commerce)
06.	Thu	Class	
07.	Fri	Class	
08.	Sat	SL	Faculty Picnic
09.	Sun		
10.	Mon	Class	Workshop on Research Methodology - II
11.	Tue	Class	
12.	Wed	Class	
13.	Thu	Class	World Radio Day (Radio Salesian); National Women's Day (Women Cell)
14.	Fri	Class	Interdepartmental Debate Competition (Whole Person Education): Day 1
15.	Sat	PL/WFH	
16.	Sun		
17.	Mon	Class	
18.	Tue	Class	Student Seminar (Sociology)
19.	Wed	Class	
20.	Thu	Class	World Day of Social Justice (Sociology); Debate Competition: Day 2
21.	Fri	Class	International Mother Language Day (History); Debate Competition: Day 3
22.	Sat	SL	IQAC Review / DFM
23.	Sun		
24.	Mon	Class	
25.	Tue	Class	
26.	Wed	Class	
27.	Thu	Class	
28.	Fri	Class	

01.	Sat	PL/WFH	
02.	Sun		
03.	Mon	Class	
04.	Tue	Class	
05.	Wed	Class	
06.	Thu	Class	
07.	Fri	Class	Interdepartmental Debate Competition (Women Cell)
08.	Sat	SL	International Women's Day; Departmental Getaway (Commerce)
09.	Sun		
10.	Mon	Class	
11.	Tue	Class	<i>Quiztoria</i> (History)
12.	Wed	Class	
13.	Thu	<i>Hol</i>	<i>Holi</i>
14.	Fri	<i>Hol</i>	<i>Dol Jatra</i> ; Lo'Groi Memorial Lecture
15.	Sat	PL/WFH	
16.	Sun		
17.	Mon	Class	Field Work (Sociology)
18.	Tue	Class	
19.	Wed	Class	
20.	Thu	Class	Elimination of Racial Discrimination (Harmony Club)
21.	Fri	W/D	World Water Day (Nature Club); Inter-College Ethnic Day
22.	Sat	W/D	Varghese Memorial Volleyball Tournament (Sports Management)
23.	Sun		
24.	Mon	Class	
25.	Tue	Class	
26.	Wed	Class	
27.	Thu	Class	
28.	Fri	Class	IQAC Review / DFM
29.	Sat	PL/WFH	
30.	Sun		
31.	Mon	<i>Hol</i>	<i>Id-ul-Fitr</i>

01.	Tue	Class	
02.	Wed	Class	
03.	Thu	Class	
04.	Fri	Class	Retreat for Christian Students: Day 1
05.	Sat	PL/WFH	International Day of Conscience (Philosophy); Retreat: Day 2
06.	Sun		International Day of Sports (Marathon); Retreat: Day 3
07.	Mon	Class	World Health Day (NSS)
08.	Tue	Class	P&T Day for 4 th Semester
09.	Wed	Class	
10.	Thu	Class	
11.	Fri	Class	Annual Getaway (BCA);
12.	Sat	Class	(instead of 16 th April); <i>Ambedkar Jayanti</i> (History)
13.	Sun		
14.	Mon	<i>Hol</i>	Nepali New Year
15.	Tue	<i>Hol</i>	Bengali New Year
16.	Wed	PL5/SL	
17.	Thu	<i>Hol</i>	Maundy Thursday
18.	Fri	<i>Hol</i>	Good Friday
19.	Sat	<i>Hol</i>	Easter Saturday
20.	Sun		Easter Sunday
21.	Mon	<i>Hol</i>	Easter Monday
22.	Tue	Class	Int'l Mother Earth Day (Nature Club)
23.	Wed	Class/Exam	FA-2 for Sems II & IV begins; English Language Day
24.	Thu	Class/Exam	FA-2
25.	Fri	Class/Exam	FA-2
26.	Sat	SL	World IPR Day (Research & Publication Cell); IQAC Review / DFM
27.	Sun		
28.	Mon	Class/Exam	FA-2; Release of <i>Techlit</i> (BCA)
29.	Tue	Class/Exam	FA-2; Int'l Dance Day (Fine Arts Club)
30.	Wed	Class/Exam	FA-2

01.	Thu	<i>Hol</i>	May Day
02.	Fri	Class	Satyajit Ray Film Screening & Panel Discussion (MC&J)
03.	Sat	PL/WFH	Press Freedom Day (MC&J)
04.	Sun		
05.	Mon	Class	
06.	Tue	Class	Pre-submission Seminar
07.	Wed	Class	World Athletics Day (Sports Club); Inter-Dept Carrom Competition
08.	Thu	Class	Study Fair - Day 1
09.	Fri	Class	<i>Rabindra Jayanti</i> (English); Study Fair - Day 2
10.	Sat	SL	
11.	Sun		National Technology Day (Computer Club)
12.	Mon	<i>Hol</i>	<i>Buddha Purnima</i>
13.	Tue	Class	Supplementary FA-2 (Sem II & IV) begins
14.	Wed	Class	Supplementary FA-2
15.	Thu	Class	International Day of Families (Sociology); Supplementary FA-2
16.	Fri	Class	
17.	Sat	PL/WFH	
18.	Sun		
19.	Mon	Class	SA (Supplementary for Sem II (Regulation 2023), Batch 2023-24) begins
20.	Tue	Class	SA (Supplementary)
21.	Wed	Class	SA (Supp); Int'l Tea Day (Commerce)
22.	Thu	Class	SA (Supplementary)
23.	Fri	Class	SA (Supplementary)
24.	Sat	SL	SA (Suppl); Departmental Farewell Day
25.	Sun		
26.	Mon	Class	
27.	Tue	W/D	Graduation Day with P&T Day
28.	Wed	Class	
29.	Thu	Class	
30.	Fri	Class	IQAC Review / DFM
31.	Sat	PL/WFH	

01. Sun

02. Mon Class/Exam **SA for UG (Sems II & IV) begins;** Global Day of Parents (Sociology)

03. Tue Class/Exam SA (Sems II & IV)

04. Wed Class/Exam SA (Sems II & IV)

05. Thu Class/Exam SA (Sems II & IV); World Environment Day (Nature Club)

06. Fri *Hol* *Bakr-Id*

07. Sat PL/WFH

08. Sun

09. Mon Class/Exam SA (Sems II & IV)

10. Tue Class/Exam SA (Sems II & IV)

11. Wed Class/Exam SA (Sems II & IV)

12. Thu Class/Exam SA (Sems II & IV); Anti-Child Labour Day (Sociology)

13. Fri Class/Exam SA (Sems II & IV)

14. Sat SL World Blood Donor Day (NSS)

15. Sun

16. Mon Class/Exam SA (Sems II & IV)

17. Tue Class/Exam SA (Sems II & IV)

18. Wed Class

19. Thu Class

20. Fri Class

21. Sat PL/WFH World Music Day (Music Club); International Day of Yoga (Harmony Club)

22. Sun

23. Mon Class

24. Tue Class

25. Wed Class

26. Thu Class International Day against Drug Abuse and Illicit Trafficking (NSS)

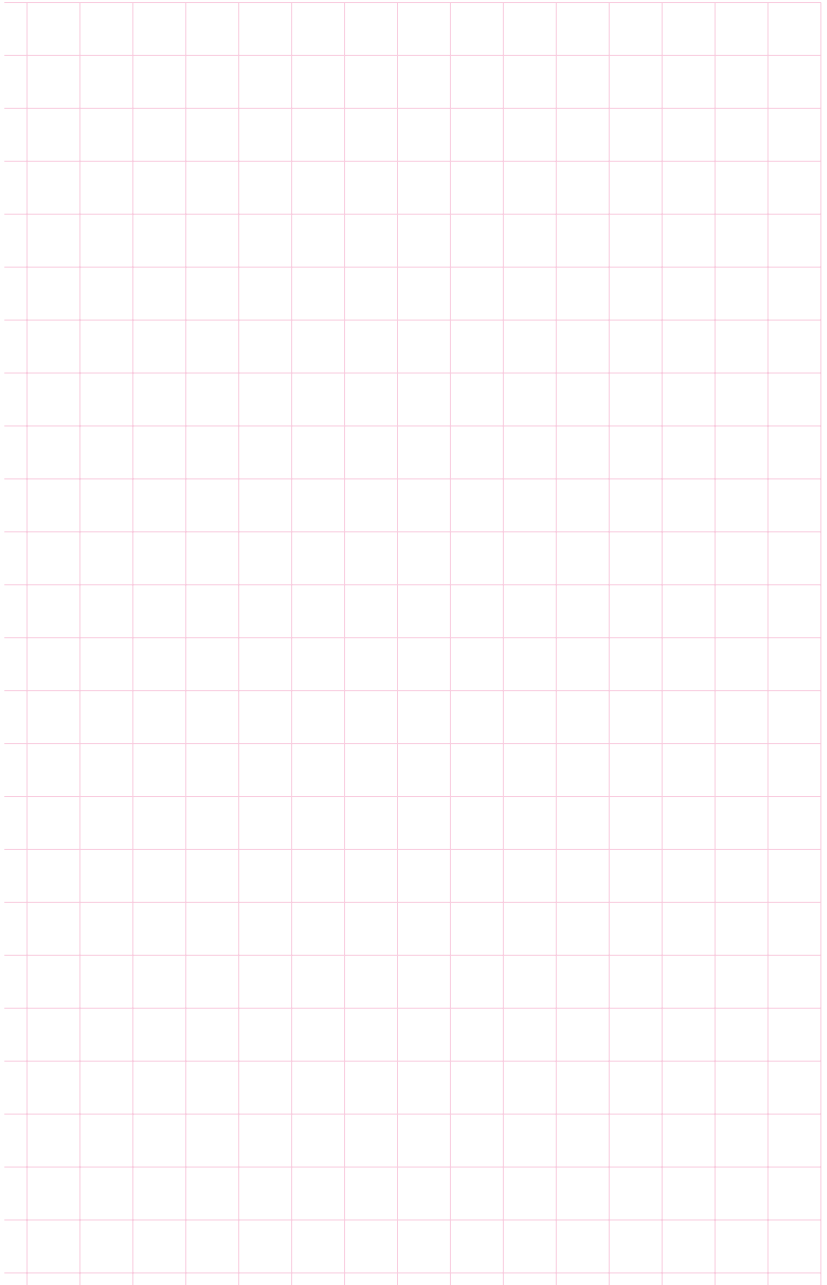
27. Fri Class

28. Sat SL IQAC Review / DFM

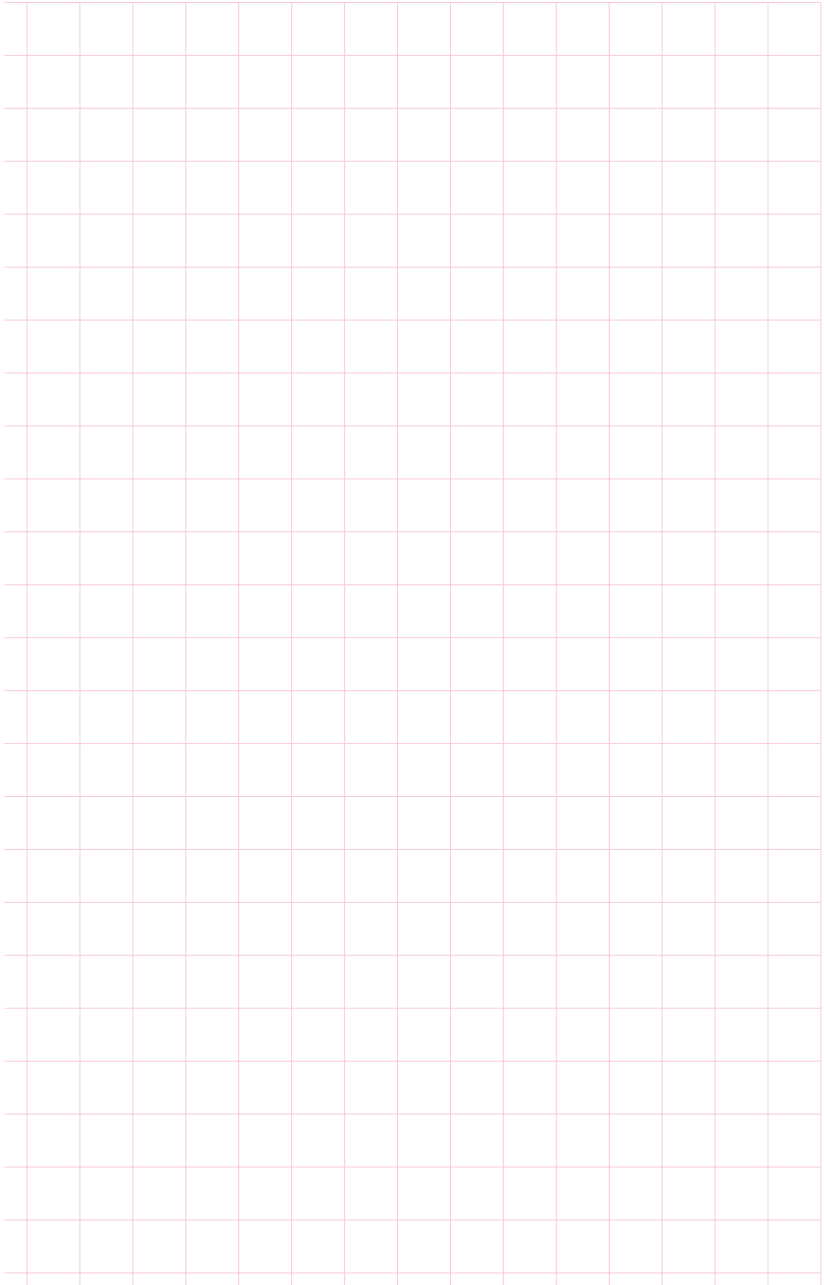
29. Sun

30. Mon Class **Publication of SA (Sems II & IV) Results**

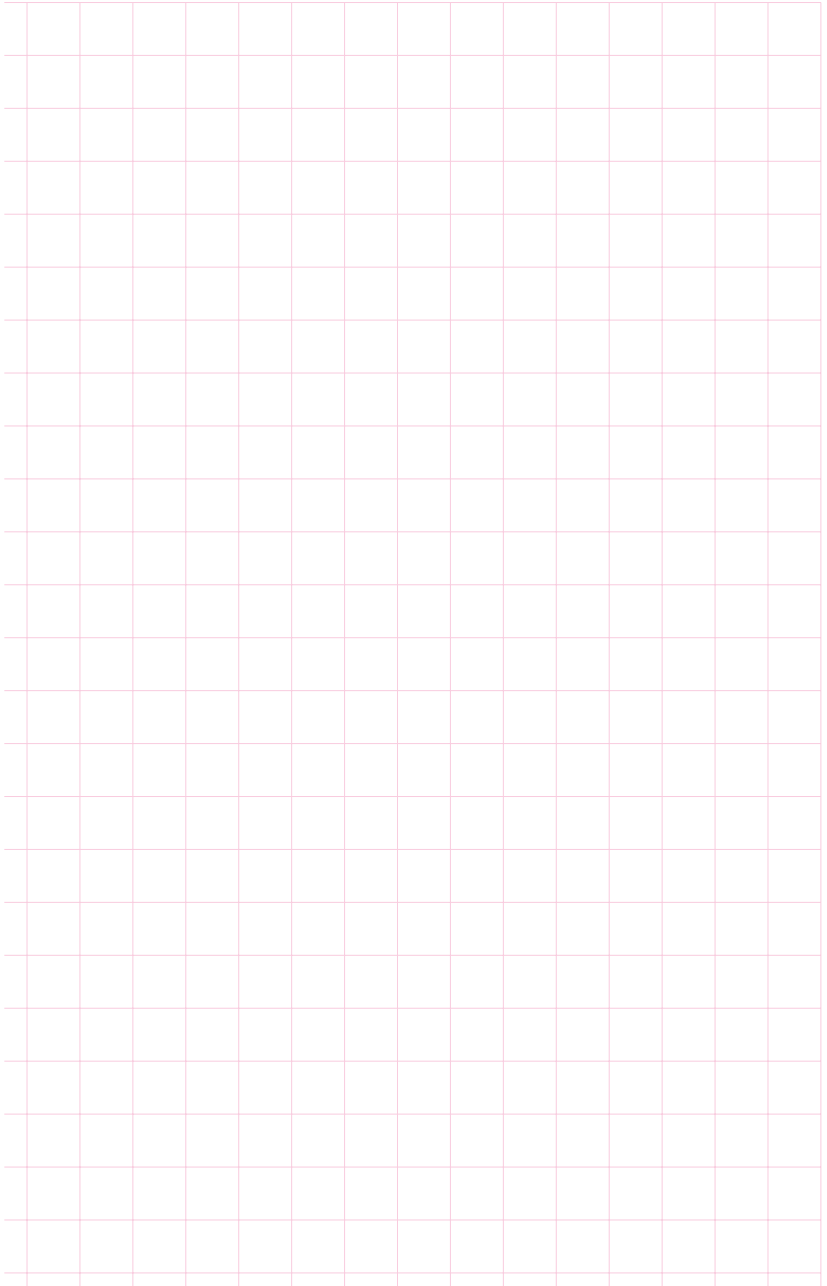
Notes



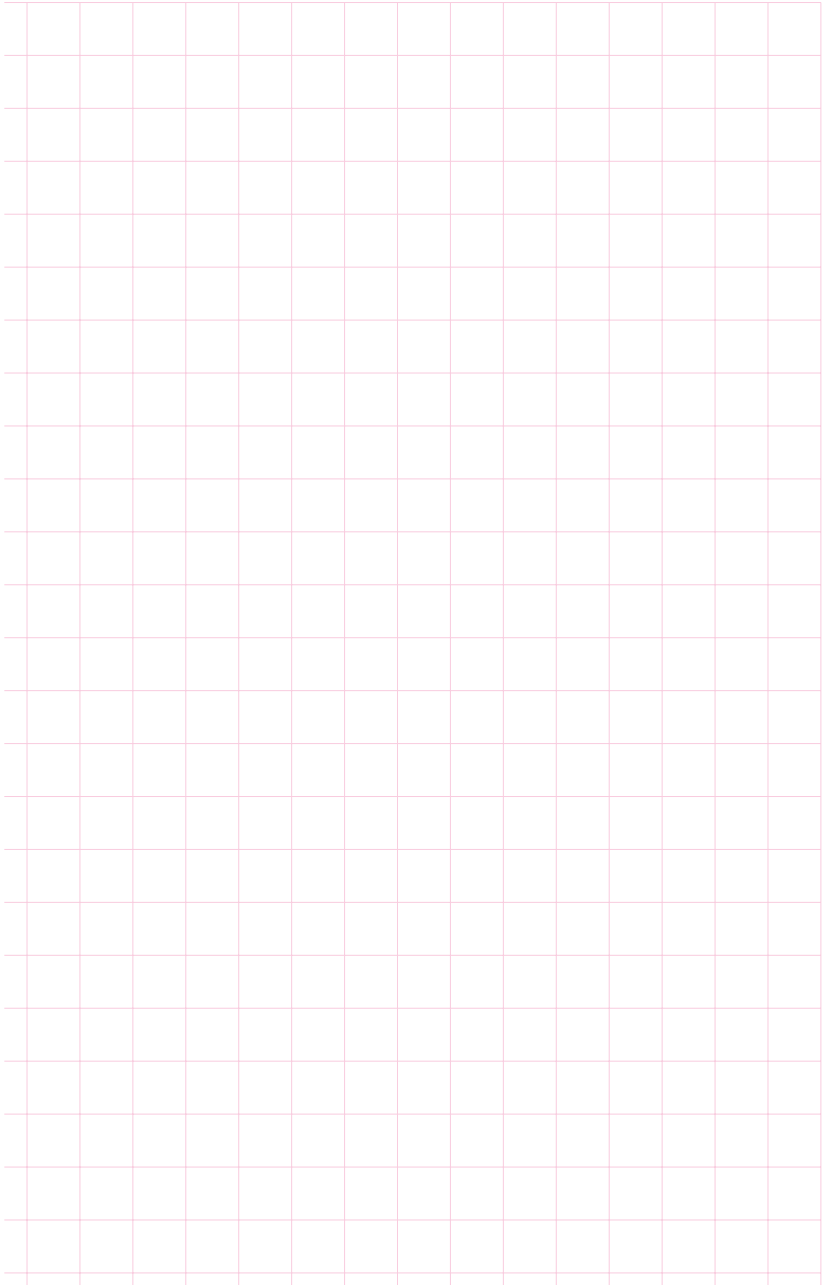
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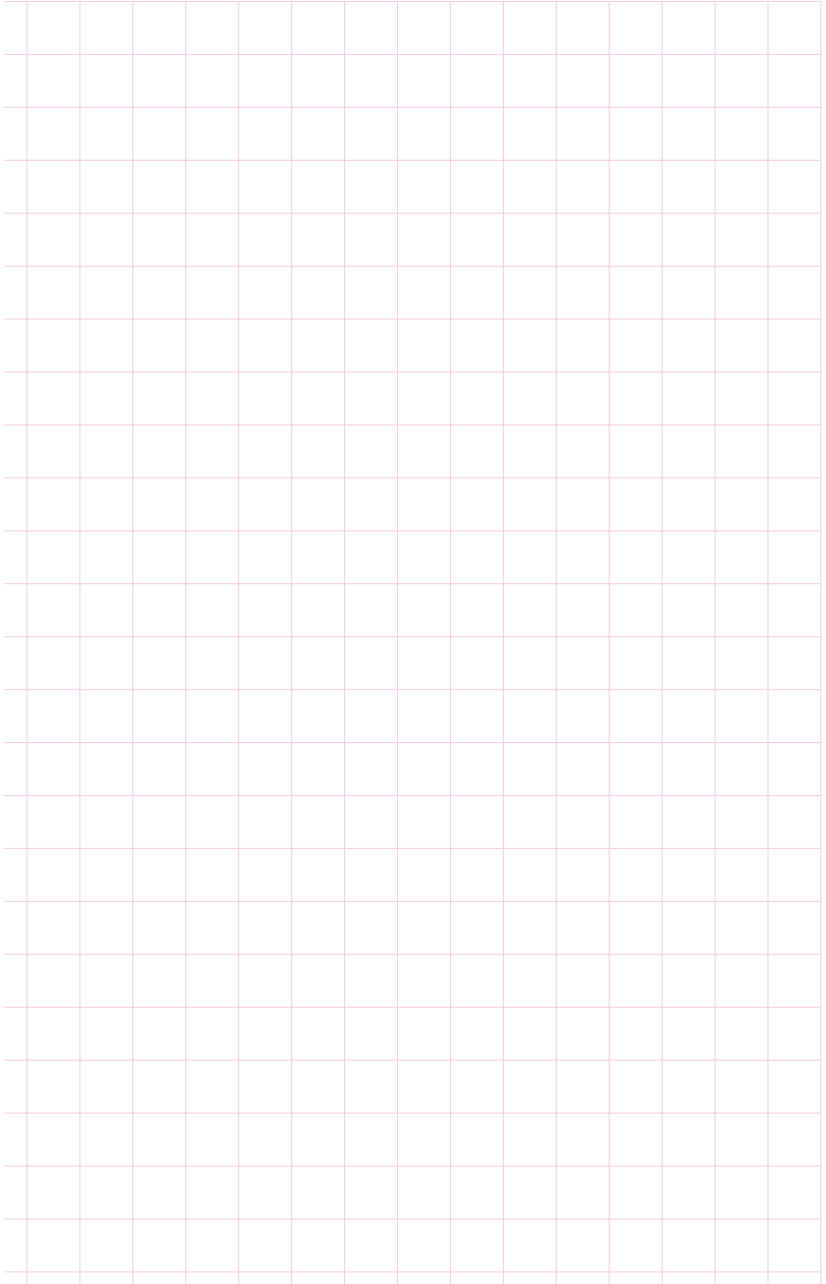
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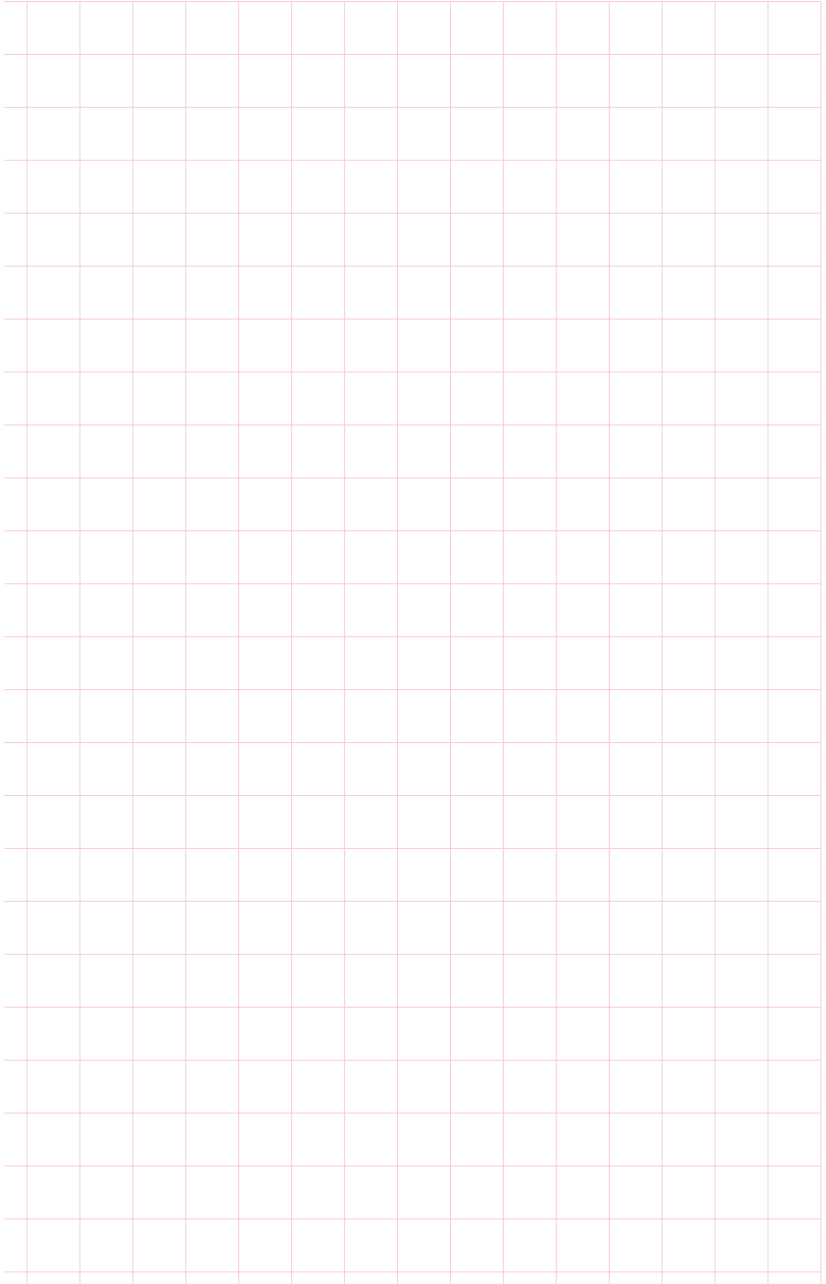
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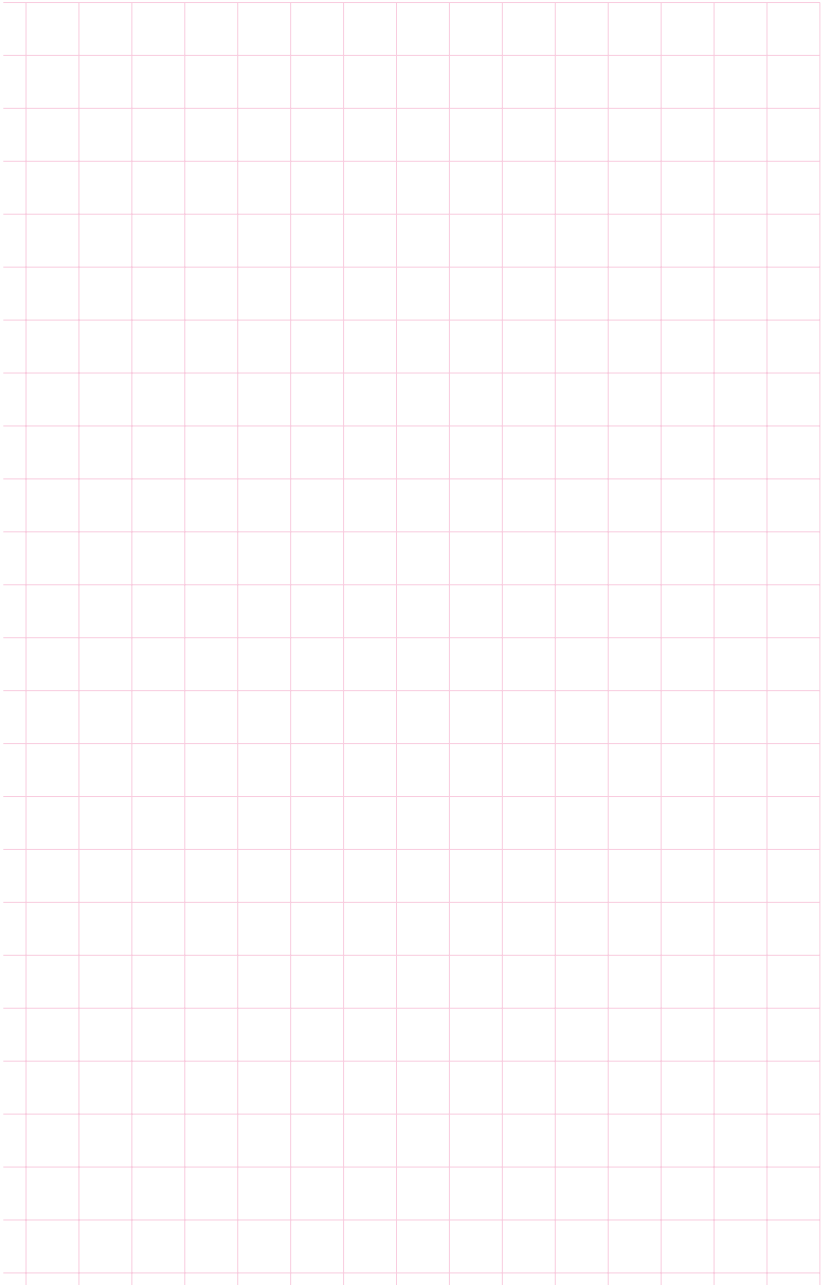
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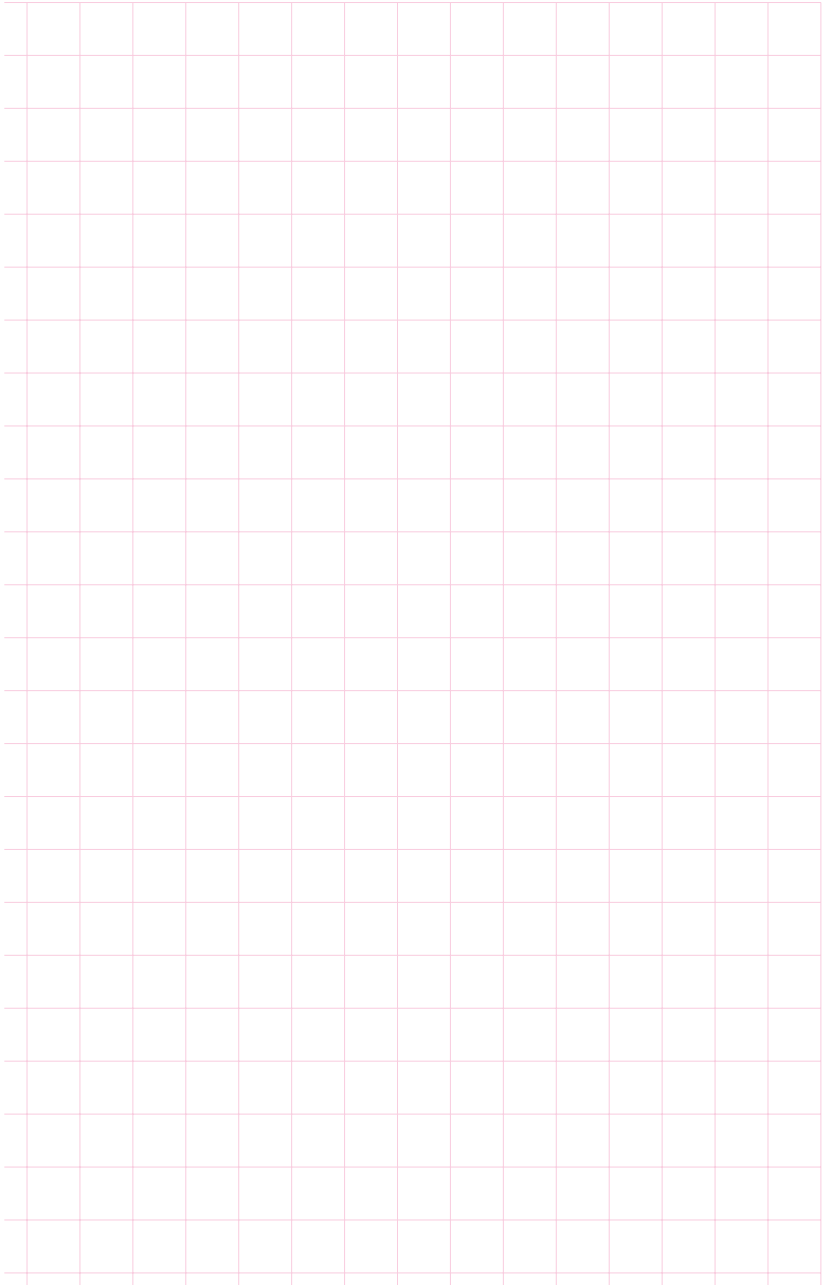
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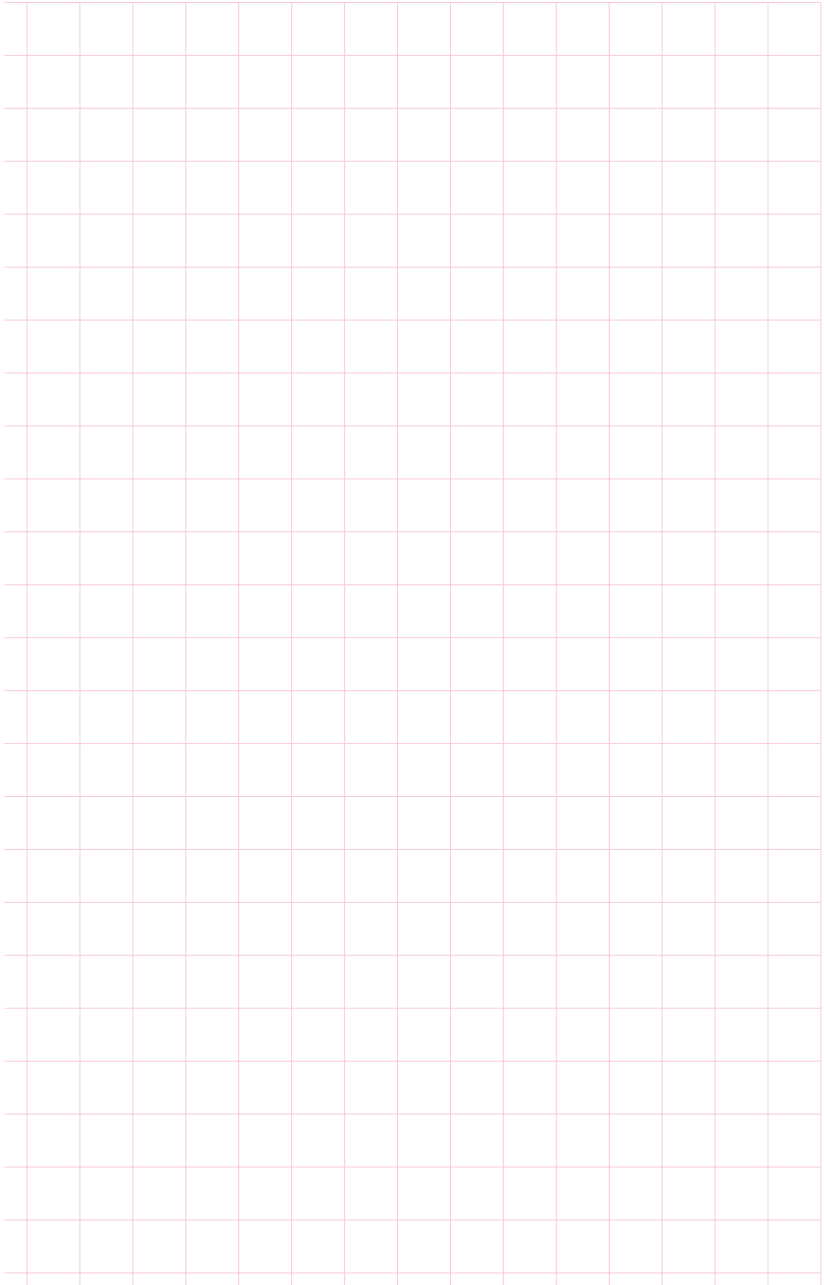
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Clearance Records

CLEARANCE RECORDS

Internal Examination / Summative Assessment – Odd Semester

Name _____

Course/Sem _____

	Remark	Signature with Date & Seal
Head of the Dept		
Bursar / Accountant		
Librarian		
(Vice) Principal / Dean		

CLEARANCE RECORDS

University Examination – Odd Semester

Name _____

Course/Sem _____

	Remark	Signature with Date & Seal
Head of the Dept		
Bursar / Accountant		
Librarian		
(Vice) Principal / Dean		

CLEARANCE RECORDS

Internal Examination / Summative Assessment – Even Semester

Name _____

Course/Sem _____

	Remark	Signature with Date & Seal
Head of the Dept		
Bursar / Accountant		
Librarian		
(Vice) Principal / Dean		

CLEARANCE RECORDS

University Examination – Even Semester

Name _____

Course/Sem _____

	Remark	Signature with Date & Seal
Head of the Dept		
Bursar / Accountant		
Librarian		
(Vice) Principal / Dean		

Odd Semester Time Table

Days	Timings					
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Even Semester Time Table

Days	Timings						
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							