



**Academic Year
2016 - 2017**

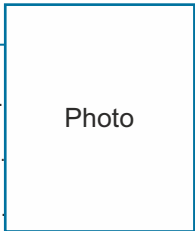
HISTORY OF SALESIAN COLLEGE

Salesian College (SC) is a Government recognized, minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Kolkata Province where over 1500 students do their Arts/Humanities, Commerce, Science and Professional Courses (UG & PG) under the North Bengal University (NBU) & Assam Don Bosco University (ADBU).

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

SC, Siliguri campus was inaugurated on 9th July 2009. Siliguri campus offers BA/ B.Com/ B.Sc./ BBA/ BCA/ MBA/ MCA/ Honours & General courses with Career Oriented Programme (COP) courses in Travel & Tourism Management, Computer Application, Music, Sports Management and Communicative English. The College has opened MBA & MCA under ADBU, Gwahati from August 2012. SC is also recognized as an IGNOU study centre (from May 2005 in SCS and 2010 in SCSC) offering courses in B.A., B.Com., CIC, CLP, M. A., M. Com., BSW & BCA. SC was accredited by NAAC on 16 September 2004 and was given the Grade C++ (Institutional Score between 65-70%). On 26 February 2010 Salesian College has been conferred the status of a College with Potential for Excellence (CPE) by UGC, New Delhi and into its 2nd Cycle from 1st April 2014. In March 2012, the College was re-accredited by NAAC with 'A' grade (CGPA of 3.16 out of 4) to be the first College to receive such grade under the University of North Bengal. From 2016-17, the college has started M.A. in English.

Personalia



Name

Reg. No.

Department Year

Club

Association

Permanent Address

.....

PIN Ph.

Mobile

Email

Driving License No.

Auto Registration No.

Blood Group Passport No.

Bank A/C No.

Father's Name

Mobile No.

Mother's Name

Mobile No.

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

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

SPECIMEN SIGNATURE

Specimen signature of Parent(s)/Guardian responsible for signing the Reports, Leave note, Remarks etc.

Full Name & Address of Guardian (if the student stays with Guardians)

Name of the Guardian(s):

Address:

.....

.....

Phone No. 1)..... 2).....

Specimen Signatures

.....

.....

(Guardian's Signature)

(Relationship to the Pupil)

.....

.....

(Father's Signature)

(Mother's Signature)

We request the Parents/Guardians to use the above specimen signature for all official communications with the College.

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 of this Handbook & Calendar will incur a fine.

.....

(Student's Signature)

.....

(Date)

IMPORTANT DECLARATION BY PARENTS/ GUARDIANS

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

.....

Father's Signature & Date

.....

Mother's Signature & Date

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Fr. Noby George Kaniyarakathu (SCS)

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Fr. Aju Kurian SDB (SCSC)

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Prof . Satyen Das (SCS)

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FINANCE COMMITTEE

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| Mr. Dhirodatta Subba | Mr. Sandeep Singh (Internal Audit) |
| Ms. Fatima Lepcha | Mr. Robert Lepcha |
| Mr. Johnny Joseph | |

ACADEMIC COUNCIL

Principal, Rectors, Vice Principals, Registrar, Campus Co-ordinators, HoDs

CAMPUS CO-ORDINATORS

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| Mr. Peter Lepcha (SCSC) | Mr. Terence Mukhia (SCS) |
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| Ms. Shradha Pradhan | Mr. Dhirodatta Subba |
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| Mr. Johnny Joseph | Ms. Sheila Byrnes |

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| Mr. Terence Mukhia | Ms. Sradha Pradhan |
| Mr. Johnny Joseph | Mr. Robert Lepcha |

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IGNOU STUDY CENTRE

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| Mr. Norbert Sherpa | |

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| Mr. Krishna | Mrs. Pavitra Rasaily |
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| | Mr. Nayan Khati |

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Mr. Mohan Bir Subba
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B.Com General Part III
B.Com Accounts Part I
B.Com Accounts Part II
B.Com Accounts Part III
B.Com Management Part I
B.Com Management Part II
B.Com Management Part III
B.Com Finance Part I
B.Com Finance Part II
B.Com Finance Part III

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BBA Third Year

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Political Honours Part II
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**ACADEMIC CALENDAR
2016 - 2017**

JUNE SONADA

Academic Year 2016-17

| | | | |
|-----------|------------|------------|------------------------------|
| 1 | Wed | CLS | Univ. Exams |
| 2 | Thu | CLS | Univ. Exams |
| 3 | Fri | CLS | Univ. Exams |
| 4 | Sat | CLS | Univ. Exams |
| 5 | Sun | HOL | World Environment Day |
| 6 | Mon | CLS | Univ. Exams |
| 7 | Tue | CLS | |
| 8 | Wed | CLS | Univ. Exams |
| 9 | Thu | CLS | |
| 10 | Fri | WD | |
| 11 | Sat | WD | New Admissions |
| 12 | Sun | HOL | |
| 13 | Mon | CLS | Univ. Exams |
| 14 | Tue | CLS | Univ. Exams |
| 15 | Wed | CLS | Univ. Exams |
| 16 | Thu | CLS | Univ. Exams |
| 17 | Fri | CLS | Univ. Exams |
| 18 | Sat | CLS | Univ. Exams |
| 19 | Sun | HOL | |
| 20 | Mon | CLS | Univ. Exams |
| 21 | Tue | CLS | Univ. Exams |
| 22 | Wed | CLS | Univ. Exams |
| 23 | Thu | CLS | Univ. Exams |
| 24 | Fri | CLS | Univ. Exams |
| 25 | Sat | CLS | Univ. Exams |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | Univ. Exams |
| 28 | Tue | CLS | Univ. Exams |
| 29 | Wed | CLS | Univ. Exams |
| 30 | Thu | CLS | Univ. Exams |

Academic Year 2016-17

JUNE
SILIGURI

| | | | |
|-----------|------------|------------|-------------------------------------|
| 1 | Wed | CLS | UE/Admission Process begins |
| 2 | Thu | CLS | UE |
| 3 | Fri | CLS | UE |
| 4 | Sat | CLS | UE |
| 5 | Sun | HOL | World Environment Day |
| 6 | Mon | CLS | UE/Aptitude Test & Interview |
| 7 | Tue | CLS | UE/Aptitude Test & Interview |
| 8 | Wed | CLS | UE/Aptitude Test & Interview |
| 9 | Thu | CLS | UE/Aptitude Test & Interview |
| 10 | Fri | WD | Aptitude Test & Interview |
| 11 | Sat | WD | Faculty Meeting at 10.00 am |
| 12 | Sun | HOL | |
| 13 | Mon | CLS | UE |
| 14 | Tue | CLS | UE |
| 15 | Wed | CLS | UE |
| 16 | Thu | CLS | UE |
| 17 | Fri | CLS | UE |
| 18 | Sat | CLS | UE/Submission of Annual Course Plan |
| 19 | Sun | HOL | |
| 20 | Mon | CLS | UE |
| 21 | Tue | CLS | UE |
| 22 | Wed | CLS | UE |
| 23 | Thu | CLS | UE |
| 24 | Fri | CLS | UE |
| 25 | Sat | CLS | UE |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | UE/ Contract Signing |
| 28 | Tue | CLS | UE/ Contract Signing |
| 29 | Wed | CLS | UE/ Contract Signing |
| 30 | Thu | CLS | UE/ Contract Signing |

JULY SONADA

Academic Year 2016-17

| | | | |
|-----------|------------|------------|--|
| 1 | Fri | CLS | Univ. Exams |
| 2 | Sat | CLS | Univ. Exams |
| 3 | Sun | HOL | |
| 4 | Mon | CLS | UE, Induction programme for first year students |
| 5 | Tue | CLS | UE, Departmental animation for first year students |
| 6 | Wed | HOL | Id- UI - Fitar |
| 7 | Thu | CLS | UE, Preparatory classes for first year students |
| 8 | Fri | CLS | Univ. Exams |
| 9 | Sat | CLS | Univ. Exams |
| 10 | Sun | HOL | |
| 11 | Mon | CLS | Univ. Exams |
| 12 | Tue | CLS | Univ. Exams |
| 13 | Wed | CLS | Bhanu Jayanti |
| 14 | Thu | CLS | Univ. Exams |
| 15 | Fri | CLS | Univ. Exams |
| 16 | Sat | CLS | Univ. Exams |
| 17 | Sun | HOL | |
| 18 | Mon | CLS | Univ. Exams |
| 19 | Tue | CLS | Univ. Exams |
| 20 | Wed | CLS | |
| 21 | Thu | CLS | |
| 22 | Fri | CLS | |
| 23 | Sat | W/D | |
| 24 | Sun | HOL | |
| 25 | Mon | CLS | Classes begin for 2nd and 3rd year students |
| 26 | Tue | CLS | |
| 27 | Wed | CLS | |
| 28 | Thu | CLS | |
| 29 | Fri | CLS | |
| 30 | Sat | CLS | |
| 31 | Sun | HOL | |

Academic Year 2016-17

JULY
SILIGURI

| | | | |
|-----------|------------|------------|---|
| 1 | Fri | CLS | UE/ Orientation for first years |
| 2 | Sat | CLS | UE/ Orientation/ Holy Mass |
| 3 | Sun | HOL | |
| 4 | Mon | CLS | UE/ Class |
| 5 | Tue | CLS | UE/ Class |
| 6 | Wed | HOL | Id- Ul - Fitar |
| 7 | Thu | CLS | UE/ Class |
| 8 | Fri | CLS | UE/ Class |
| 9 | Sat | CLS | UE/ Class/ SCSC Foundation Day |
| 10 | Sun | HOL | |
| 11 | Mon | CLS | UE/ Class |
| 12 | Tue | CLS | UE/ Class |
| 13 | Wed | CLS | UE/ Class |
| 14 | Thu | CLS | UE/ Class |
| 15 | Fri | CLS | UE/ Class |
| 16 | Sat | CLS | UE/ Class |
| 17 | Sun | HOL | |
| 18 | Mon | CLS | UE/ Class |
| 19 | Tue | CLS | UE ends |
| 20 | Wed | CLS | |
| 21 | Thu | CLS | |
| 22 | Fri | CLS | |
| 23 | Sat | W/D | Faculty Meeting at 10.00 am |
| 24 | Sun | HOL | |
| 25 | Mon | CLS | Classes begin for Part 2, Part 3, BBA & BCA students. Compulsory Attendance |
| 26 | Tue | CLS | Guest Lecture - Dr. George Kallingal, University of Guam - Dept. of Psychology |
| 27 | Wed | CLS | Guest Lecture - Dr. George Kallingal, University of Guam - Dept. of Psychology |
| 28 | Thu | CLS | |
| 29 | Fri | CLS | Submission of Unitisation Report (UR) |
| 30 | Sat | CLS | Submission of Marks of Continuous Internal Assessment (CIA)/ Honours Qualifying Test- I |

| | | | |
|-----------|------------|------------|--|
| 1 | Mon | CLS | |
| 2 | Tue | CLS | |
| 3 | Wed | CLS | |
| 4 | Thu | CLS | Short story writing competition (Dept. of English) Inter-departmental |
| 5 | Fri | CLS | Unit test for first year students - Honours Paper 1 and elective |
| 6 | Sat | CLS | Unit test for first year students - Honours Paper 2 and elective |
| 7 | Sun | HOL | |
| 8 | Mon | CLS | |
| 9 | Tue | CLS | |
| 10 | Wed | CLS | Guest Lecture (Dept. of Education) |
| 11 | Thu | CLS | |
| 12 | Fri | CLS | |
| 13 | Sat | W/D | Parents meeting for first year students |
| 14 | Sun | HOL | |
| 15 | Mon | HOL | Independence Day |
| 16 | Tue | CLS | Birthday of Don Bosco |
| 17 | Wed | CLS | FDP by Mark J. Pixley, MBA, IAF-CPF (China) |
| 18 | Thu | CLS | FDP by Mark J. Pixley, MBA, IAF-CPF (China) |
| 19 | Fri | CLS | FDP by Mark J. Pixley, MBA, IAF-CPF (China) |
| 20 | Sat | CLS | FDP by Mark J. Pixley, MBA, IAF-CPF (China) |
| 21 | Sun | HOL | |
| 22 | Mon | CLS | |
| 23 | Tue | CLS | |
| 24 | Wed | CLS | Sociology & Cinema (Parallel cinema screening and analysis) |
| 25 | Thu | HOL | Janmastami |
| 26 | Fri | CLS | |
| 27 | Sat | CLS | Visit to nearby educational institutions (Dept. of English) |
| 28 | Sun | HOL | |
| 29 | Mon | CLS | International Sports Day |
| 30 | Tue | CLS | |
| 31 | Wed | CLS | |

Academic Year 2016-17

**AUGUST
SILIGURI**

| | | | |
|----|------------|------------|---|
| 1 | Mon | CLS | Honours Qualifying Test- II |
| 2 | Tue | CLS | |
| 3 | Wed | CLS | |
| 4 | Thu | CLS | |
| 5 | Fri | CLS | Holy Mass for Christian Students. |
| 6 | Sat | CLS | Fresher's Welcome (8.30 am 11.30 for Commerce). 12.00 - 3.00 pm for Arts & Science |
| 7 | Sun | HOL | |
| 8 | Mon | CLS | |
| 9 | Tue | CLS | |
| 10 | Wed | CLS | |
| 11 | Thu | CLS | |
| 12 | Fri | CLS | |
| 13 | Sat | W/D | Animation for Student Leaders/ Retreat for Catholic Students |
| 14 | Sun | HOL | Retreat for Catholic Students |
| 15 | Mon | HOL | Independence Day/ Flag Hoisting at 8.15 am. Investiture Ceremony/Retreat for Catholic Students |
| 16 | Tue | CLS | Birthday of Don Bosco/ Blood Donation Camp/ Assembly by Education & BBA |
| 17 | Wed | CLS | FDP by Mark J. Pixley MBA, IAF-CPF (China) |
| 18 | Thu | CLS | FDP by Mark J. Pixley MBA, IAF-CPF (China) |
| 19 | Fri | CLS | World Photography Day/ FDP by Mark J. Pixley MBA, IAF-CPF (China) |
| 20 | Sat | CLS | FDP by Mark J. Pixley MBA, IAF-CPF (China) |
| 21 | Sun | HOL | |
| 22 | Mon | CLS | |
| 23 | Tue | CLS | |
| 24 | Wed | CLS | |
| 25 | Thu | HOL | Janmastami |
| 26 | Fri | CLS | |
| 27 | Sat | CLS | Calibre by SCAP/ Outreach programme - Dept. of Education |
| 28 | Sun | HOL | |
| 29 | Mon | CLS | International Sports Day |
| 30 | Tue | CLS | Submission of UR |
| 31 | Wed | CLS | Submission of Marks of CIA |

SEPTEMBER SONADA

Academic Year 2016-17

| | | | |
|-----------|------------|------------|---|
| 1 | Thu | CLS | Indoor games tournament begins |
| 2 | Fri | CLS | |
| 3 | Sat | CLS | |
| 4 | Sun | HOL | |
| 5 | Mon | CLS | Faculty appreciation day |
| 6 | Tue | CLS | |
| 7 | Wed | CLS | |
| 8 | Thu | CLS | International Literacy Day |
| 9 | Fri | CLS | |
| 10 | Sat | CLS | Extempore competition (Dept. of English) Inter-departmental |
| 11 | Sun | HOL | |
| 12 | Mon | HOL | Id-Uz-Zoha |
| 13 | Tue | CLS | |
| 14 | Wed | CLS | |
| 15 | Thu | CLS | Departmental Seminar (Dept. of Education) |
| 16 | Fri | CLS | |
| 17 | Sat | CLS | |
| 18 | Sun | HOL | |
| 19 | Mon | CLS | |
| 20 | Tue | CLS | |
| 21 | Wed | CLS | |
| 22 | Thu | CLS | |
| 23 | Fri | CLS | Students Seminar (Dept. of Sociology) |
| 24 | Sat | CLS | |
| 25 | Sun | HOL | |
| 26 | Mon | CLS | |
| 27 | Tue | CLS | |
| 28 | Wed | CLS | |
| 29 | Thu | CLS | Debate (Dept. of Political Science) |
| 30 | Fri | HOL | Mahalaya |

Academic Year 2016-17

SEPTEMBER
SILIGURI

| | | | |
|-----------|------------|------------|--|
| 1 | Thu | CLS | |
| 2 | Fri | CLS | Holy Mass for Christian Students |
| 3 | Sat | CLS | |
| 4 | Sun | HOL | |
| 5 | Mon | CLS | Teacher's Day |
| 6 | Tue | CLS | |
| 7 | Wed | CLS | |
| 8 | Thu | CLS | International Literacy Day. |
| 9 | Fri | CLS | |
| 10 | Sat | CLS | Industrial Visit - Commerce/ Departmental Day - Mass Comm./ Outreach Programme - Psychology, Sociology & History |
| 11 | Sun | HOL | |
| 12 | Mon | HOL | Id- Uz- Zoha |
| 13 | Tue | CLS | |
| 14 | Wed | CLS | |
| 15 | Thu | CLS | |
| 16 | Fri | CLS | |
| 17 | Sat | CLS | Industrial Visit/ Field Trip - Commerce/ Verzotto Memorial Lecture - Departments of BBA & Education |
| 18 | Sun | HOL | |
| 19 | Mon | CLS | |
| 20 | Tue | CLS | |
| 21 | Wed | CLS | |
| 22 | Thu | CLS | |
| 23 | Fri | CLS | |
| 24 | Sat | CLS | Industrial Visit/ Field Trip - Commerce/ Hay Fever by Dept. of English/ Students workshop & NSS Day |
| 25 | Sun | HOL | |
| 26 | Mon | CLS | |
| 27 | Tue | CLS | |
| 28 | Wed | CLS | Submission of UR |
| 29 | Thu | CLS | Submission of Marks of CIA |
| 30 | Fri | HOL | Mahalaya |

| | | | |
|-----------|------------|------------|---|
| 1 | Sat | CLS | Outdoor games tournament begins |
| 2 | Sun | HOL | Gandhi Jayanti |
| 3 | Mon | CLS | National Seminar on History & Tourism (Dept. of History) |
| 4 | Tue | CLS | National Seminar on History & Tourism (Dept. of History) |
| 5 | Wed | CLS | National Seminar on History & Tourism (Dept. of History) |
| 6 | Thu | CLS | |
| 7 | Fri | CLS | |
| 8 | Sat | HOL | Puja holidays begin |
| 9 | Sun | HOL | |
| 10 | Mon | HOL | |
| 11 | Tue | HOL | |
| 12 | Wed | HOL | Muharram |
| 13 | Thu | HOL | |
| 14 | Fri | HOL | |
| 15 | Sat | HOL | |
| 16 | Sun | HOL | Laxmi Puja |
| 17 | Mon | HOL | |
| 18 | Tue | CLS | Classes resume after puja vacation |
| 19 | Wed | CLS | |
| 20 | Thu | CLS | |
| 21 | Fri | CLS | |
| 22 | Sat | CLS | Leisure time creative work (Dept. of Education) |
| 23 | Sun | HOL | |
| 24 | Mon | CLS | |
| 25 | Tue | CLS | Social world through lens (Photography competition) (Dept. of Sociology) |
| 26 | Wed | CLS | |
| 27 | Thu | CLS | |
| 28 | Fri | CLS | |
| 29 | Sat | HOL | Deepawali |
| 30 | Sun | HOL | Deepawali |
| 31 | Mon | HOL | Deepawali |

Academic Year 2016-17

OCTOBER
SILIGURI

| | | | |
|----|------------|------------|--|
| 1 | Sat | CLS | Quiz - Commerce/ Industrial Visit - BBA/ IQAC Meeting/ Student Exchange Programme (Dept of Education) |
| 2 | Sun | HOL | Gandhi Jayanti |
| 3 | Mon | CLS | |
| 4 | Tue | CLS | |
| 5 | Wed | CLS | |
| 6 | Thu | CLS | |
| 7 | Fri | CLS | SE - EVS/ Comp. Eng/ Compulsory Day of attendance |
| 8 | Sat | W/D | Faculty Meeting/ Puja Holidays begin |
| 9 | Sun | HOL | |
| 10 | Mon | HOL | |
| 11 | Tue | HOL | |
| 12 | Wed | HOL | Muharram |
| 13 | Thu | HOL | |
| 14 | Fri | HOL | |
| 15 | Sat | HOL | |
| 16 | Sun | HOL | Laxmi Puja |
| 17 | Mon | HOL | |
| 18 | Tue | CLS | Classes resume after Puja Vacation/ Semester Examination begins (SE) |
| 19 | Wed | CLS | SE/ Compulsory Day of Attendance |
| 20 | Thu | CLS | SE/ Compulsory Day of Attendance |
| 21 | Fri | CLS | SE/ Compulsory Day of Attendance |
| 22 | Sat | CLS | SE/ Compulsory Day of Attendance |
| 23 | Sun | HOL | |
| 24 | Mon | CLS | SE/ Compulsory Day of Attendance |
| 25 | Tue | CLS | SE/ Compulsory Day of Attendance |
| 26 | Wed | CLS | SE/ Compulsory Day of Attendance |
| 27 | Thu | CLS | SE/ Compulsory Day of Attendance |
| 28 | Fri | CLS | SE/ Compulsory Day of Attendance/ Submission of UR |
| 29 | Sat | HOL | Deepawali |
| 30 | Sun | HOL | Deepawali |
| 31 | Mon | HOL | Deepawali |

NOVEMBER SONADA

Academic Year 2016-17

| | | | |
|-----------|------------|------------|--|
| 1 | Tue | HOL | Deepawali- Bhai Phota |
| 2 | Wed | HOL | Bhai Tika |
| 3 | Thu | CLS | Inter-college volley ball match |
| 4 | Fri | CLS | |
| 5 | Sat | CLS | |
| 6 | Sun | HOL | |
| 7 | Mon | CLS | |
| 8 | Tue | CLS | |
| 9 | Wed | CLS | |
| 10 | Thu | CLS | |
| 11 | Fri | CLS | Mock-UNSC (Dept. of Political Science) |
| 12 | Sat | CLS | |
| 13 | Sun | HOL | |
| 14 | Mon | HOL | Guru Nanak Jayanti/ Children's Day |
| 15 | Tue | CLS | |
| 16 | Wed | CLS | |
| 17 | Thu | CLS | |
| 18 | Fri | CLS | Seminar (Dept. of English) |
| 19 | Sat | CLS | |
| 20 | Sun | HOL | |
| 21 | Mon | CLS | |
| 22 | Tue | CLS | |
| 23 | Wed | CLS | |
| 24 | Thu | CLS | Inter college match - Basket ball (SCSC) |
| 25 | Fri | CLS | Innovation |
| 26 | Sat | CLS | Innovation |
| 27 | Sun | HOL | |
| 28 | Mon | CLS | |
| 29 | Tue | CLS | |
| 30 | Wed | CLS | |

Academic Year 2016-17

NOVEMBER
SILIGURI

| | | | |
|-----------|------------|------------|--|
| 1 | Tue | HOL | Deepawali-Bhai Phota |
| 2 | Wed | CLS | |
| 3 | Thu | CLS | Inter-college volley ball match (SCS) |
| 4 | Fri | CLS | Holy Mass for Christian Students |
| 5 | Sat | CLS | Exchange Programme - Psychology & Mass Communication |
| 6 | Sun | HOL | |
| 7 | Mon | CLS | Field Work begins (Dept. of Geography) |
| 8 | Tue | CLS | |
| 9 | Wed | CLS | |
| 10 | Thu | CLS | |
| 11 | Fri | CLS | |
| 12 | Sat | CLS | |
| 13 | Sun | HOL | |
| 14 | Mon | HOL | Guru Nanak Jayanti/ Children's Day |
| 15 | Tue | CLS | Field Work ends (Dept. of Geography) |
| 16 | Wed | CLS | |
| 17 | Thu | CLS | Seminar (Dept. of Education) |
| 18 | Fri | CLS | |
| 19 | Sat | CLS | Annual Sports |
| 20 | Sun | HOL | |
| 21 | Mon | CLS | |
| 22 | Tue | CLS | |
| 23 | Wed | CLS | |
| 24 | Thu | CLS | Innovision: Compumathix/ Basket ball Tournament |
| 25 | Fri | CLS | Innovision |
| 26 | Sat | CLS | Innovision |
| 27 | Sun | HOL | |
| 28 | Mon | CLS | |
| 29 | Tue | CLS | Submission of UR |
| 30 | Wed | CLS | Submission of Marks of CIA |

| | | | |
|-----------|------------|------------|--|
| 1 | Thu | CLS | Mid-term examinations |
| 2 | Fri | CLS | Mid-term examinations |
| 3 | Sat | CLS | Mid-term examinations |
| 4 | Sun | HOL | |
| 5 | Mon | CLS | Mid-term examinations |
| 6 | Tue | CLS | Mid-term examinations |
| 7 | Wed | CLS | Mid-term examinations |
| 8 | Thu | Hol | Feast of Immaculate Conception |
| 9 | Fri | CLS | Mid-term examinations |
| 10 | Sat | WD | Mid-term examinations |
| 11 | Sun | HOL | |
| 12 | Mon | CLS | Mid-term examinations |
| 13 | Tue | CLS | College week programs |
| 14 | Wed | CLS | College week programs |
| 15 | Thu | CLS | College week programs |
| 16 | Fri | CLS | College week programs |
| 17 | Sat | CLS | Publication of results/Parents meet/Christmas celebrations |
| 18 | Sun | HOL | Educational tour to Delhi & Agra (Dept. of History) |
| 19 | Mon | CLS | Educational tour to Delhi & Agra (Dept. of History) |
| 20 | Tue | CLS | Educational tour to Delhi & Agra (Dept. of History) |
| 21 | Wed | CLS | Educational tour to Delhi & Agra (Dept. of History) |
| 22 | Thu | HOL | Christmas holidays begin |
| 23 | Fri | HOL | Educational tour to Delhi & Agra (Dept. of History) |
| 24 | Sat | HOL | Educational tour to Delhi & Agra (Dept. of History) |
| 25 | Sun | HOL | Christmas |
| 26 | Mon | HOL | |
| 27 | Tue | HOL | |
| 28 | Wed | HOL | |
| 29 | Thu | HOL | |
| 30 | Fri | HOL | |
| 31 | Sat | HOL | |

Academic Year 2016-17

DECEMBER
SILIGURI

| | | | |
|-----------|------------|------------|---|
| 1 | Thu | CLS | World AIDS Day/ Seminar by NSS |
| 2 | Fri | CLS | Holy Mass for Christian Students |
| 3 | Sat | CLS | Seminar by Department of Political Science |
| 4 | Sun | HOL | |
| 5 | Mon | CLS | BBA/BCA/MAEng - ST |
| 6 | Tue | CLS | BBA/BCA/MAEng - ST |
| 7 | Wed | CLS | BBA/BCA/MAEng - ST |
| 8 | Thu | CLS | BBA/BCA/MAEng - ST |
| 9 | Fri | CLS | BBA/BCA/MAEng - ST |
| 10 | Sat | W/D | Faculty Picnic/ World Human Rights Day |
| 11 | Sun | HOL | |
| 12 | Mon | CLS | |
| 13 | Tue | CLS | |
| 14 | Wed | CLS | |
| 15 | Thu | CLS | Departmental Day - Mathematics |
| 16 | Fri | CLS | Christmas Celebration |
| 17 | Sat | CLS | Educational Project and Tours - Various Departments/Seminar - Commerce Part III |
| 18 | Sun | HOL | |
| 19 | Mon | CLS | Seminar - Commerce Part II, Submission of UR |
| 20 | Tue | CLS | Submission of Marks of CIA |
| 21 | Wed | CLS | Compulsory Attendance |
| 22 | Thu | HOL | Christmas holidays begin |
| 23 | Fri | HOL | |
| 24 | Sat | HOL | |
| 25 | Sun | HOL | Christmas |
| 26 | Mon | HOL | |
| 27 | Tue | HOL | |
| 28 | Wed | HOL | |
| 29 | Thu | HOL | |
| 30 | Fri | HOL | |
| 31 | Sat | HOL | |

| | | | |
|-----------|------------|------------|--|
| 1 | Sun | HOL | New Year's Day 2017 |
| 2 | Mon | HOL | Educational projects and educational tours |
| 3 | Tue | HOL | |
| 4 | Wed | CLS | |
| 5 | Thu | CLS | |
| 6 | Fri | CLS | |
| 7 | Sat | CLS | |
| 8 | Sun | HOL | |
| 9 | Mon | CLS | |
| 10 | Tue | CLS | |
| 11 | Wed | CLS | |
| 12 | Thu | HOL | Birthday of Swami Vivekananda |
| 13 | Fri | CLS | |
| 14 | Sat | CLS | |
| 15 | Sun | HOL | |
| 16 | Mon | CLS | |
| 17 | Tue | CLS | |
| 18 | Wed | CLS | |
| 19 | Thu | CLS | |
| 20 | Fri | CLS | |
| 21 | Sat | CLS | |
| 22 | Sun | HOL | |
| 23 | Mon | HOL | Birthday of Netaji |
| 24 | Tue | CLS | |
| 25 | Wed | CLS | |
| 26 | Thu | HOL | Republic day |
| 27 | Fri | CLS | |
| 28 | Sat | CLS | |
| 29 | Sun | HOL | |
| 30 | Mon | CLS | |
| 31 | Tue | HOL | Feast of St. John Bosco |

Academic Year 2016-17

JANUARY SILIGURI

| | | | |
|----|------------|------------|---------------------------------------|
| 1 | Sun | HOL | New Year's Day 2017 |
| 2 | Mon | HOL | |
| 3 | Tue | HOL | |
| 4 | Wed | CLS | Classes resume after the vacation |
| 5 | Thu | CLS | |
| 6 | Fri | CLS | Holy Mass for Christian Students |
| 7 | Sat | CLS | Outreach programme (Dept. of Science) |
| 8 | Sun | HOL | |
| 9 | Mon | CLS | |
| 10 | Tue | CLS | |
| 11 | Wed | CLS | |
| 12 | Thu | HOL | Birthday of Swami Vivekananda |
| 13 | Fri | CLS | National Seminar (Dept of Commerce) |
| 14 | Sat | CLS | National Seminar (Dept of Commerce) |
| 15 | Sun | HOL | |
| 16 | Mon | CLS | |
| 17 | Tue | CLS | |
| 18 | Wed | CLS | |
| 19 | Thu | CLS | |
| 20 | Fri | W/D | FDP/ Faculty Meeting |
| 21 | Sat | CLS | Selection Test |
| 22 | Sun | HOL | |
| 23 | Mon | HOL | Birthday of Netaji |
| 24 | Tue | CLS | Selection Test |
| 25 | Wed | CLS | Selection Test |
| 26 | Thu | HOL | Republic Day |
| 27 | Fri | CLS | Selection Test |
| 28 | Sat | CLS | Selection Test |
| 29 | Sun | HOL | |
| 30 | Mon | CLS | Selection Test/ Submission of UR |
| 31 | Tue | HOL | Feast of St. John Bosco |

FEBRUARY SONADA

Academic Year 2016-17

| | | | |
|----|------------|------------|---|
| 1 | Wed | HOL | Saraswati Puja |
| 2 | Thu | CLS | Classes begin for BA and B.Com students |
| 3 | Fri | CLS | |
| 4 | Sat | CLS | |
| 5 | Sun | HOL | |
| 6 | Mon | CLS | |
| 7 | Tue | CLS | |
| 8 | Wed | CLS | |
| 9 | Thu | CLS | |
| 10 | Fri | CLS | |
| 11 | Sat | CLS | |
| 12 | Sun | HOL | |
| 13 | Mon | CLS | |
| 14 | Tue | CLS | |
| 15 | Wed | CLS | |
| 16 | Thu | CLS | |
| 17 | Fri | CLS | Mock Parliament |
| 18 | Sat | CLS | |
| 19 | Sun | HOL | |
| 20 | Mon | CLS | |
| 21 | Tue | CLS | |
| 22 | Wed | CLS | |
| 23 | Thu | CLS | |
| 24 | Fri | CLS | |
| 25 | Sat | CLS | |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | |
| 28 | Tue | CLS | National Science Day |

Academic Year 2016-17

FEBRUARY
SILIGURI

| | | | |
|-----------|------------|------------|---|
| 1 | Wed | HOL | Saraswati Puja |
| 2 | Thu | CLS | Selection Test |
| 3 | Fri | CLS | Selection Test |
| 4 | Sat | CLS | Selection Test |
| 5 | Sun | HOL | |
| 6 | Mon | CLS | Selection Test |
| 7 | Tue | CLS | Selection Test |
| 8 | Wed | CLS | Selection Test |
| 9 | Thu | CLS | Selection Test |
| 10 | Fri | CLS | Selection Test |
| 11 | Sat | W/D | Logroi Memorial Lecture (Dept. of History & Sociology) |
| 12 | Sun | HOL | |
| 13 | Mon | CLS | NSS Camp begins |
| 14 | Tue | CLS | |
| 15 | Wed | CLS | |
| 16 | Thu | CLS | |
| 17 | Fri | CLS | |
| 18 | Sat | CLS | Outreach Programme (Dept. of English) |
| 19 | Sun | HOL | NSS Camp ends |
| 20 | Mon | CLS | |
| 21 | Tue | CLS | |
| 22 | Wed | CLS | |
| 23 | Thu | CLS | |
| 24 | Fri | CLS | |
| 25 | Sat | CLS | Sangam / Confluence of Cultures |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | Submission of UR/ Excursion-BBA 6th Sem/ Compulsory Community Project- BBA 4th Sem / National Seminar: (Dept. of Science) |
| 28 | Tue | CLS | National Science Day: National Seminar (Dept. of Science) |

| | | | |
|-----------|------------|------------|--------------------|
| 1 | Wed | CLS | Model Examinations |
| 2 | Thu | CLS | Model Examinations |
| 3 | Fri | CLS | Model Examinations |
| 4 | Sat | CLS | Model Examinations |
| 5 | Sun | HOL | |
| 6 | Mon | CLS | Model Examinations |
| 7 | Tue | CLS | Model Examinations |
| 8 | Wed | CLS | Model Examinations |
| 9 | Thu | CLS | Model Examinations |
| 10 | Fri | CLS | Model Examinations |
| 11 | Sat | CLS | Model Examinations |
| 12 | Sun | HOL | |
| 13 | Mon | HOL | Doljatra |
| 14 | Tue | CLS | |
| 15 | Wed | CLS | |
| 16 | Thu | CLS | |
| 17 | Fri | CLS | |
| 18 | Sat | CLS | Graduation Day |
| 19 | Sun | HOL | |
| 20 | Mon | CLS | Study Leave |
| 21 | Tue | CLS | Study Leave |
| 22 | Wed | CLS | Study Leave |
| 23 | Thu | CLS | Study Leave |
| 24 | Fri | CLS | Study Leave |
| 25 | Sat | CLS | Study Leave |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | Study Leave |
| 28 | Tue | CLS | Study Leave |
| 29 | Wed | CLS | Study Leave |
| 30 | Thu | CLS | Study Leave |
| 31 | Fri | CLS | Study Leave |

Academic Year 2016-17

**MARCH
SILIGURI**

| | | | |
|-----------|------------|------------|---|
| 1 | Wed | CLS | |
| 2 | Thu | CLS | |
| 3 | Fri | CLS | |
| 4 | Sat | CLS | EVS - Field Trip - BBA2nd Semester |
| 5 | Sun | HOL | |
| 6 | Mon | CLS | |
| 7 | Tue | CLS | Gratitude Day & Farewell (Commerce) |
| 8 | Wed | CLS | International Women's Day/ Gratitude Day & Farewell (Arts & Science) |
| 9 | Thu | CLS | LOP |
| 10 | Fri | CLS | LOP/ Rehearsal for Graduation Day |
| 11 | Sat | CLS | Graduation Day |
| 12 | Sun | HOL | |
| 13 | Mon | HOL | Doljatra |
| 14 | Tue | CLS | Study Leave for Annual Programme |
| 15 | Wed | CLS | Study Leave |
| 16 | Thu | CLS | Study Leave |
| 17 | Fri | CLS | Study Leave/ International Seminar (Dept of English) |
| 18 | Sat | CLS | Study Leave/ International Seminar (Dept of English) |
| 19 | Sun | HOL | |
| 20 | Mon | CLS | Study Leave |
| 21 | Tue | CLS | Study Leave |
| 22 | Wed | CLS | Study Leave |
| 23 | Thu | CLS | Study Leave |
| 24 | Fri | CLS | Study Leave |
| 25 | Sat | CLS | Study Leave |
| 26 | Sun | HOL | |
| 27 | Mon | CLS | Study Leave |
| 28 | Tue | CLS | Study Leave |
| 29 | Wed | CLS | Study Leave |
| 30 | Thu | CLS | Study Leave/ Tata Memorial Inter College Seminar (Dept. of Management Studies)/ Submission of UR |

APRIL SONADA

Academic Year 2016-17

| | | | |
|----|------------|------------|--------------------------------------|
| 1 | Sat | | |
| 2 | Sun | HOL | |
| 3 | Mon | CLS | NBU Examinations (expected to begin) |
| 4 | Tue | CLS | |
| 5 | Wed | CLS | |
| 6 | Thu | CLS | |
| 7 | Fri | CLS | |
| 8 | Sat | CLS | IQAC Meeting |
| 9 | Sun | HOL | |
| 10 | Mon | | |
| 11 | Tue | | |
| 12 | Wed | | |
| 13 | Thu | HOL | Maundy Thursday |
| 14 | Fri | HOL | Bengali New Year/ Good Friday |
| 15 | Sat | HOL | Holy Saturday |
| 16 | Sun | HOL | Easter |
| 17 | Mon | CLS | |
| 18 | Tue | CLS | |
| 19 | Wed | HOL | |
| 20 | Thu | CLS | |
| 21 | Fri | CLS | |
| 22 | Sat | CLS | |
| 23 | Sun | CLS | |
| 24 | Mon | CLS | |
| 25 | Tue | HOL | |
| 26 | Wed | HOL | |
| 27 | Thu | CLS | |
| 28 | Fri | CLS | |
| 29 | Sat | CLS | |
| 30 | Sun | CLS | |

Academic Year 2016-17

APRIL
SILIGURI

| | | | |
|----|------------|------------|---|
| 1 | Sat | CLS | Internship for BBA 6th Sem begins |
| 2 | Sun | HOL | |
| 3 | Mon | CLS | University Examination may begin |
| 4 | Tue | CLS | UE |
| 5 | Wed | CLS | UE |
| 6 | Thu | CLS | UE |
| 7 | Fri | CLS | UE |
| 8 | Sat | CLS | IQAC Meeting/ UE |
| 9 | Sun | HOL | |
| 10 | Mon | CLS | UE |
| 11 | Tue | CLS | UE |
| 12 | Wed | CLS | UE |
| 13 | Thu | HOL | Maundy Thursday |
| 14 | Fri | HOL | Bengali New Year/ Good Friday |
| 15 | Sat | HOL | Holy Saturday |
| 16 | Sun | HOL | Easter |
| 17 | Mon | HOL | UE/ Compulsory Community Project for PG students begins (Dept of English) |
| 18 | Tue | CLS | UE/ Class |
| 19 | Wed | CLS | UE/ Class |
| 20 | Thu | CLS | UE/ Class |
| 21 | Fri | CLS | UE/ Class |
| 22 | Sat | CLS | UE/ Class |
| 23 | Sun | HOL | |
| 24 | Mon | CLS | UE/ Class |
| 25 | Tue | CLS | UE/ Class |
| 26 | Wed | CLS | UE/ Class |
| 27 | Thu | CLS | UE/ Class |
| 28 | Fri | CLS | UE/ Class |
| 29 | Sat | CLS | UE/ Class |
| 30 | Sun | HOL | |

**MAY
SONADA**

Academic Year 2016-17

| | | | |
|----|------------|------------|---------------------------|
| 1 | Mon | HOL | May Day |
| 2 | Tue | | NBU Examinations continue |
| 3 | Wed | | |
| 4 | Thu | | |
| 5 | Fri | | |
| 6 | Sat | | |
| 7 | Sun | HOL | |
| 8 | Mon | | |
| 9 | Tue | | |
| 10 | Wed | | |
| 11 | Thu | | |
| 12 | Fri | | |
| 13 | Sat | | |
| 14 | Sun | HOL | |
| 15 | Mon | | |
| 16 | Tue | | |
| 17 | Wed | | |
| 18 | Thu | | |
| 19 | Fri | | |
| 20 | Sat | | |
| 21 | Sun | HOL | |
| 22 | Mon | | |
| 23 | Tue | | |
| 24 | Wed | | |
| 25 | Thu | | |
| 26 | Fri | | |
| 27 | Sat | | |
| 28 | Sun | HOL | |
| 29 | Mon | | |
| 30 | Tue | | |
| 31 | Wed | | |

Academic Year 2016-17

MAY
SILIGURI

| | | | |
|----|------------|------------|------------------------------------|
| 1 | Mon | HOL | May Day |
| 2 | Tue | CLS | UE/Class |
| 3 | Wed | CLS | UE/Class |
| 4 | Thu | CLS | UE/Class |
| 5 | Fri | CLS | UE/Class |
| 6 | Sat | CLS | UE/Class |
| 7 | Sun | HOL | |
| 8 | Mon | CLS | UE/Class |
| 9 | Tue | CLS | UE/Class |
| 10 | Wed | CLS | UE/Class |
| 11 | Thu | CLS | UE/Class |
| 12 | Fri | CLS | UE/Class |
| 13 | Sat | CLS | UE/Class |
| 14 | Sun | HOL | |
| 15 | Mon | CLS | UE/Class |
| 16 | Tue | CLS | UE/Class |
| 17 | Wed | CLS | UE/Class |
| 18 | Thu | CLS | UE/Class |
| 19 | Fri | CLS | UE/Class |
| 20 | Sat | CLS | UE/Class |
| 21 | Sun | HOL | |
| 22 | Mon | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 23 | Tue | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 24 | Wed | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 25 | Thu | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 26 | Fri | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 27 | Sat | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 28 | Sun | HOL | |
| 29 | Mon | CLS | UE/Class/ST - BBA/BCA/MAEng |
| 30 | Tue | CLS | UE/Class |
| 31 | Wed | CLS | UE/Class/Gratitude Day - BBA & BCA |

PRAYERS & HYMNS

1. **Our Father**

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

2. **Help us O God**

Help us O God/ to fulfil all the duties/ which this new day brings to us./ Help us to honour our parents and teachers/ to be loyal to our friends/ to be true to our loved ones./ Help us to be diligent in our studies/ to be fair in our games/ to be meticulous in our work/ and make good use of our time./ Help us to be brave in danger/ strong in temptation/ uncomplaining in pain/ and cheerful in disappointment./ Help us to remain humble in prosperity/ and hopeful in adversity./ Help us all times so to live/ that our life and conduct/ may show that we belong to you/ our loving father.

3. **Teach me, my Lord,**

Teach me, my Lord/ to be serene and gentle in all the events of life/in disappointments, / in the thoughtlessness of others, / in the insincerity of those I trusted, / in the unfaithfulness of those on whom I relied.

Let me put myself aside/ to think of the happiness of others, / to hide my personal pains and heartaches/ so that they may not diminish the joy of others. / As I go my rounds from one duty to another,/ let me, from time to time,/ turn my attention to you;/ help me to be aware of your continual presence/ by my side,/ to listen to you discerningly / and to respond to you faithfully.

May my life become permeated with your spirit/ may it remain strong in its purpose/ of following you/ and become full of power for good/ to the great consolation/ of your divine heart/ and the edification of your people.

4. **Prayer for the Country**

Defend our country, O Lord/ from every adversity./ Protect it from internal strife/ save it from wasteful wars/ guard it against inept administration. Bless its people; / may they grow in their love/ for their

country and its people./ Bless its rulers; may they serve the people/ with competence and integrity./ And may both government and people / respect and love/ your rule for human family/ the rule of justice and charity/ which you have written in the heart of every one .

5. Prayer for Peace in the World

Almighty God, / creator of the earth in which we live, / help us today in our search/ for peaceful ways to avoid war/ eliminate terrorism and tyranny/ and to establish justice for peoples/ of all races and faiths. / We pray that billions of peace loving people/ of goodwill throughout the nations, / will join together in prayer and action/ to bring love where there is hatred, / friendship where there is enmity/ and justice where there is oppression.

A decorative banner with a blue background and white text, featuring a ribbon-like border.

National Anthem

Jana gana mana adhinayka jaya he,
Bharata bhagya vidhata.
Punjab, Sindhu, Gujrata, Maratha,
Dravida, Utkala, Banga,
Vindhya, Himachala, Yamuna, Ganga,
Uchala jaladhi Taranga.
Taba subha name jage.
Taba subha ashisha mage,
Gahe taba jaya gatha.
Jana gana mangala dayaka jaya he,
Bharata bhagya vidhata.
Jaya he, Jaya he, Jaya he,
Jaya, Jaya, Jaya, Jaya he

College Anthem

Let's be a flame
That shines and enlivens
We have a call to live life in this world
God's only precious gift to us all
We have a dream to achieve our only goal,
To be a better tomorrow
Let's join our hands as one

Light the candle and be a flame
For you and me we'll shine together
To strive as one together
Let's be a flame that shines and enlivens

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

HYMNS

1. Morning Prayer

I have come to thee
To take thy touch before I begin my day
Let thy eye rest upon my eyes for a while.
Let me take to my work the assurance
of thy comradeship, my friend.
Fill my mind with thy music
To last through the desert of noise

2. Our Father

Hear our prayer
We are Your children
And we've gathered here today, bless me
We're gathered here to pray

Hear our cry
Lord, we need Your mercy
And we need Your grace today, yes, we do
Hear us as we pray
Our Father, who art in Heaven
Hallowed be thy name
Our Father, hear us from Heaven
Forgive our sins we pray
Hear our song
As it rises to Heaven
May Your glory fill the earth
As the waters cover the seas
See our hearts
And remove anything
That is standing in the way
Of coming to You today
Our Father, who art in Heaven
Hallowed be Thy name
Our Father, hear us from Heaven
Forgive our sins we pray
And though we are few
We're surrounded by many
Who have crossed that river before
And this is the song we'll be singing forever
Holy is the Lord (8)

Hear our prayer
We are Your children
And we've gathered here today
We're gathered here to pray
Hear our cry
Oh Lord, we need Your mercy
And we need Your grace today, yes, we do
Hear us as we pray
Our Father, who art in Heaven
Hallowed be Thy name
Our Father, hear us from Heaven
Forgive our sins we pray
Our Father, who art in Heaven
Hallowed be thy name

Our Father, hear us from Heaven
 Forgive our sins we pray
 Forgive our sins we pray
 Forgive our sins we pray
 Oh yeah

3. **As we gather in this place today**

As we gather in this place today
 Holy Spirit come and have Your way, have Your way
 As we lay aside our own desires
 Sweep across our hearts with holy fire, have Your way
 This is Your house, Your home
 We welcome You, Lord, we welcome You
 This is Your house, Your home
 We welcome You today
 As we offer up our hearts and lives
 Let them be a living sacrifice, have Your way
 Be glorified in everything we do
 Be glorified in everything we say, have Your way
 As we praise, o Lord draw near
 It's Your voice, we long to hear
 Ending:
 We welcome You today, We welcome You today

4. **Prayer for Peace**

Lord, we pray for golden peace.
 Peace all over the land.
 May all men dwell in liberty
 All working hand in hand

Chorus : Banish fear and ignorance,
 Hunger, thirst and pain;
 Banish hate and poverty,
 Let no man live in vain. (2)

Keep all people for ever one
 One in love and in grace;
 And wipe away all war and strife,
 Give freedom to each race.

5. Like the Sunflower

Like the sunflower that follows
 Every movement of the sun,
 So I turn towards You, to follow you, my God
 In simplicity, charity, I follow (2)
 In simplicity, honesty, I follow (2)
 In simplicity, fidelity, I follow (2)

6. Living Water Flow on

Living waters flow on
 Sweep away my pain
 Bring your healing to my heart
 Help me love once again

Cares and worries get me down
 Fear of failure fills my day
 When I'm lost and all alone
 Help me Lord to find your way
 People knocking at my door
 Strangers seeking love and care
 Never let me turn them down
 Show me gently how to share

Children come into my life
 With their laughter and their song
 When will I become like them
 Teach me Lord to sing along

7. Jeevan Jyoti Jagao

Chorus: Jeevan Jyoti Jagao Prabhuji
 Jag mein naa koyi hamara sahara
 Mann ka andhera jala do Prabhuji
 Jag mein kahin na thikana hamara

Ghar toh hamara dur Prabhuji
 Rah mein failaa hua andhiyara
 Aaisey mein kaise rah mein dekhun
 Tuhi dikha de abb ujjyara

Ghayal hue hain paaw hamara
 Baheti hai pawon se khoon ki dhara

Byatha mitaye ye kaun Prabhuji
Mukjko hai kebal bharosa tumahara

8. **Prayer of St. Francis of Assisi**

1. 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.

2. 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)

9. **Thank You O Lord for Don Bosco**

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

1. 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.
2. Enable us to be his doubles,
Faithful in the service of youth
Overcoming hardships with firmness,
With hearts filled with your love.
10. **Is there promise of the young today**
Is there promise of the young today?
Is there reason to live on?
Think of all the wasted moments,
Will they ever be restored?
Is there meaning in those empty shows?

Never will we find that peace,
Let's not pretend
We need someone who can lead us to the way.

There is heaven for the young today,
There is freedom to enjoy.
And the visions of tomorrow,
Give a sense of living on.
There are depths of friendship to explore
And the call to service brings a lasting joy
We need someone who can lead us to this way.

We call Don Bosco,
A gentle name for the children of today.
We call Don Bosco,
A shining flame that sends the gloom away.
Behold a Father's hand, a friend's embrace,
That lightens your cares.
Your burdens bear, when someone shares,
His heart for the young of today.

11. **Let us sing of our father the glory**

With our hearts full of love and devotion
Let us tell magnificent story
Of his life and his wonderful deeds

O Don Bosco, thy name is a vision
O Don Bosco, thy cry is a slogan
O Don Bosco, thy sons are a legion
And thou art their example and light

All his children his altar surrounding,
Lift their hearts to their guide and their father
And their strain is a hymn never ending
That resounds through the lands and the sea.

12. **Let me start again**

Let me start again
Pick the pieces of my brokenness,
Fill the spaces in my emptiness,
Let me start again

Let me start with you Lord.
 Everything begins with you
 All my winnings and my losings
 All begin with you.

1. Come let me rise to greet the morning
 Let me catch the dew a falling
 Let the tidings of a new day
 Keep my courage strong.
 Let the darkness of my night cease
 Yes the passion and anxieties
 With you there to hold me Master
 I'll sing a bold new song.

2. Come take my living into your life
 Let my breath re-echo your sighs
 Of my thoughts and words and deeds Lord
 Take complete control
 May my life's surrender see me
 Trusting more your power to heal me
 From my fragmentation Master
 You can make me whole.

13. More Love, More Power

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

14. 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

Just as you calmed the wind
And walked upon the sea
Conquer, my living Lord
The storms that threaten me

Help me to pierce the mists
That cloud my heart and mind,
So that I shall not fear
The steepest mountain-side

15. I have come to Thee

To take Thy touch before I begin my day
Let Thy eyes rest upon my wyes for a while
Let me take to my work the assurance
Of Thy comradeship, my friend
Fill my mind with Thy music
To last through the desert of noise

16. May the good Lord bless and keep you

Whether near or far away
May you find that long awaited
Golden day today
May your troubles all be small ones
And your fortunes ten times ten
May the good Lord bless and keep you
For more years to come
May you walk with sunlight shining
And a bluebird in every tree
May there be a silver lining
Back on every cloud you see.
Fill your dreams with sweet tomorrows

Never mind what might have been
May the good Lord bless and keep you
For more years to come

17. Showers of Blessings

1. 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.
2. There shall be showers of blessing.
Send them upon us, O Lord,
Grant to us now a refreshing,
Come and now honour thy word.4

18. 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
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

PROSPECTUS

Salesian College Sonada with its campus in Siliguri (SCS) is a Government recognized minority educational institution of the Catholic Church, run by Salesians of Don Bosco, Province of Kolkata where presently 1500 students study in Arts, Commerce, Science and Professional Courses (UG & PG) streams affiliated to North Bengal University (NBU).

The College established in Shillong, in 1933, was shifted to Sonada in 1938. It comes under section 2 (f) and 12 (B) of UGC Act of 1956. In 1935, SCS received affiliation to the Calcutta University. In 1962 its affiliation was transferred from Calcutta University as one of the founding colleges of NBU. The College was accredited by NAAC on 16 September 2004 with Grade C++ (65-70%). On 26 February 2010 Salesian College has been conferred the status of a College with Potential for Excellence (CPE) by UGC, New Delhi and is into its 2nd Cycle from 1st April 2014. In March 2012 the College was re-accredited by NAAC with 'A' grade (CGPA of 3.16 out of 4) to be the first College to receive such grade under the University of North Bengal. It is recognized as an IGNOU study centre from May 2005 (Sonada) and 2010 (Siliguri).

I. AIM OF THE INSTITUTION

1. The aim of the institution is to impart sound and value based education by inculcating in the youth habits of piety, virtue, discipline and self-reliance during the years of their studies; thus enabling them to lead a value based life that is socially conscious and promotes nation building.
2. The method of education followed in the college is the Preventive System taught and practiced by St. John Bosco. It is based on Reason, Respect for the Divine (Religion) and Loving kindness.
3. Being a Christian institution, the classes of Christian Doctrine / Value Education are compulsory for all students which deal with moral principles, values and rules of conduct. Students must strive to attain qualities of mind and heart and integrate into their life, virtues of honesty, sincerity, piety, compassion, generosity, love for nature, self-reliance, love and respect for others and acceptance of divergent cultures
4. Every student has an educator as a mentor who will accompany him/her during the period of study in the college.

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.

II. COURSES OF STUDIES

6. The medium of instruction is English. Every effort is made to teach the students proficiency in English as a written and spoken language. Salesian College has the following courses of studies:
 - a) B.A, B.Com & B.SC General Courses
 - b) B.A Honours in English, History, Education, Psychology, Political Science, Geography, Mass Communication & Journalism and Sociology
 - c) B. Com: Honours in Accountancy, Finance and Management.
 - d) B. Sc Honours in Mathematics and Computer Science
 - e) Professional Courses: BCA and BBA.
 - f) Post Graduate Course in English
 - g) COP: in Communicative English, Travel and Tourism, Computer Application, Music and Sports Management.
 - h) SCS certificate course in Communication, Personality Development and Value Education.
 - i) Training in IELTS, TOEFL and PTE for those who want to pursue study abroad.
7. The student's personality, enthusiasm and originality are given full scope in creative curricular activities and involvement and participation in youth groups and movements, co-curricular activities, sports and games are encouraged.
8. Social Commitment: Salesian College aims at contributing to the building up of a more just society, in forming man/woman of integrity by promoting a systematic, social education to the students. Social service projects form an integral part of the college curriculum.

III. ADMISSION

9. Applications for admissions are accepted from students of all faiths. However, Christians are given preference. Normally the college begins its admission process once the results of class XII examinations are published.
10. Parents/Guardians are asked to fill in the admission forms with utmost accuracy and are asked to apply online. Subsequent changes will not be permitted.
11. Catholic students must also produce a Baptism Certificate along with a letter from the parish of residence at the time of interview.
12. New Candidates must be introduced personally to the Principal/ Vice Principal by the one who will be responsible for his/her conduct and fees.
13. The COP is a separate course. However everyone is expected to take one of the courses to get professionally more competent while getting academically qualified.
14. Admission to the college is based on overall performance (Academic and Co-curricular). Aptitude test and interview of the candidate are part of the process.
15. **Admission stages:**
 - a) List of the selected candidates will be displayed on the board after the initial formalities
 - b) Submission of original documents
 - c) Payment of fees
 - d) Signing of the contract
 - e) The mandatory anti-ragging contract must be signed and submitted
 - f) Registration in the biometric system.
 - g) Application for Hostel (Girls), College Bus service and College Parking space - only if applicable and available.

IV. REGULARITY RECORD (Absence, Leave, Late Arrival/Early Departure)

16. College Uniform, Handbook and College ID are essential requirements for students' entry into the college campus.
17. Only students who are on the rolls of the college and their parents/guardians shall normally be permitted to enter the College Campus. Habitual late comers may be denied entry into the campus.
18. Punctuality is to be observed by all in the campus. College begins with the Morning Assembly and students must be on time for it and be present for the Assembly. It is expected that all reach the college prior to the scheduled time for the Assembly.
19. All entries in the handbook regarding regularity and discipline must be countersigned by the parents or guardians.
20. The purpose of regular attendance is to inculcate in the students habit of punctuality, regularity and academic discipline. To be eligible for university examinations, a student must have a minimum of 75% attendance. A student is debarred from the university or college examination if he/she fails to get 75%. Absence from the college without prior information is not encouraged except when the cause is sudden illness or unforeseen circumstances in which case the information must be given in writing at the earliest.
21. If absent from the college the reasons for the absence must be entered briefly in the Regularity Record under the "Absent" section of the handbook.
22. Unauthorized absence from college exceeding 15 calendar days, is an indication that the student has abandoned the course of study in Salesian college. Hence the student's registration to the college is liable to be cancelled. For long term sickness, a letter must be given by the parents/guardians in person, every 15 calendar days mentioning the necessary details along with medical documents. Parents must give correct information to the college in writing if their ward suffers from serious illness.
23. An absence due to illness exceeding three days, must be informed with a

doctor's prescription/certificate.

24. A leave granted must be recorded in the Regularity Record under the "Leave Sanctioned" section. This must be signed by the Principal or Vice Principal.
25. Early Departure is granted when there is an emergency at home or when a student falls sick in the college. This must be recorded in the relevant page of the handbook. Information from home must be addressed to the Principal.
26. If a student becomes sick/meets with an accident in the college premises he/she can be helped with immediate first aid only. The parents will be informed and they are expected to come and attend to the student immediately. It is mandatory to give the correct contact numbers in the diary and update it whenever there is a change.
27. Late Arrival is a breach of discipline. A student who comes late to the college must enter the date and time of arrival into the Regularity Record under the "Late" section of the Handbook. Ten late arrivals will result in parents being called to the college and may be liable to pay a fine for every late arrival.
28. Failure to produce a letter giving reasons for absence or delay beyond 15 minutes shall obligate to return home during college hours.
29. It is mandatory for a student to attend the college on days marked "Compulsory Attendance". In case of sickness or any other serious reason the matter must be notified to the Principal or Vice Principal with relevant documents on the same day or earlier. Defaulters are asked to pay a fine of Rs. 500/-.

V. College FEES: (See Fee Book)

30. The college fees cover twelve calendar months and must be paid as mentioned in the fee book or at the beginning of the college year. No deduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid are not refundable. Once a student takes admission in the college and if he/she wishes to leave the college, the entire year fee must be paid to collect back the certificates.

31. The fees must be paid on or before the due date, failing which a late fee of Rs.100/- will be levied per day. Fee defaulters may not be allowed to attend the class if their fees are not cleared during the same month.
32. Ten percent annual increase is normal. Any correction in the fee-book can be done only by the Bursar of the College.

VI. COLLEGE UNIFORM

33. Every student must wear clean, complete and correct uniform. Uniform is compulsory for college activities, both curricular and co-curricular. Defaulters may be sent back home and an entry will be made in the diary under the "Uniform" section of the handbook.
34. When not in uniform, students should avoid wearing tight, transparent or revealing clothes. Sleeveless clothes, T-shirts with slogans/inscriptions are not permitted. Boys are expected to be in full pants and clean shirts. Low-waist pants with several large pockets are not permitted. Girls are expected to dress modestly. Spaghetti, skirts and half/ quarter pants are not allowed.

VII. ASSESSMENTS

35. SCS Diploma certificate at the end of the course will be based on value education, social concern, attendance, continuous assessments (CA), overall performance and conduct record.
36. CAs are meant to ensure regularity on the part of the student. Unit Tests, assignments, seminars, workshops and class tests are important for the progress of the student.
37. Students are not permitted to take into the examination hall mobile phones, books, bags, notes, writing boards, digital watch, lunch box etc. They may carry a transparent pouch for pens, pencils, rulers, geometry box and water bottle with plain water.
38. Attendance for internal assessments & projects is compulsory on the days scheduled. No exception can be made in this regard. Failure to appear at any assessment can seriously affect a student's academic progress and can become non-eligible for the university examinations.
39. Examinees are to keep to the code and conduct prescribed by NBU and the college.

(a) A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the matter will be notified to the university in case of university examination.

(b) Those detected giving or obtaining or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination and expelled from the college.

(c) A student is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination. Incidents/possession of any of the above may result in suspension or even dismissal from the college.

40. A student who fails to secure promotion in the selection examination may be asked to leave the college or repeat the same course in the following year or choose a different stream.
41. The reports of semester, selection and model examinations must be collected by the students on the stipulated day. A defaulter may be penalized by a fine of Rs. 500. A student cannot continue in the college until his report is signed by the guardian and submitted.
42. To issue the hall ticket for the examination a student needs to get the required signatures from the HoD/ Mentor and the Principal or Vice Principal. Eligibility for appearing for the examination: required attendance, clearance of fees and library dues.

43. Examination days

- a. Report to the college at least 20 minutes before the examination time.
- b. All the students are to attend the assembly and move to the examination hall in silence.
- c. Students should not write their names in the answer script. They are expected to write only the college / university registration & roll number.

- d. Students cannot leave the examination hall, till they complete 1 hour.
- e. Students will not be allowed to enter the examination hall 15 minutes after the commencement of exams.
- f. Doubt clarification of the question paper (if any) will be done during the first 15 minutes only.
- g. Admit card is compulsory for all the examinations.
- h. Students will wear full college uniform on all examination days

44. Examinations are normally held as mentioned below

Monthly Tests: At the end of the Month

Semester Tests: At the end of the Semester

Selection Test: Before the University Exam

University Exam: As per affiliating University's schedule

Assignment/Term Papers

Project Reports: At the discretion of the Professors/ Vice Principals

The Grading System of the College:

| Percentage | Grade | Grade Point | Interpretation | Class |
|------------|-------|-------------|----------------|------------------------------|
| 80 & above | A | 4.0 | Outstanding | First Class with Distinction |
| 73 – 79 | A - | 3.67 | Excellent | First Class |
| 66 – 72 | B+ | 3.33 | Very Good | |
| 60 – 65 | B | 3.0 | Good | |
| 55 – 59 | B- | 2.67 | Average | Second Class |
| 50 – 54 | C+ | 2.33 | Satisfactory | |
| 45 – 49 | C | 2.00 | Pass | Pass Class |
| 40 – 44 | D | 1.0 | | |
| 39 & below | F | 0 | Not Promoted | NA |

Student Internal Assessment & Evaluation

Semester wise for all programmes

Table1: Arrangement of Credits and Hours
(90 Class days in Semester, 12 hrs = 1 Credit)

| SUBJECTS | Part 1 | | Part 2 | | Part 3 | | Credits | Hours/ Week/ Paper |
|---------------------------------|--------|-------|--------|-------|--------|-------|---------|--------------------------|
| | SEM 1 | SEM 2 | SEM 3 | SEM 4 | SEM 5 | SEM 6 | | |
| 1) MIL/Compulsory English & EVS | 1 | 1 | 1 | 1 | 1 | 1 | 6 | 1 |
| 2) Core/Hons. | 5-6 | 5-6 | 5-6 | 5-6 | 5-6 | 5-6 | 30-36 | 5-6 |
| 3) General / Electives | 3-4 | 3-4 | 3-4 | 3-4 | 3-4 | 3-4 | 18-24 | 2-3 |
| 4) COP | 2 | 2 | 2 | 2 | 2 | 2 | 12 | 3 |
| 5) PD/SD/Foreign Languages | 1 | 1 | 1 | 1 | 1 | 1 | 6 | 1 |
| 6) Value Education | 1 | 1 | 1 | 1 | 1 | 1 | 6 | 1 |

Table2: Components of Subjects 1, 2 & 3 from Table: 1 per Semester

| | |
|--------------------------|--|
| 1. Continuous Assessment | 20% |
| 2. Mid Semester Exam | 25% |
| 3. End Semester Exam | 50% |
| 4. Attendance | 5% |
| TOTAL | 100% (50% in case of Elective Papers) |

Continuous Assessment – Weekly assessments in the form of class tests, presentation, assignments, quiz & group discussions. To this the department will add scores for the co – curricular activities undertaken by the student for the department.

[8 assessments + 2CCA) x 10 marks = 100 marks] or

[16 assessments + 4 CCA) x 5 marks = 100 marks]

Mid – Semester Exams – The department will conduct a mid- semester examination for all subjects with the support of the office of examinations. These exams will be conducted during class hours in months of August or September for odd semester and December & January for even semester. The maximum a

student can score in this paper is 25 marks.

End Semester/ Selection Exams – These examinations will be conducted by the office of examinations. It will be held towards the end of a semester (November & February).

Table: 2.1

| Attendance | Score |
|-------------------|--------------|
| 75% to 79% | 1 |
| 80% to 84% | 2 |
| 85% to 89% | 3 |
| 90% to 94% | 4 |
| 95% to 100% | 5 |

Table 3: Components of Subjects 4 & 5 from Table: 1 per Semester

| | |
|---------------------------------|---|
| 1. Continuous Assessment | 40% (Class Tests, presentation & Assignments) |
| 2. End Semester Exam | 40% (Exam with Hons & Gen Exam) |
| 3. Attendance (Practical Class) | 10% (Refer to Table 3.1) |
| 4. Attendance (Theory Class) | 10%(Refer to Table 3.1) |
| TOTAL | 100% |

Table: 3.1 (COP & Others*)

(*Personality Development, Foreign Languages, Self Defence Course etc)

| Attendance | Score |
|-------------------|--------------|
| 75% to 79% | 2 |
| 80% to 84% | 4 |
| 85% to 89% | 6 |
| 90% to 94% | 8 |
| 95% to 100% | 10 |

In case of Career Oriented Programmes, internal marks (30%) sent to the university will be based on the performance of the student according to the assessment mentioned in Table:3

Table 4: Components of Subject 6 from Table: 1 per Semester Value Education

| | |
|----------------------------------|--|
| 1. Co-Curricular Activities(CCA) | 30% (Common College Events, Sports, Club or Association) |
| 2. Development | 5% (Assessment through mentoring) |
| 3. Behaviour | 5% (to be recorded in the hand book) |
| 4. Project or Outreach Camp | 25% |
| 5. End Semester Exam | 30% |
| 6. Attendance | 5% (Table 2.1) |
| TOTAL | 100% |

Table 4.1: Components of CCA from Table: 4 per Semester

| | |
|--|-------------|
| 1. Exsurge/Indoor Games | 10% |
| 2. Innovision/Inter College Sports | 10% |
| 3. Sangam/Annual Sports | 10% |
| 4. GA Competitions | 10% |
| 5. Association Activities | 10% |
| 6. College Christmas Programme | 10% |
| 7. GA/Association Attendance | 10% |
| 8. Misc. College Events | 10% |
| 9. Organising Activities in College/Maximum participation in multiple events | 20% |
| TOTAL | 100% |

Student Council Members will receive an extra 5 points for regularity at council meetings

VII. VACATIONS

46. Vacations are given in the college handbook. These may not be

extended or advanced. Consult the handbook before making programmes.

VIII. WITHDRAWAL

47. The personal documents will be given on completion of the course or on request by the student and the parents after filling up the prescribed form and paying the stipulated fees. No Certificate will be issued until all dues have been paid in full. If a student wants to withdraw from the college middle of the section, the entire fee of the year should be paid and an application for Transfer Certificate (TC) duly signed by the parent and the student is to be submitted to the Principal.
48. A student who 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 discipline, whose sickness is liable to be injurious to other students will be asked to discontinue or may be dismissed.
49. Any Certificate from the College will cost Rs.10/-. Certificate not collected within one year from the declaration of results will require extra charges (Rs. 200 per year). On leaving the college a statement is signed as final settlement.
50. Notwithstanding anything in the Prospectus, the Principal may for serious reasons, at his absolute discretion, request any parent at any time to take his/her ward out of the College. As a rule, a student who is dismissed / given TC is not readmitted. The Rector's/Principal's decision is final in all cases of dismissal or withdrawal.

IX. CLUBS AND MOVEMENTS

51. Clubs and Movements are integral part of Don Bosco System of Education. Active participation in any one of the Youth Groups and Movements is highly recommended. These give the students opportunities for overall personality development. The college has the following groups/clubs: a) Jesus Youth; b) Harmony; c) Nature; d) Music; e) Social Service; f) Sports; g) Photographic; h) NSS; i) Friends; j) Literary. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest,

elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, exhibition, badminton, SCS Magis and Innovision, Exsurge to mention a few.

X. OTHER RULES OF CONDUCT AND DISCIPLINE

52. College Handbook is the true record of a student's academic performance and conduct. It is to be signed by Principal or Vice Principal. It must be maintained with utmost care. Damaged/poorly kept diary is a sign of lack of diligence/interest on the part of a student in academic excellence and character formation.
53. 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 is not permitted in the campus. If lost, Rs. 500/- has to be paid for a new one.
54. Every student must possess an identity card issued by the college. It must be worn daily as part of the uniform and used as an entry pass into the college campus.
55. No student will be allowed to leave the college campus during college hours except on a written request from the parents and after due authorization. They are not to loiter around and disturb others during free hours or in the absence of faculty members. Students are to spend their free hours in the library or in classrooms with academic activities.
56. Deeply committed to upholding sound value system, the college expects its students to conduct themselves in a worthy manner in their dress, demeanour and have a sense of discipline. They must respect their faculty members, greeting them when they meet them in or out of the college campus. They must rise when the professor enters the lecture halls; remain standing till they are directed to sit. When the attendance roll is called each one must rise and respond. Students are to address their faculty members and all members of the College Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is considered a serious misconduct. On their way to and from college students must behave in a disciplined manner. Any behaviour that may bring disrespect to the college will be

considered as a serious offence and the student may be penalized.

57. Smoking, chewing pan, chewing gum, betel-nut or any tobacco product, alcohol or any other intoxicants is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, drug abuse, substance abuse, any form of verbal or written obscenity, use of unfair means in examination justify dismissal.
58. Students are not permitted to play any sports or be part of a cultural team against the college. Any activities that encroach into the college hours need prior permission.
59. Students are allowed to bring two wheelers to college or drive a four wheeler to college with legal status only. Parking in the campus is at one's own risk. College will not be responsible for any kind of damage to vehicles parked in the campus. Parking may be payable. Lockers are available for keeping the helmets safe for a fee.
60. Students are forbidden to organise or attend any meeting within the college, or collect money for any purpose or to circulate among the students notice or petition of any kind or paste in the college campus without the written permission of the Principal/ Vice Principal. Anyone conducting meeting or any group activity without due authorization may be dismissed.
61. Active participation in politics is not compatible with the academic life of the students and hence students are not expected to indulge in activities which are of a political nature. It is absolutely forbidden in the college campus.
62. Students will help smooth functioning of the college with their suggestions and complaints using the box or through their representatives or through personal meeting with any of the faculty members or the Principal/ Vice Principal.
63. In order to maintain a suitable learning environment at the undergraduate and post graduate level, the college management discourages current students from contracting marriage or courtship. Companionship is encouraged while 'partnership-relationship' is discouraged keeping in mind the professional progress of individuals.

Students who become a negative influence will be asked to discontinue.

64. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, can be brought into the college.
65. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or fund-raising are to be made in the college without the explicit permission of the Principal.
66. The college uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the college, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as fine, suspension and even dismissal. Visit to recreational settings such as restaurants, cinema, multiplexes and other public places in college uniform is a serious breach of discipline. Hair colouring, using styling gel and fashionable haircuts are not allowed in the college as they are hindrance to grooming and personality development of students.
67. No college business can be transacted on holidays or during vacations.
68. All furniture and other property of the college need utmost care. Any damage caused to the college demands for compensation.
69. A negative publicity which defames the college, any student or any faculty member will be dismissed.
70. Any dispute that may arise between the members of the college family shall be settled through democratic process wherein the final decision shall be that of the management communicated by the Principal/ Rector. Any dispute of legal nature must be within the jurisdiction of Darjeeling District.
71. Use of mobile phones is not permitted in the campus except with due permissions for academic purpose. Unauthorized use will incur confiscation and a fine.

XI. TOWARDS A RAGGING FREE INSTITUTION

72. "Ragging in all its forms shall be totally banned in this institution including in its department, constituent units, all its premises (academic,

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

73. 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 or trauma thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment or trauma so as to adversely affect the physique or psyche of a fresher or a junior student.

74. 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.
75. Ragging is absolutely forbidden within the college campus and the residential quarters. In case any defaulting, kindly contact the college authority in the following contact numbers: +91 9800793376, +91 9002371615.

XII. STUDENT COUNCIL

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

76. Objectives of the students' council:

- a) To inculcate among the students the vision and mission of the College.
 - b) To identify, assess, evaluate and suggest the student perspectives in the development of Arts & Culture, Sports & Games, and other co-curricular activities.
 - c) To identify and suggest methods of improving student life - conduct & discipline.
 - d) To assess and improve the potential for student placements.
 - e) To promote an environment for healthy and effective use of student facilities.
 - f) To support and promote the different clubs and groups.
 - g) To encourage and initiate inter-departmental projects.
 - h) To encourage volunteerism as a movement in the College.
 - i) To propagate and promote the 'alma mater movement'.
77. A Class Representative (CR) for each class will be nominated/ elected at the beginning of the year. The CR will assist the Campus Co-ordinators,

Vice-Principal and HoDs in their relations with the class in such matters as the collection and returning of daily attendance registers/sheets at lectures, written exercises, conveying of notices and helping in general to maintain the tone and discipline of the college. Their fellow students will give them due respect and obedience and strive to help in fulfilling their duties.

78. All students will join one or the other clubs/groups and participate actively in promoting a vibrant campus life. The Student Council consists of the CRs/Club & group leaders and is entrusted with maintaining order and promoting active co-operation among all members of the college community. The president, vice president, secretary, joint secretary, treasurer and joint treasurer (core members of Student Council) elected from among the CRs, club leaders and association leaders shall represent all the batches. They shall foster interest and participation in college activities with shared responsibility.
79. The Principal may dissolve an unsatisfactory and inefficient Student Council or change individual office bearers who do not conform to the College rules or in any way prove unworthy of the office they hold. Election of the student council shall be done by the leaders of the different groups. The eligibility criteria are based on the overall performance of the students.

XI. FOR PARENTS / GUARDIANS

80. 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.
81. Parents' POSITIVE COOPERATION with the college is absolutely essential for the constructive upbringing of their ward. They are strongly exhorted to co-operate with the college:
- By urging their wards to be regular and punctual in attending the college.
 - By checking the college diary on a regular basis.

- c) By seeing that their wards are diligent with their studies
 - d) By insisting on neatness and cleanliness in their books and personal appearance.
 - f) By occasionally meeting the Principal or faculty members to discuss the progress of their wards. Prompt response is expected for any parent call.
82. Parents/Guardians should come to the college with prior appointments or through proper channel. They need to cooperate with the college to keep the educational atmosphere, by 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 in the campus.
83. Though the college takes all possible care of their wards while in college, the college cannot and will not be held responsible for any self-inflicted or accidental mishap or injury that may befall their ward, whether physical or otherwise. After college hours, students are not allowed to remain in and around the college campus without special permission, and it is the parents' responsibility to ensure that they go back home and engage themselves in studies and other constructive activities. The College takes no responsibility for students after college hours and it is the parents' duty to take care of their ward from the moment he/she leaves the college campus.
84. 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.
85. College campus and its surrounding is a no smoking, no tobacco and no-alcohol zone on all days. It is also an environment friendly campus. Disposable bottles, plastic wrappers and similar plastic items are prohibited in the Campus.

86. Loss of Identity Card

- a. The student must report the matter to the police station; submit one copy of the FIR at the college office with a memo issued by the Principal/Vice Principal.
 - b. Pay the required fee at the cash counter and collect the card from the office.
87. All communication to the college should be addressed to the Principal.

XII. LIBRARY RULES

88. Strict silence and order must be observed by all in the library.
89. 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.
90. 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 Rs.10 per day. Books exclusively meant for consultation are not to be taken out of the library. They remain available to all students all the time.
91. Before leaving the library every student must submit for scrutiny the books borrowed.
- All magazines, reference book or books used while in the library must be put back in the proper place after reading.
92. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may cause withdrawal of his/her library card and may be fined as well.
93. Any defect noticed in a book that is borrowed, should be brought to the notice of the librarian immediately. Failure to do this renders one liable to be considered responsible for the defect noticed on returning the book. Fines will be imposed for damages to books and other articles in the library.

94. Books lost must be replaced by the borrower or the cost of a book along with a fine of Rs. 200/- will be levied.
95. No book shall be retained by the students during the summer, autumn and winter vacations.

XIII. LAB RULES

96. **Silence** should be maintained by all inside the Computer /Science/humanities laboratories. Written permission is to be taken from the Principal/Vice-Principal to enter the laboratories at times other than the stipulated time. All bags and any other articles not pertaining to the laboratories should be kept outside.
97. The student must accept responsibility and pay for any damage he/she causes to any of the equipments in the laboratories.
98. 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.
99. Computer lab is strictly used for practical purpose only. Students may use the allotted lab for study purpose by browsing the information. Downloading of films, songs, videos, using emails, using social network sites are not allowed in the computer lab.

XIV. STUDENT CONCESSION AND STUDENT SCHOLARSHIP

100. Students who are deserving and eligible to avail concessions have to submit parents' income certificates and an application by parents at the time of admission to the Rector and renew the same one month prior to the academic session for the second /third year respectively. Renewal for second and third year is done only if the students have cleared the college and university examinations and has minimum attendance of 85 percent. Scholarships are provided on merit basis to select students based on the available sponsors for the year.

DEPARTMENT OF PSYCHOLOGY

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

DEPARTMENT OF GEOGRAPHY

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

DEPARTMENT OF PHILOSOPHY

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

BUSINESS ADMINISTRATION (UG & PG)

The College offers both UG and PG courses in Business Administration i.e. BBA and MBA from North Bengal University and Assam Don Bosco University respectively. The College also envisages to have a separate management studies wing in the Siliguri Campus in the near future.

COMMERCE & ECONOMICS

Started at Siliguri campus from 2009, the department is one of the largest in terms of the number of students enrolled. Siliguri being a hub and gateway of most of the commercial activities of North Bengal, Sikkim, the kingdom of Bhutan and Nepal, the department caters to such human capital who in the near future will be the strategic knots of the huge network of business people. Sonada has started, commerce from session 2014.

DEPARTMENT OF ENGLISH

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

COMPUTER SCIENCE & APPLICATIONS

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

DEPARTMENT OF HISTORY

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

DEPARTMENT OF POLITICAL SCIENCE

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

DEPARTMENT OF SOCIOLOGY

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

DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

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

DEPARTMENT OF MATHEMATICS

Department of Mathematics started in Salesian College, Siliguri from last year with a purpose to explore more pure science subjects. Pipelining together all the resources, this department offers variety of expertise on the subject. It aims to prepare students for fruitful research which is a demand in higher education. In a short span of time, this department has acquired a good response from the students on and off the campus.

DEPARTMENT OF EDUCATION

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

RUA CLUB/FINANCE & MANAGEMENT CLUB

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

Patron: BLESSED MICHAEL RUA (1837-1910)

LOUIS CLUB/MUSIC CLUB

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

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

BOSCO CLUB/HARMONY CLUB

Named after the founder of Salesian society, John Bosco, this club rose to prominence in year 2013-14 by winning the maximum number of medals for the annual sports and was also named the best club (2013-2014) at Siliguri Campus

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

MAZZARELLO CLUB/FINE ARTS CLUB

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

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

RINALDI CLUB/LITERARY CLUB

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

Patron: BLESSED PHILIP RINALDI (1856 - 1931)

ALBERA CLUB/SPORTS CLUB

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

Patron: FR. PAUL ALBERA (1844 - 1921)

SAVIO CLUB/NATURE CLUB

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

Patron: SAINT DOMINIC SAVIO (1842-1857)

MICKEY CLUB/COMPUTER CLUB

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

Patron: Michael Magone (1845 - 1859)

PRESS ASSOCIATION OF SALESIAN COLLEGE (PASC)

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

SALESIAN COLLEGE PHOTOGRAPHY ASSOCIATION (SCPA)

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

SALESIAN COLLEGE FILM CLUB (SCFC)

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

SALESIAN COLLEGE THEATRE GROUP (SCTG)

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

COUNSELING & GUIDANCE CENTRE

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

SALESIAN COLLEGE CHOIR (SCC)

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

SPORTS ASSOCIATION OF SALESIAN COLLEGE (SASC)

The Sports Association is intended to make the campus life active and alive with daily, weekly and monthly events of individual, club wise, course wise and inter-college activities to promote physical fitness, encourage wholesome competitive spirit and sportswo/man ship.

SALESIAN RESEARCH CENTRE

Salesian Research Centre oversees the publication of the *Salesian Journal of Humanities and Social Sciences*; monitors the Research Scholars Workshops; organises Research Seminars and is presently supervising an ICSSR project on "Low Enrollment of Tribal Students in Higher Education in Doars".

WOMEN'S CELL

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

NATIONAL SERVICE SCHEME (NSS)

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

SALESIAN COLLEGE SILIGURI ALUMNI ASSOCIATION

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

Presently there are 90 registered members in our Alumni Association from the first batch of Salesian College Siliguri Campus 2011 to 2016 and the number is growing steadily and gradually. There are 17 committee members including the Principal Fr. Dr. George Thadathil, Rector Fr. Dr. Mathew Pulingathil and Coordinator Ms. Priyamrita Chatterjee.

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

The Association is very new but since we have very young and energetic members, very much devoted to social work and are full of enthusiasm, we have a great future ahead of us. The Association has organized different events for our society and neighbourhood, like Blood Donation Camp, Free Dental Check up camp and Charity Programme - 'Gift of Smile' for the street children. We have also organized summer camps, excursions and the like. There are several other programmes already on line. Come, dear friends who are the future Alumni of SCSC and let us join hands together to create a better society around us. We are very grateful to our Fathers and to our coordinator for their constant encouragement and infringing support.

GRIEVANCE REDRESSAL CELL

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

- a) The grievance is brought to the notice of the Head of the Department, forwarded to the Principal and the Grievance Redress Cell-in-charge.
- b) According to the gravity of the event, the matter is taken up with the Grievance Redress Cell members. The Cell members go through the matter and suggest solutions ratified by the Heads of the Departments and the Principal. The decision is made known to all.
- c) The Grievance Redressal Cell caters to the complaints of the teaching and non-teaching staff and students. Complaints may be lodged in writing or in person at the office of the Campus Coordinator. The Cell also acts as the Anti-Ragging Squad.

SALESIAN COLLEGE COMMERCE ASSOCIATION (SCCA)

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

SALESIAN COLLEGE ASSOCIATION FOR PROFESSIONALS (SCAP)

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

ALL INDIA CATHOLIC UNIVERSITY FEDERATION (AICUF)

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

REPORTS AND RECORDS

Early Departure

| Date | Time of Departure | Reason (Signature of Parent) | Signature of VP | Signature of HoD |
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REPORTS AND RECORDS

Early Departure

| Date | Time of Departure | Reason (Signature of Parent) | Signature of VP | Signature of HoD |
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REPORTS AND RECORDS

Early Departure

| Date | Time of Departure | Reason (Signature of Parent) | Signature of VP | Signature of HoD |
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REPORTS AND RECORDS

Late Arrival

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After 10 late arrivals, a fine will be incurred from every late arrival.

REPORTS AND RECORDS

Late Arrival

| Date | Time of Arrival | Remarks (To be filled at the Reception) | Signature of VP | Signature of HoD |
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After 10 late arrivals, a fine will be incurred from every late arrival.

REPORTS AND RECORDS

Sanctioned Leave

| Date & Duration | Reason (With Parent(s) Signature) | Signature of Principal | Signature of HoD |
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REPORTS AND RECORDS

Sanctioned Leave

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REPORTS AND RECORDS

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REPORTS AND RECORDS

Absence

| Date & Duration | Reason (With Parent(s) Signature) | Signature of Principal | Signature of HoD |
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REPORTS AND RECORDS

Uniform Default

| Date | Reason (With Parent(s) Signature) | Signature of VP | Signature of HoD |
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REPORTS AND RECORDS

Library Records

Name Course

| Date | Name of the book/Journal/Magazine | Signature of Librarian |
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REPORTS AND RECORDS

Library Records

Name Course

| Date | Name of the book/Journal/Magazine | Signature of Librarian |
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REPORTS AND RECORDS

Monthly Checking

Name Course Dept.

| Month | Handbook & Calendar Checked on Date/Sign. of Parent(s) | Date/Sign. of HoD |
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| June | | |
| July | | |
| August | | |
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| March | | |
| April | | |
| May | | |

CLEARANCE RECORDS
Withdrawal (for Part III & Leaving College)

Name Course

| Withdrawal Date | Remark | Signature with Date & Seal |
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| Head of the Department | | |
| Bursar / Accountant | | |
| Librarian | | |
| Principal | | |

CLEARANCE RECORDS

University Examination

Name Course

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

CLEARANCE RECORDS

University Examination

Name Course

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

CLEARANCE RECORDS

Selection Examination

Name Course

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

CLEARANCE RECORDS

Selection Examination

Name Course

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

CLEARANCE RECORDS

Semester Examination

Name Course

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

CLEARANCE RECORDS

Semester Examination

Name Course

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

