# ST JOSEPH'S COLLEGE DARJEELING

Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle) A Co-educational College Offering UG & PG Courses Affiliated to the University of North Bengal

Established and Administered by **THE DARJEELING JESUITS OF NORTH BENGAL** 



Academic Calendar 2020-2021 'Covid Times'

# **COAT OF ARMS**



The coat of arms first designed by Fr. A. Neut underwent a few modifications over the years. The top red half contains the monogram of the Society of Jesus, the three Greek letters *iota, eta and sigma* which form the first letters of the name of Jesus in Greek capitals IHS. The cross over the eta and the three nails are also from the monogram and symbolizes the manner of Christ's death. The lower blue half contains the outline of white snow mountains. Diagonally across the centre is the white bar with the motto – SURSUM CORDA which means "Lift up your hearts". The scroll around the batton of the escutcheon contains the name and location of the college.

# College Song SURSUM CORDA

Blue blue mountains rare White white peaks so fair Sing SursumCorda Say SursumCorda again I have found a home In St. Joseph's I have found a home.

Where I share and shed my fears I have found a home
In St. Joseph's
Where I learnt to dream and dare.

I cherish St. Joseph's
For here I learnt to dream
A dream never dreamt before
St. Joseph's I care
Sursumcorda
Abide with me as a lifelong prayer.

# Personal Information

Name :			
Stream:	Honours Program/Program:	Subject:	
Roll No.:			
Semester: I		IV V	VI
Date of Birth:			_
Father's Name :			
Mother's Name:			
Home Address:			
Tel./Mob. No.:			
Email:			
N. 0 A 11			
Name & Address o	of Guardian:		
Tel./Mob. No.:			
Date:		Signature	

# St Joseph's College

DARJEELING-734104



# **TELEPHONES**

College : 0354-2252550 (Fax) : 0354-2252551

Email :principaldarj@yahoo.in Home page :www.sjcdarjeeling.edu.in

Xavier Hostel : 09733885100 Fairview Hostel : 09800781272

# MEETING WITH THE PRINCIPAL

Students : 11:00 a.m. to 12:00 noon

: 02.00 p.m. to 04.00 p.m.

Visitors/Guests : By Appointment

## PERSONAL PRAYER

O God, who is Truth and the Origin of all knowledge, whom to know is to be happy, bless our studies which we consecrate to you. Enlighten our minds, strengthen our memories and direct our will towards the light, to what is right. Grant us to seek Truth always and be good to everyone whom we meet on the path of our life, today and always.

# 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



**Prayer of St Ignatius** 

Teach us, Lord
To serve you as you deserve
To give and not to count the cost
To fight and not to heed the wounds
To toil and not to seek for rest
To labour and not to ask for any reward
Save that of knowing that
We do your holy will, Amen.

## A BRIEF HISTORY OF THE COLLEGE

The College Section began as a part of St Joseph's School, which started its journey in 1888. In 1927, the College Section (offering basically the Intermediate Course) was affiliated to the Calcutta University. By 1949, the College was fully accredited to give courses in B.A. and B.Sc. Later, with the establishment of the University of North Bengal in 1962, the College was affiliated to it. The College moved out of the school premises into the present site in 1963. The College is now in the 92<sup>nd</sup> year of its service.

St Joseph's College is a Catholic Minority co-educational degree and Post-Graduate College managed by the Darjeeling Jesuits of North Bengal through St Joseph's North Point College Educational Trust. The Jesuit Fathers are members of the Society of Jesus, a Christian Religious Order founded by St Ignatius of Loyola in 1540. Since its origin the Society of Jesus has been active in the field of education throughout the world.

In 1927, there were only four students in our College! Today the student strength is two thousand ninehundredof which nearly 52% are girls. There are eighty two teaching staff of whom thirty are Ph. D. holders, six have M. Phil degrees and four are on the way to getting their doctorate. The ten technical staff and seventeen administrative staff wholeheartedly support various departments and requirements of the students.

The college aims at contributing to a radical transformation of the present-day society so that the principles of social justice, equal opportunities to all, genuine freedom, respect for religious, moral and cultural values may prevail. It aims at creating a more humane society. We expect our students to become effective and efficient men and women, not only for their own progress and prosperity but also for the transformation of the society they live in. Thus, they are expected to become agents of change and progress in their own communities.

# THE JESUITS -WHO ARE THEY?

On May 20th, 1521, a cannon ball shattered a leg, changed a life and brought to birth a religious order whose influence is still felt among us. St. Ignatius of Loyola, a Basque from the northwest region of Spain, was wounded in a border skirmish as he tried to defend Pamplona against the French invasion. He was about thirty at the time. As a young man, he was given over to the follies of the world and had great and foolish desire for fame. May 20<sup>th</sup> 1521, may rightly be termed as the turning point in his life. This historic event completely changed his life. Thereafter, St. Ignatius referred to himself as the pilgrim. It was an apt description of the man who wandered in search of God's glory. The pilgrim's journey took off from the battlefield of Pamplona to the feet of the Pope in Rome. It transformed him from a solitary pilgrim to a contemplative in action. It turned the noble knight into a soldier of Jesus Christ. The thirst for human glory gave way to the "Greater Glory of God". He gradually rallied round him like-minded persons. They agreed to set up a company of friends in Jesus Christ, and St. Ignatius was given the task of putting together the proposal for a "new" order, which was presented and approved by Pope Paul III in 1540. Members of this Religious order are called Jesuits. At present, there are 15,586 Jesuits all over the world, of whom about 3,959 are in 17 Provinces of India.

#### THE CHARACTERISTICS OF JESUIT EDUCATION

Jesuit Education derives its inspiration from St. Ignatius, the educator. For St Ignatius, the education of students was a means to help them make spiritual progress. Once imbued with the doctrine and spirit of God, he hoped that they would act as leaven in their social set-up. This called for strong intellectual formation. He did not pioneer any new system, but took the best elements in the educational system of his time, catholicized them and organized them into an instrument fit to achieve his purpose. A Jesuit educational institution is not merely a place for transmission of knowledge, but also a space for fresh application of old truths to new situations. The goal of all

branches of learning is to be able to reason deeply. The training is intended to enable a student to reason carefully and to have a scientifically well-grounded Catholic outlook on life so that he/she could contribute intelligently and scientifically to the welfare of the society. Mental discipline is to be the natural outcome of the learning process and students have to study in order to acquire thoughts which would stimulate in them lofty ideals. The approach is vocation oriented as it offers subjects that help people earn a livelihood and at the same time help them to live a good life.

## **Therefore Jesuit Education**

- 1. **Is world affirming**. It assists in the total formation of each individual within the human community. It includes religious dimension that permeates the entire education. It promotes dialogue between faith and culture.
- 2. **CuraPersonalis.**It insists on individual care and concern for each person, emphasizes activity on the part of the students and encourages life-long openness to growth.
- 3. **Is value oriented**. It encourages a realistic knowledge, love and acceptance of self and provides a realistic knowledge of the world in which we live.
- 4. **Is preparation for active life commitment**. It serves the faith that does justice, seeks to form men and women for others and manifests a strong concern for the poor.
- 5. **Pursues excellence** in its work of formation and bears witness to excellence.
- 6. **Stresses lay-Jesuit collaboration**. It relies on a spirit of community among Teaching Staff and Administrators, the Jesuit Community, Governing Body, former students and benefactors.

# Six Jesuit Values that are known as the principles of the Jesuits

- 1. Magis: Meaning "more." This is the challenge to strive for excellence.
- 2. Women & Men for and with Others: Sharing gifts, pursuing justice, and having concern for the poor and marginalized.
- **3.** CuraPersonalis: "Care for the individual person." Respecting each person as a child of God and all of God's creations.
- 4. Unity of Heart, Mind, & Soul: Developing the whole person and integrating all aspects of our lives.
- 5. Ad Majorem Dei Gloriam (AMDG): For the Greater Glory of God
- **6. Forming & Educating Agents of Change**: Teaching behaviors that reflect critical thought and responsible action on moral and ethical issues.

# St. Joseph's College, Darjeeling

# **VISION**

Rooted in the Ignatian Charism of forming men and women for others, St Joseph's College, Darjeeling strives towards the fostering of academic excellence and the promotion of a humane society.

# **MISSION**

- To ensure Academic Quality in Higher Education.
- To ensure access and equity to all deserving and meritorious students with a preference for the poor and marginalized sections irrespective of caste and creed.
- To strive for intellectual endeavour that facilitates collaboration, problem solving, critical and creative thinkingthrough diverse teaching-learning processes and methods.
- To promote pluricultural values aimed at the integration of all stakeholders in the campus.
- To nurture leadership qualities among the students to become agents of social change.
- To collaborate and network with institutions of higher learning and other agencies for expansion and promotion of quality education.
- To contribute to the well-being of the nation and its people in the spirit of *Sursum* Corda (Lift up your heart), the motto of the College.

# **VALUE**

- Academic and intellectual excellence.
- Self-discovery
- Competence, commitment, conscience and compassion.
- Self- discipline, teamwork and collaboration



St Joseph (Patron Saint of St Joseph's College)

In the Gospel of St Mathew, Jesus returns to his hometown and taught the people in their synagogue. The people were amazed and said, Isn't he the carpenter's son? (13:55). Jesus is the son of God born of the Virgin Mary by the power of God's own spirit. Joseph was chosen by God to be the foster-father of Jesus and the spouse of the Virgin Mary. Joseph took loving care of Mary and gladly dedicated himself to Jesus Christ's upbringing. We also know that he came from the royal lineage of King David. Thus, St. Joseph appears as a strong and courageous man, a working man, yet in his heart we see great tenderness, which is not the virtue of the weak, but rather a sign of strength of spirit and a capacity for concern, for compassion, for genuine openness to others for love. Like him, we must lift our heart to protect all of God's people and embrace with tender affection the whole of humanity, especially the poorest, the weakest, and the least important.



# Prayer to St Joseph

O good St Joseph, head of the holy family at Nazareth, so zealous in providing for all their needs, extend to us your tender care. Take under your protection of the intentions which we confide to you and may their happy outcome be for the greater glory of God and the good of our souls. Amen

# ADMINISTRATION OF ST JOSEPH'S COLLEGE

# PRESIDENT OF THE FOUNDER BODY

Rev. Fr John Wilfred Lobo, S.J.

# **COLLEGE GOVERNING BODY**

1.FrJohn Wilfred Lobo, S.J. : President 2. FrDr Joseph P. Victor, S.J. : Vice- President 3.Rt. Rev. Stephen Lepcha D.D. : Member 4.FrDr K.L. George, S.J. : Member 5. Dr Kiran Pradhan : Member 6.Dr(Ms) RupaBhawmick : Member 7.MrC.B.Rai : Member 8. Mr Patrick Sada : Member 9.FrDrDonatusKujur, S.J. : Principal & Secretary

# Principals in Chronological order

Name	Designation	Year
1. FrNicholas Krier, S.J.	Rector	1925-1928
2. Fr Joseph De Gheldere, S.J.	Rector	1929-1934
3. Fr Alphonse Schockaert, S.J.	Rector	1935-1940
4. FrCharles Vrithoff, S.J.	Rector	1940-1945
5. FrHenry Barre, S.J.	Rector	1945-1949
6. FrMaurice Tant, S.J.	Rector	1949-1950
7. FrMaurice Stanford, S.J.	Rector	1950-1955
8. FrEmile Gales, S.J.	Rector	1955-1959
9. Fr Alphonse Schockaert, S.J.	Principal	January 1959- May 1961
10. Fr Maurice Stanford, S.J.	Principal	May 1961 - Sept 1964
11. FrAlbertNevett, S.J.	Principal	Sept 1964- December 1966
12. Fr Gerald E Leclaire, S.J.	Principal	January 1967-March 1978
13. Fr Joseph Papadil, S. J.	Principal	April 1978 - December 1994
14. Fr Gerald E Leclaire, S.J.	Principal	January 1995- August 1997
15. Mr C. B. Rai	Principal	September 1997-June 2001
16. FrDrP. Joseph Victor, S.J.	Principal	July 2001- February 2008
17. FrDr K. L. George, S.J.	Principal	March 2008 - March 2013
18. FrDrDonatusKujur, S.J.	Principal	April 2013-

#### **ADMINISTRATION**

1.FrDr DonatusKujur, S.J. : Superior, Principal & Secretary 2. FrDr K J Joseph, S.J. : Vice-Principal (Academic)

3. DrDorjay Lama :Vice-Principal (Administrative)

4. DrRadha Sharma :Dean of Students
5. Dr Panchali Sengupta : Dean of Arts
6. Mr. Aldrick Laborit

6. Mr Abhijit Lahiri : Dean of Commerce 7. Dr Navin Kumar Pradhan : Dean of Science

8. FrCPragasan, S.J. : Director (SFC) 9. FrPhilemon Tirkey, S.J. :Bursar

10. Dr Diwakar Thapa : Secretary, Teachers' Council
11. Fr C Pragasan, S.J. : Director, Xavier Hostel
12. SrMarie Rose Lepcha, SJC : Director, Fairview Hostel

## **COURSES OFFERED**

Being affiliated to the University of North Bengal, the college shall offer the Choice Based Credit System (CBCS) system implemented by the University from the academic year (2018-2019). The salient features of the new system are provided below.

# ABOUT THE CHOICE BASED CREDIT SYSTEM(CBCS)

## **COURSE OF STUDIES**

- i. ThereshallbetwocoursesofstudiesleadingtoBA./B.Sc./B.Com./B.C.A.&B.B.A. Degree and each course shall be of Six Semesters duration. One shall be termed as "B.A./B.Sc./B.Com./B.C.A. & B.B.A. Honours**Program"** and the other is "B.A./B.Sc./B.Com.**Program"**.
- ii. ACandidateshallbeallowedtopursueanyoneoftheUnder-GraduateDegreePrograms oftheUniversity(notmorethanone)inaparticularAcademicSession.
- III. A student will have to study Discipline Specific Core Courses, Foundation Courses, Generic Electives Courses, Discipline Specific Elective Courses, and Skill Enhancement Courses as prescribed by the concerned Board of Studies
- iv. Atthetimeofadmission,aHonoursProgram/Programstudentshallidentifythedifferent courses in which he or she will concentrate to attain the required credits ProvidedthatanHonoursProgram,oncechosen,cannotbechangedunlessthestudent relinquishesthe CourseandchoosesadifferentHonoursProgram/ProgramCourse.

# **COURSESTRUCTURE:**

The HONOURS PROGRAM courses hall be designed as having 140 credits delivered in six (06) semesters with 1950 marks.

The PROGRAM course shall be designed as having 120 credits delivered in six (06) semesters with 1800 marks.

EachCourseshallbeof75markseachexceptthatAECC1(ENVS)willbeof100Marks and AECC 2 (English/MIL Communication) will be of50 marks.

At the time of admission, a student will identify an Honours Program (total 140 Credits) /

ProgramCourse(total120Credits)inwhichhe/she/transgendershallconcentrate.Apartfrom theDisciplinespecificCoreCoursehe/she/transgenderwillhavetoselectGenericElective courses. He / she / transgender will also have to select Discipline Specific Elective courses,AbilityEnhancementCoreCoursesandSkillEnhancementCoursesfromtheprovidedpo olof choices.

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## **OUTLINES OF CHOICE BASED CREDIT SYSTEM:**

- 1. **Discipline specific Core Course** (DSC) The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- 2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and whichmaybeveryspecificorspecializedoradvancedorsupportivetothediscipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
  - 2.1Discipline Specific Elective (DSE) Course: An Elective course of fered under the main discipline/subject of study is referred to as Discipline Specific Elective.
- **2.2 Generic Elective (GE)** Course: An Elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/sofchoice is called a Generic Elective. The purpose of this category of these courses is to offer the students the option to explore discipline sofinterest beyond the choice sthey make in Core and Discipline Specific Elective courses.
- **3. AbilityEnhancementCourses**(**AEC**): The AbilityEnhancement(AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
- **3.1 Ability Enhancement Compulsory Courses (AECC):** These courses are based upon the contentthatleadsknowledgeenhancement,(1) EnvironmentalScienceand(2)Eng1ish/MIL Communication.
- **3.2** SkillEnhancementCourses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and laboratory/hands on training/field work. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
  - 4. Practical/Tutorials (One each with every discipline specific core and discipline/generic specific Elective course): Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two hour duration. Tutorial means special instructions based on the Lectures.

# 5 Detailed CourseStructure

	No. of Courses							
Course Components	В.	B.Sc./ BCA		.A.	B.Com./	BBA		
	Honours Program	Program	Honours Program	Program	Honours Program	Program		
Discipline Specific Core Course (DSC)	14	12	14	12	14	12		
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4		
Generic Elective (GE) Course	4		4	2	4	2		
Ability Enhancement Compulsory Course ( AECC )	2	2	2	2	2	2		
Skill Enhancement Course ( SEC )	2	4	2	4	2	4		
<b>Total Courses</b>	26	24	26	24	26	24		

#### 6. Credit

The term 'credit' refers to the weight age given to a course, usually in terms of the number of instructionalhoursperweekassigned toit. This explains why usually 'credit' is taken to mean 'credithours'. The credits also determine the volume of course contents and delivery of Course such as lectures, tutorials, practical, assignment setc.

a. For the purpose of credit determination, instruction is divided into threecomponents: **Lectures** (L) — Classroom lectures of one-hour duration.

**Tutorials** (**T**)— Special, elaborate instructions on specific topics (from Lectures) of one-hour duration.

**Practical** (**P**) — Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

b. Eachoneofthesecomponentsisconsideredasequalto**onecredithour.**Onelecture (L)as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. The total weight age given to a course in terms of credits will be equal to L + P/T, where L is the number of one hour Lectures per week, T is the number of one hour Tutorials per week, and P is the number of two hours Practical per week. This can be written in symbols as: C = L + P/TWhere, C is the credit weight age for a particular course.

# 7. Credit Details of the Course of BA/B.Sc./B.Com./BCA &BBA Honours Program under CBCS

				Credit		
SI. No.	Courses	Practical Based Courses	)	Non-Practical l Courses	Based	
		Theory+Practica	Total	Theory + Tutorial	Total	
1.	Core Course (14 Courses)	$(14\times4) + (14\times2)$	84	(14×5) + (14×1)	84	
2.	Elective Courses (8 Courses)					
2.A	DSE ( (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	(4×5) + (4×1)	24	
2.B	GE (4 Courses)	$(4\times4) + (4\times2)$	24	$(4 \times 5) + (4 \times 1)$	24	
3.	Ability Enhancement Courses					
3.A	AECC — 1 (ENVS)	(2×1)	2	(2×1)	2	
	AECC — 2 (Com. Eng./ MIL)	(2×I)	2	(2×1)	2	
3.B	SEC (2 Courses of 2 Credits each)	(2×2)	4	(2×2)	4	
	Total Credit		140		140	

An Under-Graduate Degree in Honours Program in a subject is to be awarded if a student successfullycompletes14DSCcoursesinthatsubject,4courseseachfromalistofDSEandGE respectively, 2 courses in AECC and 2 courses in SEC as per the provisions envisaged in these regulations.

# 8. Credit Details of the Course of BA/B.Sc./B.Com. Program under CBCS

Courses	Credit					
Courses	Practical Based Co	urses	Non-Practical Based Courses			
	Theory + <b>Practical</b>	Total	Theory + <b>Tutorial</b>	Total		
1. DSC Course (12 Courses)	$(12 \times 4) + (12 \times 2)$	72	(12×5)+(12×1)	72		
2. Elective Courses ( 6 courses)						
2A. DSE (6 Courses for B.Sc./ 4 Courses for B.A and B.Com.)	$(6 \times 4) + (6 \times 2)$	36	$(4 \times 5) + (4 \times 1)$	24		
2B. GE (4 Courses)			$(2 \times 5) + (2 \times 1)$	12		
3. Ability Enhancement Courses						
3A. AECC-1	(1×2)	2	(1×2)	2		
AECC – 2	(1×2)	2	(1×2)	2		
3B SEC(Courses taking 2 courses each from chosen DSC course)	(4×2)	8	(4×2)	8		
TOTAL CREDIT		120		120		

An Under-Graduate Degree in Science Program is to be awarded if a student successfully completes 4 DSC courses each in three subjects of choice, 2 courses each from a list of DSE based on the three subjects of choice selected above, 2 courses in AECC and 4

courses in SEC taking 2 courses each from any two out of the three subjects of choice as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Arts Program is to be awarded if a student successfully completes 4 DSC courses in two subjects of choice along with 2 DSC courses  $L_1$ — 1 &  $L_1$ — 2 (MIL)tobestudiedin  $1^{s\,t}$  and  $3^{rd}$  Semesters respectively and 2 core courses  $L_2$ —1 &  $L_2$ —2 (English)tobestudied in  $2^{nd}$  and  $4^{th}$  Semesters respectively, 2 courses each from a list of DSEs based on the two subjects of choices elected above and 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC taking 2 courses each from the two DSC subjects as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Commerce Program is to be awarded if a student successfully completes 8DSC courses along with 2DSC courses  $L_1$ –1& $L_1$ -2(MIL) to be studied in  $1^{st}$  and  $3^{rd}$  Semesters respectively and 2 core courses  $L_2$ -1& $L_2$ -2(English) to be studied in  $2^{rd}$  and  $4^{th}$  Semesters respectively, 4 courses each formal is to DSE sand 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC as per the provisions envisaged in these Regulations

## 8. CURRICULUM:

The subjects and papers for the course shall be recommended by the Board of Under-Graduate Studies in each respective subject from time to time in accordance with the rules of the University of North Bengal.

i) Scheme for CBCS in B.A. /B.Sc. /B.Com. /B.B.A. & B.C.A. HonoursProgram

Year	Semeste	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
	1	Paper – 1 Paper – 2	AECC 1			GE - 1 Paper 1
1	2	Paper — 3  Paper — 4	AECC-2			GE — 1 Paper - 2
2	3	Paper – 5  Paper – 6  Paper – 7		SEC Paper – 1		GE — 2 Paper - 1
	4	Paper – 8  Paper – 9  Paper – 10		SEC Paper-2		GE —2 Paper -2
3	5	Paper — 11  Paper — 12			DSE Paper - 1 DSE Paper - 2	
	6	Paper — 13			DSE Paper – 3	

	Paper — 14	1	
1 1			

- $\hbox{\bf \bullet} Student spursuing DSC in a particular subject will have to opt for SEC and DSE in the same subject$
- GE Course subject must be different from DSC Coursesubject.

Practical/Tutorial:EveryDisciplinespecificCore,DisciplineSpecificElectiveandGeneric Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and ViceVersa.

ii) Scheme for CBCS in B.A.Program

Year		Discipline specificCore Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	AbilityEnh ncement Compulsory Course (AECC )	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
	1	Discipline SpecificCore 1(Paper-1) Discipline Specific Core 2 (Paper-1)	Bengali / Nepali/ Hindi (Paper-1)		AECC-1			
1	2	Discipline SpecificCore 1(Paper-2) Discipline SpecificCore 2(Paper-2)		English Paper-1	AECC-2			
2	3	Discipline SpecificCore 1(Paper-3) Discipline Specific Core 2 (Paper-3)	Bengali / Nepali/ Hindi (Paper-2)			SEC 1 Paper-1		
2	4	Discipline Specific Core 1 (Paper-4) Discipline SpecificCore 2(Paper-4)		English Paper-2		SEC 1 Paper-2		
3	5					SEC 2 Paper-1	DSE 1 Paper 1 DSE2 PaperI	GE-1 (Paper- 1)
	6					SEC 2	DSE 1 Paper 2	GE-1

	Paper-2	DSE 2 Paper 2	(Paper- 2)
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- DSE1andSEC1CoursesubjectwillbethesameasDSC1Coursesubject&DSE2and SEC 2 Course subject will be the same as DSC 2 Coursesubject.
- GE 1 Course subject must be different from DSC 1 and DSC 2 Coursesubject.

Practical/ Tutorial: Every Discipline specific Core, Discipline Specific and Generic Elective Course will have one Practical/ Tutorial.

iii) Scheme for CBCS in B.Sc.Program

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific ElectiveC ourse (DSE)
1	1	Discipline Specific Core 1 (Paper-1) Discipline Specific Core 2 (Paper-1) Discipline Specific Core 3 (Paper-1)	AECC-1		
	2	Discipline Specific Core 1 (Paper-2) Discipline Specific Core 2 (Paper-2)  Discipline Specific Core 3 (Paper-2)			
2	3	Discipline Specific Core 1 (Paper-3)  Discipline Specific Core 2 (Paper-3)  Discipline Specific Core 3 (Paper-3)	AECC-2	SEC 1 Paper-1	
	4	Discipline Specific Core 1 (Paper-4) Discipline Specific Core 2 (Paper-4) Discipline Specific Core 3 (Paper-4)		SEC 1 Paper-2	
3	5			SEC 2 Paper-1	DSE 1 Paper 1 DSE2 Paper1 DSE 3 Paper 1
	6			SEC 2 Paper-2	DSE 1 Paper 2 DSE 2 Paper 2 DSE 3 Paper 2

- DSE 1 Course subject will be the same as DSC 1 Course subject & DSE 2 Course subject will be the same as DSC 2 Course subject and DSE 3 Course subject will be same DSC 3 Coursesubject.
- SEC 1 and SEC 2 Course subject could be chosen from any of the 3 DSC Course subject takenabove.

 Practical/ Tutorial: Every Discipline specific Core and Discipline Specific Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and ViceVersa.

iv) Scheme for CBCS in B.Com.Program

Year	Semester	Discipline specific Core Course Program (DSC)	Language Core Course (LCC 1)	Language CoreCourse (LCC2)	Ability Enhancement Compulsory Course (AECC)	suit Enhancement Course (SEC)	Discipline SpecifiCE lectiveCO urse (DSE)	Generic Elective course (GE)
1	L	DSC 1 DSC 2	Bengali/ Nepa1i/ Hindi (Paper-1)		AECC-I			
	2	DSC 3 DSC4		English (Paper-1)	AECC-2			
2	3	DSC 5  DSC 6	Bengali/ Nepali/ Hindi (Paper-2)			SEC 1		
	4	DSC 7 DSC 8		English (Paper-2)		SEC 2		
3	5					SEC3	DSE 1 DSE 2	GE-1
	6					SEC 4	DSE 3 DSE 4	GE-2

- All DSC, DSE, GE, SEC Courses will be compulsory Courses with internal choices in the DSEcourses
- Practical/ Tutorial: Every discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/ Tutorial. Wherever there is a Practical, there will be no Tutorial and ViceVersa.

# **Examination and Evaluation:**

**EligibilitytoappearinaExamination:** Acandidateshallbeeligibleforappearingatanyof the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two essential conditions:

Minimum 75% attendance of lectures delivered in all coursesandStudents should appear in all internal assessments.

i. InternalEvaluation: The evaluation of the students shall be accontinuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study.

#### **Final Evaluation:**

The final evaluation in a course means the total or aggregate of the mark sobtained in internal evaluation and the mark sobtained at the End-Semester Examination (Theoretical & Practical).

- **ii.** Thereshallbeonewrittenandonepracticalexamination(whereapplicable)attheendofeach semester as per the prescribed syllabus in the courseconcerned.
- iii. An undergraduate degree with Honours Program in a subject may be awarded if a student completes-
- 14 Discipline specific Core Courses (DSC) in the Honourssubject.
- 4 Discipline Specific Core Courses (DSE) from a pool of courses from the Honours subject.
- 4GenericElectiveCourses(GE)fromapoolofcoursesofferedbythecollege.
- 2 Ability Enhancement Compulsory Courses(AECC),
- 2 **Skill Enhancement Courses** (**SEC**) from a pool of courses designed toprovide value-based and/or skill-basedknowledge.
- iv. AnundergraduatedegreeinB.A./B.Com.Programmaybeawardedifastudentcompletes-
- 12CoreCourseswhichincludes4corecourseseachin2disciplinesofchoice(DSC),i.e.4x2=8co recourses,and2corecourseseachinEnglishandMILrespectively(2x2=4core courses), which are referred to as **Language Core Courses(LCC)**.
- 2courseseachfromalistofDisciplineSpecificElective(DSE)courses(2x2=4courses) based on the 2 disciplines of choice selected in core course.
- 2 interdisciplinary courses from the list of Generic **Elective Courses** (**GE**) offered by the college.
- 2 Ability Enhancement Compulsory Courses(AECC
- 4 **Skill Enhancement Courses (SEC)** from a pool ofcourses designed to provide value-based and/or skill-basedknowledge.
- v. An undergraduate degree in B.Sc. Program. may be awarded if astudent completes -
- **12CoreCourses**whichincludes4corecourseseachin3disciplinesofchoice(**DSC**),i.e. 4 x 3 = 12 corecourses.
- 2 courses each from a list of Discipline Specific Elective (DSE) courses  $(3x\ 2 = 6courses)$  based on the 3 disciplines of choice selected in core course.
- 2 Ability Enhancement Compulsory Courses(AECC),
- 4SkillEnhancementCourses(SEC)fromapoolofcoursesdesignedtoprovidevalue-based and/or skill-basedknowledge.
- vi. IntheSemestersystem,theUnder-GraduateExaminationswillbeheldinsixparts—(i)The FirstandSecondSemesterforthefirstyearstudentsand(ii)TheThird&FourthSemesterandFift h&SixthSemesterforthesecondandthirdyearstudentsrespectively.Theacademic sessionsincludingtheexaminationsforfirst,thirdandfifthsemesterareJulytoDecember and

that for second, fourth and sixth semester are January toJune.

# Astudentwillhave, at the most, five a cademic years or tense mesters to complete the course.

vii. AcandidatetobeeligibleforappearingatanyoftheSemestersofUNDER-GRADUATE Examinationmusthaveminimum75% attendanceoflecturesdelivered.Awardof05(five) marks on class attendance shall be given in the followingmanner:

Attendanceof75% and above but below 80% -- 02 marks

Attendanceof80% and above but below 85% -- 03 marks

Attendanceof85% and above but below 90% -- 04 marks

Attendanceof90% and above

--05marks

- viii. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). All the internal continuing evaluation will be conducted by the teachers of the Department. It shall be on the basis of dissertations/projects, termpapers, reports, seminar presentations, fieldwork, class tests or any combinations thereof spread over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.
- ix. To secure qualifying grade in a Course/Semester, a student has to secure the minimum qualifying percentage in the Written (including Practical) Examination and the Internal Assessment takentogether.
- **x.** ToqualifyinaPractical-basedcourse,anexamineeistoappearintheTheoreticalaswellas the Practical portion of the examination in the sameSemester.
- xi. Astudentfailingtopassinoneormorecourse(s)in1<sup>st</sup>/2<sup>nd</sup>SemesterExaminationshallbe permittedtore-appearinthatcourse(s)inrespectivesemesterexaminationsofthefollowing yearas2<sup>nd</sup>chance. Astudentwillbepermittedtoclearhis/herfailedcourse(s)inmaximum three consecutive chances irrespective of availing/not availing any particular chance. If a studentwishestoskipexaminationinasemester, or surrender her/hisresultofaparticular Semester-endexamination, it would be included within the stipulated three chances. These students will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1<sup>st</sup> Semester with the 1<sup>st</sup> Semester of the subsequent year, 2<sup>nd</sup> Semester with the 2<sup>nd</sup> Semester of the subsequent year and soon.

# xii. OualifyingMarks:

- a) Thereshallbenoqualifyingmarksforinternalassessmentbutthecandidatesshallhaveto appearatthesaidpartoftheexamination. Therewillbenoscopeofreappearingininternalassessmentexaminationforimprovementofmarks. Marksawardedininter nalassessment will be credited to a candidate's performance in subsequentchances.
- b) Thequalifyingmarksforeachcourseshallbe40% ineachcourseofasemestertakentogether of internal assessment and term endexams.
- xiii. Ifacandidatesecuresqualifyinggrade(Pgrade)inallcourseshe/she/transgenderwillbe declaredtohavequalifiedthesaidsemesterandtheresultwillbeshownasQ.However,ifastudentf ailstosecurequalifyinggradePinaparticularcoursehis/herresultoftheconcerned semesterendexaminationwillbedeclaredSNC(SemesterNotCleared).Marksobtainedin the internal assessment will be clubbed with marks obtained in the semester examination beforeawardingthegrade.IfacandidatefailstosecurepassgradeinaparticularCourse,he/she/transgenderwillhavetoappearinthatCourseonly.Theinternalassessmentmarkswill be

retained for next examination(s) with validchances.

- **xiv.** The Semester-endexaminations will be held in the last months of these mesters, namely December (in the oddsemesters) and in June (in the even semesters). The internal assessments will continue through the Semester.
- xv.IfastudentwishestoswitchtoaProgramCoursefromanHonoursProgramCoursebefore thesemesterexamination,he/she/transgenderhastoleavetheHonoursProgramCourse and take re-admission in the next year in his/her preferred ProgramCourse.
- xvi. Allexaminations shall be conducted or dinarily by means of printed question papers.
- **xvii.** AllanswerscriptsandotherexaminationsrelatedpapersofUndergraduateexaminationsh allbedisposedbytheUniversityonexpiryofsixmonthsfromthedateofthepublicationof result of the respective examinations.

## xviii.Provisional Result and GradeCard:

The provisional result of each semester will be published stating only the total marks and SGPA obtained by a candidate and the 'Grade Sheet cum Report Card' would be issued showing the details of courses studied (code, title, marks, number of credits, gradesecured) along with SGPA of that semester and CGPA of all these mesters.

- xix. SemesterNotCleared:Ifacandidatefailstosecurequalifying(pass)marksinonepaper ormoreinaparticularsemesterexaminationhis/herresultofsemesterexaminationwillbedeclar ed as 'SNC' (i.e., Semester Not Cleared). The result of the 6<sup>th</sup>semester examination shallbekeptwithheldunlessacandidateclearsallthesemesterswithinthestipulatedchances. She/he/transgenderwouldbedeclaredtohavepassedthefinalexamination intheyearin which she / he clears his/her allsemesters.
- **xx.** PositionintheMeritList:Toqualifyforpositioninthemeritlistacandidateshallhaveto pass all the semesters in his/ her regularchances.
- **xxi.** Validity of Students Enrollments / Registration: A candidate (Honours /General Course) shall have to complete each semester examination with 3 (Three) consecutive chancesincludinghis/herfirstappearanceintheconcernedsemesterexamination. If anyof the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed
- **xxii. Promotion:**IntheSemestersystem,therewouldbeautomaticpromotionrightfromthe first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesterssubjecttothefactthattheeligibilityconditionsforappearingintheexamination are satisfied.

xxiii. Total Marks Distribution: (except for AECC 1 and AECC2)

Examination	(Practical based Course)	Duration of Exams	(Non- Practical Course)	Duration of Exams
Semester End	40	2 hours	60	2 hours
Examination		2 nours		2 110 615
(Theoretical)				

Semester End Examination(Practical's)	20	Up to 5 hours		
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By Colleges)	10		10	
Attendance	5		5	
TOTAL	75		75	

The modalities of the continuing evaluation will be decided by the respective Board of Studies taking any two items from clause 15 (ix)

# xxiv. Total Marks Distribution for AECC 1 and AECC2:

Examination	AECC-1	Duration of Exams	AECC-2	Duration of Exams
Semester End Examination	80	2.5 hours	35	2 hours
(Theoretical)				
Continuing Evaluation/Internal				
Assessment/Mid Semester	15		10	
Exams(By Colleges)				
Attendance	5		_	
			5	
TOTAL	100		50	

## COURSE COMBINATIONS/BASKETS

(The following Discipline specific Course subject and Generic Elective Course Subject combinations are to be strictly followed)

# B. A. HONOURS PROGRAM COURSE (SELECT ANY ONE COURSES)

Bengali	Economics
English	Mass Communication
Geograph	Political Science
У	
Hindi	Sociology
History	
Nepali	

Two Generic Elective Courses (GE) to be selected as any <u>ONE</u> from each basket below for BA Honours Program and SEC course will be same as DSC course

Group A	Group B
Bengali	Economics
English	Mass Communication
Geography	Political Science
Hindi	Sociology
History	
Nepali	

# **B.A. PROGRAM COURSE**

A) Discipline Specific Courses (DSC) and Generic Elective (GE) Course subject: Selectany

 $\underline{Three Course subject} (taking anyone Course subject each from any two group as DSC$ 

andanyoneCoursesubjectfromremainingonegroupasGEofthe3groupsbelowand SEC course subject will be same as DSC coursesubject):

Group A	Group B	GroupC
Bengali	Economics	Geography
English	History	Political Science
Hindi	Mass Communication	Sociology
Nepali		

# FOR B.SC. HONOURS PROGRAM AND PROGRAM COURSES

# **Baskets**

- 1. Mathematics, Microbiology
- 2. Chemistry, Computer Science, Economics
- 3. Physics, Botany, Geography
- 4. Zoology

# ForB.Sc.HonoursProgram:-

 $Anyone Honours Discipline specific Course subject from the 4\\baskets except Statistics course in basket 4+any 2 Generic Elective Course subjective course$ 

tfromany

threeotherremainingbasketsubjectsandsameSkillEnhancementcoursesubject asDiscipline specific Coursesubject.

ForB.Sc.Program:-

Any3coursesubjectonefromeachbasketsubjectsfromthe4givenbasket subjectsforDisciplinespecificCourseandany2coursesubjectasSkillEnhance mentCourses from the above chosen 3 Discipline specific Course subject.

# FOR B.Com. and BBA HONOURS PROGRAM AND B.Com. PROGRAM COURSES

\*As per Course Structure.

# **SELF-FINANCED COURSES**

(M.A. in English, B.A. Geography (Honours& General), B.Sc. Microbiology (Honours), B.Sc. Computer Science (Honours and General), Bachelor of Computer Applications (B.C.A.), Bachelor of Business Administration (B.B.A.) and B.A. Mass Communication and Journalism (Honours and General) are offered as self-financed courses).

# **COLLEGE STAFF**

# Principal

FrDrDonatusKujur, S.J., M.A., M.Ed, Ph. D.

#### **FACULTY**

# DEPARTMENT OF ENGLISH (UG & PG)

- 1. Dr Balram Uprety, M.A., Ph.D (HOD)
- 2. Fr Dr K. L. George, S.J., M.A., Ph.D.(Director of P.G.)
- 3.Mr Ashish Chettri, M.A.
- 4. DrPathik Roy, M.A., Ph. D.
- 5.MsSandhya Lama M.A.
- 6. Ms Rose Mary Pradhan, M.A, M.Ed.

7

# DEPARTMENT OF NEPALI

- 1. Dr Yogesh Pantha, M.A, M.Phil, Ph.D.(HOD)
- 2. Dr Radha Sharma, B.Ed, M.A., Ph.D
- 3. MrBalaramSapkota, M.A, M.Phil
- 3. MrBhupal Chettri, M.A

# DEPARTMENT OF HINDI

1. MsEmerenciaXalxo, B.Ed, M.A

#### DEPARTMENT OF BENGALI

1. MrPhaniBhuson Mondal, M.A

# **DEPARTMENT OF ECONOMICS**

- 1. Dr MsPanchali Sengupta, M.A., Ph.D.(HOD)
- 2. MrSanatanSanbigrahi, M.Sc.
- 3. DrSujoyKantiGhoshal, M.A., Ph.D
- 4.Mr. Bishal Rai, M.A., M.Phil

# DEPARTMENT OF POLITICAL SCIENCE

- 1.DrPadam Nepal, M.A., M. Phil., Ph.D.(HOD)
- 2. DrSumitaRai, M.A., Ph.D.
- 3.MrSamir Sharma, M.A., M.Phil, PGD (Federalism)
- 4. MrC.B. Rai, M.A.

5.

#### DEPARTMENT OF HISTORY

- 1.MsSumantaPariyar, M.A. (HOD)
- 2. FrDr K. J. Joseph, S.J., M.A., Ph.D.
- 3. Dr Devika S. Lama, (nee Roy), M.A., Ph.D.
- 4. MrRewazGurung, M.A.
- 5. Mr Salim Subba, M.A, M.Phil

# DEPARTMENT OF SOCIOLOGY & SOCIAL ANTHROPOLOGY

- 1.MsSushmaGhose (nee Gurung), M.A. (HOD)
- 2. DrSourajit Roy, M.A., Ph.D
- 3. MrUgenDukpa, M.A

4.

## **DEPARTMENT OF MATHEMATICS**

- 1. Dr Rupesh Tiwari, M.Sc., Ph. D.
- 2. DrAnupam Mukherjee, B.Ed, M.Sc., Ph.D.
- 3. MrChiranjilalKujur, M.Sc., M. Phil.
- 4.----
- 5. Mr. Abhishek Bist, M.Sc.

## DEPARTMENT OF CHEMISTRY

- 1. Dr Kiran Pradhan, M.Sc., Ph.D.(HOD)
- 2.Dr Rupa Bhowmick, M.Sc., Ph.D.
- 3. MsAntaraSharma, M.Sc.
- 4. DrRajaniDewan, M.Sc, Ph. D.
- 5. DrDhiraj Brahman, M.Sc, Ph.D.
- 6. DrRajendraPradhan. M.Sc., Ph.D
- 7. MrSailesh Chettri, M.Sc.

## **DEPARTMENT OF PHYSICS**

- 1.DrDebarghya Goswami, M. Sc.Ph.D. (HOD)
- 2. Dr Navin Kumar Pradhan, M.Sc., Ph.D.
- 4.MrPravatDangal, M. Sc.
- 5.MrNavin Raya, B.Sc.
- 6. Dr Himanshu Joshi, M.Sc, Ph.D.

## DEPARTMENT OF ZOOLOGY

- 1. MsBarkha Rai, M.Sc. (HOD)
- 2.DrDiwakarThapa, M.Sc., Ph.D.
- 3. Dr BireshwarBera, M.Sc., Ph.D.
- 4. MsAlbinaSubba, B.Ed, M.Sc.
- 5.MrSonam Lama, M.Sc.

#### DEPARTMENT OF BOTANY

- 1.Dr Manjula Rai, M.Sc., Ph.D.(HOD)
- 2.DrDorjay Lama, M.Sc., Ph.D.
- 3.Dr Upakar Rai, M.Sc., Ph.D.
- 4. Dr Anirudra Gurung, M.Sc., Ph. D
- 5. Dr NishikaJaishee, M.Sc., Ph.D

#### DEPARTMENT OF COMMERCE

- 1.MrSatyakiMitra, M.Com.(HOD)
- 2.MrAbhijitLahiri, M.Com.
- 3.Ms SharonGyamtsho, M.Com.
- 4. MrSoumikDutta, M. Com.
- 5. FrBinay Xavier Kandulna. SJ., M.Com.& M.A.(Philosophy)

# **SELF-FINANCED COURSES**

# **Director**

FrCPragasan, SJ,B.Ed, M.A.(Visual Com.)

# DEPARTMENT OF MICROBIOLOGY

- 1. MrAbhijitChettri, M.Sc. (HOD)
- 2. DrDorjay Lama, M.Sc., Ph.D.
- 3. MrSuryaRai, M.Sc.

# DEPARTMENT OF GEOGRAPHY

- 1. DrPribatRai, M.A (HOD)
- 2. FrDrDonatusKujur, S.J., M.A., M.Ed, Ph. D.
- 3. MsParvati Rai, M.A
- 4. MsNimLuckey Sherpa, M.A
- 5. MsEvlyen Lepcha, M.A.

#### DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

- 1. MrPrasantaMangar, M. Sc, (Comp. Sc.) (HOD)
- 2. MrPraveenMukhiaTitimus, PGDIT, MCA
- 3. MrJayantaLoha M.Sc., (Comp. Sc.)
- 4. MsPranitaMukhia,B.Ed, M.Sc.(Comp Sc.)
- 5. MrPravat Titus Mukhia, PGDIT, MCA

## DEPARTMENT OF BUSINESS ADMINISTRATION

- 1. MsMeenakshiThakuriPradhan, MBA(HOD)
- 2. MrYugalLabar, MBA
- 3. Mr Prince Gupta, MBA
- 4. MrKishan Chettri, MBA

## DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

- 1. Mr Vikram Rai, PGDMC, M.A. (Mass Com.)(HOD)
- 2. Ms Komal Gurung, M.A. (Mass Com. & Pol. Sc.)
- 3. MsSmritiRai, PGDMC, M.A. (Mass Com.)
- 4. Fr. C.Pragasan, S.J., B.Ed, M.A.(Visual Comm.)

# **LIBRARY**

DrDebasishPradhan, B.H.M.S., M.Lib.Sc., Ph.D.

(Librarian)

#### OFFICE STAFF/NON TEACHING STAFF

MsWinniefredChettri, B.Com
 Head Clerk
 MrEvan John Moktan, B.Com
 Cashier
 Ms Rosalind Baptiste, B.A.
 Clerk

4. Ms SusanChettri, M.Sc. : Clerk

5. MrBhimTamang : Peon 6. MsPrernaTamang : Office 7. MsDoma L. Sherpa : Office : Office 8. MsAnitaSarki 9. Ms Nikita Subba : Office 10. MrSimon Gomes : Zoo. Lab. : Zoo. Lab 11.MrYogyaGurung 12. MrMeghrajTamang : Chem. Lab 13. MrRoshan Rizal : Chem. Lab 14.MrMilanRudum : Physics. Lab 15. MrAnandLepcha :Physics Lab 16.MrSanjeshBalmiki : Support Staff 17.MrAmritGurung : Library 18.MrRajeshGurung : Library 19. Ms Melissa K. Assumi : Library

20. MrPrakashDewan : Support Staff 21.MsPasang L. Sherpa : Lady Attendant

22. MrSivaGiri : Driver
23.MrSudeshSubba : Gardener
24.MrSunilSinha : Pump Operator

25. MrPadam B.K. : Night Guard : Support Staff 26. MrRajendraBalmiki

# NON-TEACHING STAFF (SFC)

1.Ms Veronica Chettri.: Office & Library BBA, Mass Com.2. MrSusandeshChettri: Support Staff3.MrPuranSarki: Support Staff4. MrDonaldDukpa: CS/BCA Library Office

LEGAL CELL

Adv. Fr Karakkada Stanley, S.J

**BURSAR** 

Fr PhilemonTirkey, S.J, B.Ed, M.Com.

**XAVIER HOSTEL** 

Fr C.Pragasan, S.J. (Director)

**ESTATE MANAGER** 

**FAIRVIEW HOSTEL** 

SrMarie Rose Lepcha, SJC (Director)

# COMMITTEES CONSTITUTED AT ST. JOSEPH'S COLLEGE FOR THE ACADEMIC **YEAR 2019-20**

	Name of the Committees and the Members
1.	Internal Quality Assurance Cell (IQAC)
	DrPadam Nepal (Coordinator)
	DrDebragya Goswami (Joint Coordinator)
	Fr DrK.J.Joseph, SJ, Vice-Principal (Academic)
	Dr DorjayLama , Vice-Principal (Administration)
	Dr Radha Sharma (Dean)
	Dr Sujoy Ghosal
	Dr Anupam Mukherjee
	DrSourojit Roy
	Dr PanchaliSengupta
	Ms Albina Subba
	DrBalaramUprety
	Dr Anirudra Gurung
	Dr Kiran Pradhan
	MrAbhijit Lahiri
	Dr Dhiraj Brahman
	Parent Representative
	Alumni Representative
	Students Representatives
2.	Research Cell
	Dr Anirudra Gurung (Coordinator)
	Dr Panchali Sengupta (Joint Coordinator)
	MrSatyaki Mitra (Joint Coordinator)
	DrSourajit Roy
	Dr Upakar Rai
	Dr BireshwarBera
	Mr Abhijit Chettri
	Dr Padam Nepal
	Dr Debasish Pradhan
	DrPathik Roy
	MrJayanta Loha
	Fr Binay X. Kandulna, SJ
	Dr Anupam Mukherjee
	MrPravat Dangal
	Ms Meenakshi T. Pradhan
	Mr Samir Sharma
	Dr Rupesh Tiwari
	MrBishal Rai
3.	Admission Committee:
	Dr DorjayLama (Coordinator)
	Fr Dr K. J. Joseph, SJ
	MrChiranjilalKujur(Joint Coordinator)

1	Fr C Pragasan, SJ
	Dr Yogesh Pantha
	MrAbhijit Lahiri
	MrSamir Sharma
	All the HODs
4.	Examination Committee :
	Fr Dr K. J. Joseph, SJ (Coordinator)
	Ms Sharon Gyamtsho (Joint Coordinator)
	Dr Devika S Lama
	Dr Anirudra Gurung
	Dr BireswarBera
	Dr Upakar Rai
	Dr Dhiraj Brahman
	MrPravat Dangal
	MrSamir Sharma
	MrBalaram Sapkota
	MrBishal Rai
	MsPrernaTamang (Office)
5.	Value Education Committee
	Fr Dr K.L.George, SJ (Coordinator)
	Mr Praveen M Titmus(Joint Coordinator)
	Dr Radha Sharma
	Dr BalaramUprety
1	Di Dalai alliopi ety
	MrPravat M. Titus
6.	
6.	MrPravat M. Titus
6.	MrPravat M. Titus  Library Committee
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha  MsEmerenciaXalxo
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha  MsEmerenciaXalxo  MrPhaniBhuson Mondal
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha  MsEmerenciaXalxo  MrPhaniBhuson Mondal  Dr Sujoy Kanti Ghoshal
6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha  MsEmerenciaXalxo  MrPhaniBhuson Mondal  Dr Sujoy Kanti Ghoshal  Mr Samir Sharma
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6.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator)  Mr Ashish Chettri  Dr Yogesh Pantha  MsEmerenciaXalxo  MrPhaniBhuson Mondal  Dr Sujoy Kanti Ghoshal  Mr Samir Sharma  MsSumantaPariyar  Dr Sourajit Roy  Dr Rupesh Tiwari  Dr Dhiraj Brahman  Dr Debarghya Goswami  Ms Albina Subba
7.	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator) Mr Ashish Chettri Dr Yogesh Pantha MsEmerenciaXalxo MrPhaniBhuson Mondal Dr Sujoy Kanti Ghoshal Mr Samir Sharma MsSumantaPariyar Dr Sourajit Roy Dr Rupesh Tiwari Dr Dhiraj Brahman Dr Debarghya Goswami Ms Albina Subba Dr Upakar Rai
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	MrPravat M. Titus  Library Committee  Dr DebasishPradhan (Coordinator) Mr Ashish Chettri Dr Yogesh Pantha MsEmerenciaXalxo MrPhaniBhuson Mondal Dr Sujoy Kanti Ghoshal Mr Samir Sharma MsSumantaPariyar Dr Sourajit Roy Dr Rupesh Tiwari Dr Dhiraj Brahman Dr Debarghya Goswami Ms Albina Subba Dr Upakar Rai MrSatyaki Mitra  Career Guidance Cell

	MrPraveen MukhiaTitimus
	Ms Meenakshi T. Pradhan
	MrSonam Lama
8.	Games and Sports
	MrNavinRaya(Coordinator)
	MrSoumik Dutta (Joint Coordinator)
	MrPravat Dangal
	MrSurya Rai
	Ms Sushma Ghosh
	MrReewaz Gurung
	MrUgenDukpa
	MrPrashant Mangar
	MrBishal Rai
9.	Cultural Committee
	Dr Radha Sharma (Coordinator)
	Dr RajaniDewan(Joint Coordinator)
	MsPranitaMukhia (Joint Coordinator)
	Ms Komal Gurung
	Ms. SumantaPariyar
	MrAshish Chettri
	MsParvati Rai
	Mr.PhaniBhusan Mandal
	MsEmerenciaXalxo
	MrSoumik Dutta
	Dr AnirudraGurung
10.	Current Affairs Forum
	Mr Ashish Chettri (Coordinator)
	Ms Albina Subba (Joint Coordinator)
	Dr BalaramUprety
	Dr Pathik Roy
	Fr Binay X Kandulna, SJ
	MsNimLuckey Sherpa
	Ms Antara Sharma
11.	Women Empowerment and Women Anti-Harassment Cell
	Dr Sumita Rai (Coordinator)
	Dr Manjula Rai (Joint Coordinator)
	Ms Meenakshi T. Pradhan (Joint Coordinator)
	Dr Radha Sharma
	Ms Sharon Gyamtsho
	Dr RajaniDewan
	Dr Devika S Lama
	Dr Panchali Sengupta
	Ms KomalGurung
	DrSourajit Roy
	Ms AlbinaSubba

	Dr RupaBhawmick
	MsSumantaPariyar
12.	Nature Club
	Dr Upakar Rai (Coordinator)
	Mr Rajendra Pradhan (Joint Coordinator)
	Dr DebasisPradhan
	MrAbhijit Chettri
	Dr ManjulaRai
	MrBalaram Sapkota
	MsBarkha Rai
	MrSurya Rai
	Dr Anirudra Gurung
13.	Documentation, Videography and Film Committee
	Ms KomalGurung(Coordinator)
	Dr Balram Uprety (Joint Coordinator)
	MrAshish Chettri
	Ms SmritiRai
	Ms Meenakshi T. Pradhan
14.	IT Club
	Mr Prasanta Mangar (Coordinator)
	MrPribat Rai
	Mr Ashish Chettri
15.	Media Club
15.	MrVikramRai(Coordinator)
15.	MrVikramRai(Coordinator) MsSmritiRai
15.	MrVikramRai(Coordinator)
15. 16.	MrVikramRai(Coordinator)  MsSmritiRai  MsKomalGurung  Management Club
	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung  Management Club Ms. Meenakshi T. Pradhan(Coordinator)
	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra
	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung  Management Club Ms. Meenakshi T. Pradhan(Coordinator)
	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung  Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator)
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) DrBireswarBera (Joint Coordinator)
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16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) Dr BireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar
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16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung  Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) Dr BireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) DrBireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama MrSoumikDutta
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) DrBireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama MrSoumikDutta Disciplinary & Students' Welfare Committee
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) DrBireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama MrSoumikDutta  Disciplinary & Students' Welfare Committee Fr Dr K.J.Joseph, SJ (VP-Academic)
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) Dr BireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama MrSoumikDutta  Disciplinary & Students' Welfare Committee Fr Dr K.J.Joseph, SJ (VP-Academic) Dr Navin Kumar Pradhan (Coordiinator)
16.	MrVikramRai(Coordinator) MsSmritiRai MsKomalGurung Management Club Ms. Meenakshi T. Pradhan(Coordinator) MrSatyaki Mitra Dr Rajendra Pradhan Anti-Ragging Committee MrChiranjilal Kujur (Coordinator) DrBireswarBera (Joint Coordinator) Dr Radha Sharma Mr AbhijitLahiri MsSumantaPariyar Dr RupeshTiwari Dr Dorjay Lama MrSoumikDutta  Disciplinary & Students' Welfare Committee Fr Dr K.J.Joseph, SJ (VP-Academic)

	Dr Radha Sharma
	MrSanatanSanbigrahi
	Mr Sonam Lama
	MsBarkhaRai
	MrNavin Raya
	MrPrashant Mangar
19.	Academic Calendar Committee
	MrSanatanSanbigrahi(Coordinator)
	Dr Rupesh Tiwari (Joint Coordinator)
	MrSatyaki Mitra
	Dr Yogesh Pantha
	MrSamir Sharma
	MsBarkha Rai
20.	Leave Rule Committee
	DrRupa Bhawmick (Coordinator)
	Dr Anupam Mukherjee (Joint Coordinator)
	Dr Navin Pradhan
	Dr Upakar Rai
	Dr Dhiraj Brahman
	Ms Sharon Gyamptsho
21.	Staff Welfare Committee:
	Ms Sushma Ghosh(Coordinator)
	Dr Dorjay Lama
	MrSatyaki Mitra
	MrPravat Dangal
	Dr Yogesh Pantha
	Dr Rupa Bhawmick
	Dr Dhiraj Brahman
	MrBishal Rai
	MrSamir Sharma
	MrPhaniBhusan Mondal
	Dr Rajani Dewan
22.	Planning Board
	Fr Dr Donatus Kujur , SJ (Principal)
	Vice-Principal (Academic)
	Vice-Principal (Administration)
	Fr Dr K.L.George, SJ
	MrChiranjilal Kujur
	Dr Padam Nepal
	Dr Radha Sharma
	Dr Debasish Pradhan
	MsWinniefred Chettri
23.	N.C.C. (Men)
	Dr Dhiraj Brahman
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24.	N.C.C. (Women)
	Dr Rajani Dewan
25.	N.S.S
	Fr Dr K.J.Joseph, SJ (Coordinator)
	MsAntara Sharma
26.	A.I.C.U.F &Language Lab
	MrChiranjilal Kujur
27.	North Pointer Editorial Board:
	Dr Sumita Rai (Coordinator)
	MrBalaram Sapkota (Joint Coordinator)
	MrPhaniBhusan Mondal
	MsEmerenciaXalxo
	Ms Sharon Gyamtsho
	Ms Antara Sharma Dr Yogesh Pantha
	MrAshish Chettri
	Dr Pathik Roy
	Student Volunteers
28.	Students' Counsellor
	Fr Binay X Kandulna, SJ
29.	Photographic Club
	Dr Dhiraj Brahman
30.	Music Club:
	Dr AnirudraGurung(Coordinator)
	Student Members
31.	Rotaract Club of S.J.C
	Dr Diwakar Thapa
32.	Youth Against Trafficking Club
	Ms Sushma Ghose (Coordinator)
	Ms Albina Subba (Joint Coordinator)
	Dr Radha Sharma
	Dr Sumita Rai
	Dr Panchali Sengupta
	Student Members

#### **COLLEGE RULES AND REGULATIONS**

Keeping in view the aims and objectives of the college, students who are admitted in the college are obliged to observe and follow its rules, regulations and traditions.

- 1. Ragging of any sort will not be tolerated in the college campus. Such cases, if any, will be investigated by the anti-ragging committee of the college. Anyone found guilty will be expelled from the college.
- 2. All students must conduct themselves in a becoming manner both in and outside the college. They are held responsible to the Principal for their behaviour.
- 3. Insubordination or serious misconduct will be sufficient reason for expulsion.
- 4. The student concerned must pay for damage of any kind to the college property. A student who is found guilty of damaging the classrooms, making incisions on the table, writing on the wall, damaging the chalk board, spitting, etc. will be fined.
- 5. Smoking or chewing of pan is not permitted in the campus. Gambling or the use or possession of alcohol and drug in the college is forbidden.
- 6. Mobile phones are not to be used within the college building (Classrooms, Library, Corridors, ExamHalls etc.). Violation of this may lead to the mobile sets being confiscated. Users of mobile phones (outside the college building) with MMS facility should respect people's right to privacy.
- 7. When students leave the classroom, they mustturn off all the lights in the classroom.
- 8. Students are required to carry with them their **College Identity Cards**. Students may be debarred from entering the College premises if they do not produce the College Identity Card on demand. During University Examinations, all College functions and College tests the College Identity Card must be produced. All students must produce the College Identity Card at the College gate in order to enter the College for attending classes. An Identity Card without the student's photograph, College seal and signature of the Principal will not be valid.
- 9. Non-resident students who do not live with their parents or a natural guardian must make satisfactory living arrangements with local guardians approved by the parents and the Principal. Students may not change their local guardians without the written permission of their parents and the Principal.
- 10. All College excursions or outings on working days require the prior written sanction of the Principal.
- 11. All the activities of the College should have the sanction of the Dean.
- 12. Students are not allowed to play for any club or group outside the College without the written permission of the Principal.
- 13. Following the educational ethos of a Jesuit College, we do not encourage our teachers taking tuition for remuneration. If needed, special classes will be arranged for needy students.
- 14. Students are not allowed to bring outsiders into the classrooms, Library or any function of the College without the written permission of the Principal.
- 15. It is important that students keep the College campus clean, throw litter in the bins provided.

### NOTICE BOARD

Students should take great care to read the College Notice Board in the morning and the afternoon. No excuse will be considered if Notices on the Board are ignored.

### RESPONSIBILITIES OF THE PARENTS/GUARDIANS

Parents/guardians are expected to:

- 1. Regularly monitor the academic performance and the attendance of their ward in the College.
- 2. Meet and apprise the Principal/ Vice-Principal/ Dean/ concerned teacher about the problems faced by their ward in coping with the academic and other activities of the college.
- 3. Report abnormal behaviour (addiction to drug, alcohol, depression etc.) of their ward, if any immediately, to the College authorities.
- 4. Encourage their ward to seek the help of the student counsellor if the need arises.
- 5. Approve in writing, any application submitted by their ward to the College, seeking permission to be absent from classes or Examinations or to discontinue his/ her studies in this College.

### WEEKLY TESTS / ASSIGNMENTS

## For 3<sup>rd</sup> Year students:

During the academic year, there will be regular tests/ assignments all of which count towards selection for the University Examination. If a student is unable to appear for any College test, prior application citing the reason must be given to the Vice-Principal (Academic). Permission will not be granted except for serious reasons. Retests may be arranged in exceptional circumstances subject to the payment of a fine. Selection Examinations will be held in March. It is mandatory for students to pass in the Selection Examinations in order to qualify to appear for the university examinations.

### For semester students:

Theevaluation of the students shall

be a continuous process and shall be based on their performances in internal and the End-

SemesterExamination. Alltheinternal

continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. A student who does not appear for all internal assessments (due to any reason what so ever) shall not be allowed to sit for the End-semester University Examinations.

#### **ATTENDANCE**

Attendance at lectures is compulsory. According to the University regulations, a minimum of 75% attendance is required in each subject in order to qualify for appearing in the University Examinations. After one month of the commencement / resumption of classes, there will be a general counting and students without the required percentage of attendance will be warned. At the end of the second month, there will be another counting and students without 75% attendance will be fined. Yet another counting of attendance will be done after the fourth month and students who are not likely to attain the required attendance will be asked to repeat the year/semester or leave the College.

### **LEAVE**

- 1. For any emergency, students must apply in writing to the Vice-Principal (Academic) for leave. Such leave letters must be countersigned by their parents/ guardians. In case of illness which necessitates prolonged absence from the College, permission has to be sought by the parents of the student concerned. Any request for medical leave should be accompanied by medical certificate of a registered medical practitioner and must be submitted immediately onreturn to the College after the treatment. After any leave, students must get admit chits from the Vice-Principal (Academic) in order to attend classes.
- 2. Students who remain absent for a month or more and if they have not sought the permission of the Vice Principal (Academic) for the same will have their names removed automatically from the College Rolls.
- 3. Students participating in co-curricular and extra-curricular activities must get a recommendation letter from the Staff Co-ordinator and meet the Vice-Principal (Academic) for their attendance.

#### **EXAMINATIONS**

Students should possess valid documents to appear for any Examination. Candidates who are late by more than 30 minutes shall not be admitted to the examination hall. A candidate is liable to be expelled from the examination hall if he/she: 1. Keeps any book or notes; 2. Speaks to or communicates in any way to another candidate; 3. Disobeys any instructions of the invigilator or is rude and 4. Is found to be in possession of any electronic device other than a calculator(when specifically permitted).

#### THE FATHER JOHN WHELAN LIBRARY

1. The College Library has more than 52,800 volumes and subscribes to a number of professional journals. The library is open on all working days from 9:00 a.m. to 3:30 p.m., except for lunch break (12 noon to 1:00 p.m.) and from 9:00 a.m. to 12:00 noon on Saturdays. Library membership is given to the first year students when they receive the

- college identity cards. The members of the college alumni/association are allowed to use the reference section of the library with the prior permission of the Principal.
- 2. No student is allowed to enter the library without Identity Card and library card. Outsiders should not be brought to the library.
- 3. Library is a place for serious self-study. All must maintain a conducive atmosphere for silent study. Disturbance of any kind is strictly forbidden. Those who violate the rule of silence may be asked to leave the library.
- 4. Library cards are not to be transferred or exchanged or shared. One can return other's book(s) and thereafter, return the card(s) to the owner.
- 5. One should examine the condition of the book(s) while borrowing and report to the Librarian/Library Attendant immediately if any damage is noticed. Books are to be handled carefully. The borrower will be responsible for any damage or mutilation of the borrowed books.
- 6. Books and magazines are issued from 9:00 to 11:30 a.m. and 1:00 to 3:00 p.m. No books or magazine will be issued between 11:30 a.m. to 12:00 noon and from 3:00 p.m. to 3:30 p.m.
- 7. Books borrowed by a student must be returned within 14 days, failing which a fine of Rs. 05 per day per book will be charged which must be paid in the Accounts Office. The receipt is to be submitted to Library along with the book under fine.
- 8. Students must return all the borrowed books in order to get library clearance before receiving their admit cards for University Examinations. All the books and cards are to be returned to the library before withdrawing from the college in order to get the final clearance. Appropriate fine will be charged if the cards are not returned on time.
- 9. Borrowed books are to be returned in the morning-9:00 to 11:30 a.m. and Library books are to be borrowed in the afternoon-1:00 to 3:00 p.m. There will be no circulation of books (issue/return) on Saturday.
- 10. To borrow a book, students should consult the catalogue and thereafter fill up a requisition slip (IN CAPITAL LETTERS) and submit it in the requisition stand provided at the circulation desk.
- 11. Students who submit the requisition slip before *Lunch Hour* may collect books in the afternoon (1:00 to 3:00 p.m.) and those who submit the requisition slip after *Lunch Hour* may collect the books the following afternoon (1:00 to 3:00 p.m.) No book will be kept reserved for a further period.
- 12. Student may seek assistance of the library staff for the use of book-catalogue and / or filling up the requisition slip.
- 13. Reference books and rare books for consultation will be issued only on submission of a pink coloured consultation card. These books will not be lent out, even in the lunch hour.
- 14. Loss of any library card must be reported to the Librarian immediately in writing. A new card(s) may be issued after paying Rs. 20 per new card. The amount has to be paid in the College Account Office and the receipt must be submitted to the Librarian.

### **UNIFORM&DRESS CODE**

It is recommended that students come to College in simple and unostentatious dress suitable for an academic environment. The following specific guidelines are to be observed:

- 1. For boys earrings, or ear/chin/nose/lip/eye brow studs, head bands and wrist bands are strictly prohibited.
- 2. Wearing caps inside the College buildings is prohibited.
- 3. For B.A., B.Sc., B.Com. B.B.A. and B.C.A. students the following prescribed uniform is mandatory:

## For Boys

- a. Deep Grey Blazer
- b. Navy Blue Pants
- c. Sky Blue Shirt
- d. Blue & Red Strip Tie
- e. Plain Black Leather Shoe
- f. Socks-Deep Blue

### For Girls:

- a. Deep Grey Blazer
- b. Navy Blue Pants OR Tunic up to Knee length
- c. Sky Blue Shirt
- d. Blue & Red Strip Tie
- e. Plain Black Leather Shoe
- f. Socks- Deep Blue, Stocking, Slacks

In case of failure to comply with these dress codes, appropriate actions will be initiated.

Uniforms are available with the following outfitters:

1. Chandulals,4- Nehru Road, Darjeeling

### **HELP FOR NEEDY STUDENTS**

Students who are in need of financial aid should make an application to the Principal. Eligible candidates will be chosen by the concerned committee.

### **COUNSELLING CENTRE**

Counsellingcentre has made a positive impact in the lives of students of the College. Competent counselors are available for those students who seek personal guidance.

## **CAREER GUIDANCE CELL**

The Career Guidance Cell was set up in 2004 with the twin objectives of organizing campus recruitment interviews and helping students with higher studies.

## LANGUAGE LAB

The language laboratory plays an important role in the language learning process. The purpose of a language lab is to involve students to actively participate in language learning exercises and get more practice than otherwise possible in a traditional classroom environment.

#### ST JOSEPH'S COLLEGE ALUMNI ASSOCIATION

The Alumni Association ensures a permanent bond between the college and ex-students through the active participation of all North Pointers. It conducts an annual Reunion and other activities.

#### **CO-CURRICULAR ACTIVITIES**

St. Joseph's College provides the students all necessary assistance and opportunities for their intellectual, emotional, spiritual and skill development. The key objectives of this are to provide value-based education that would enable the students to finally transform themselves into agents of social change. With this goal in mind, the College offers the following programmes:

- **A.** National Cadet Corps (NCC): Students interested in a military career, in their character formation and training in disciplined life are encouraged to join the college units of the NCC (Boys and Girls).
- **B.** National Service Scheme (NSS): Students interested in helpingthe less privileged people in society, in learning team work and in developing their character and personality are encouraged to join the college unit of the NSS.
- C. All India Catholic University Students Federation (AICUF.): Students whowould like to develop a critical and creative approach to life, involve in studies and activities linked to broader social issues and struggles with a view to become a constructive force within the college and outside, are encouraged to join the AICUF unit, irrespective of their religions.
- **D.** Current Affairs Forum (CAF): It aims to make our students aware of the changing sociopolitical, cultural and economic trends by organizing seminars, and by creating wall paper magazines and project works.
- **E.** Nature Club: This club was set up to generate environmental awareness amongst members of the College community through participation in various activities in and around the College.
- **F. Information and Technology Club (ITC):** The ITC is organized and conducted by the Department of Computer Science /Application. ITC tries to bring about awareness about the latest developments in the field of IT through seminars, quiz and other such programmes.

- **G. Film Club:** Established in May 2004, the Film Club is the forum that enables the students understand the meaning of education. Its logo is FFOCUS- Film Focus on Challenging an Unjust Society and its aims are:
  - i. Critically evaluating the relevance of education at the undergraduate level,
  - ii. To sensitize the academic community about the structural biases in society,
  - iii. To promote current debates centering visual representation,
  - iv. To build visual archives in the hills, particularly in respect to its history and developments.
- **H.** Management Club: The Management Club was started by the Department of BBA to learn the skills of management through practical exercises, and provide students exposure to various industries through industrial visits.
- I. Cultural Programmes: Apart from the above activities, the college organizes various cultural programmes such as quiz competitions, one-act plays, debates, elocutions, extempore contests, seminars, workshops, etc., on departmental or inter-departmental basis.
- **J. Sports and Games:** Sports and games are part of College life. These are organized periodically and all students are encouraged to take part in them.
- **K.Music Club:** The Club was established in 2012 as a platform for students with interest in music. The club members are also the official college choir and as such perform in all college functions.
- L **Dance Club**: The aim of the dance club is demonstrate a nuanced understanding of collaboration in the creative process through leadership, participation, reflectionand todevelop a multifaceted physicality through training in **dance** techniques.

Students are expected to join one or more of these activities during their stay in the College.

#### **CORRESPONDENCE**

- 1. For any correspondence with the College by/about the student, one must give the name, class and roll number of the students concerned.
- 2. The college does not take responsibility for letters, money orders etc., sent to the students.
- 3. Requests for mark sheets, results and other documents must be accompanied by a self addressed stamped envelope for registered post with acknowledgement due and postal order or demand draft for the amount to be incurred. Postal order or demand draft should be in favour of the Principal, St. Joseph's College, Darjeeling, and payable at Darjeeling.
- 4. Students applying for a Transfer Certificate must submit a written application to the Principal along with the required fee of Rs. 50/-.

5. Students who wish to withdraw in mid-semester/year must give in writing to the Principal so that their names can be removed from the rolls. Such students forfeit their deposits. Hostel students who wish to withdraw from the hostel without leaving the College require the Principal's written permission. Full fees will be charged in the absence of such a notice.

#### **PAYMENT OF FEES**

- 1. All fees are to be remitted to the UCO Bank, North Point. Fees once paid are non-refundable.
- 2. Students are encouraged to pay the fees for all the 12 months at the beginning. However, students of all aided courses shall pay their fees in two installments namely:
  - a. First installment in June/July by  $10^{\rm th}$ (for July to December) or as instructed by the College Office.
  - b. Second installment in December by 10<sup>th</sup> (for January to June).

Students of all Self-Financed Courses shall pay their fees at the beginning of every semester, within ten days. Fees will not be accepted in other months. In each of these months, fees can be paid as follows:

from 1st till 10th : without fine

after 11th : with a fine of Rs. 100/ per month

- 3. Tuition and general development fees must be paid by the tenth of the prescribed month. After the tenth, defaulters will be fined at the rate of Rs. 100/- per month. College fees and late fees cover 12 months viz. from July to June. No deduction is made for holidays and broken periods.
- 4. i. Third semester students are required to pay their semester fees within 10 days of their joining the third semester classes or as per dates announced by the College.
  - ii. The third year students must pay the yearly fees within 10 days of their joining the third year classes or as per the dates announced by the College.
- 5. Laboratory and library deposits are refundable at the end of thecourse, all dues having been deducted. Deposits must be claimed within one month of completion of the University Examinations or they will be forfeited. Those who wish to withdraw from the College in the middle of the academic year will lose the security deposits.

## XAVIER HOSTEL (For boys only)&FAIRVIEW HOSTEL (For girls only)

Both the hostels are open to all the students of this College. Candidates who need hostel accommodation must obtain a separate Application Form (available at the hostel office) and submit it to the Hostel Director after getting admission in the College. Information regarding the hostel fees is given in the prospectus and is also available in the hostel.

### **HOSTEL RULES:**

1. All the hostellers are held responsible to the Principal for their conduct in the hostel(s) and in public. The Hostel Director is the immediate hostel-in-charge. He/she is assisted by

- student councillors who are authorized to control the conduct of the hostellers both in and outside the hostel.
- 2. Students must bring their own bed linen, blankets and other personal supplies.
- 3. Hostellers whose attendance is poor or who fail repeatedly in tests or who show a persistent disinclination to study will be asked to withdraw from the hostel(s).
- 4. Serious misconduct or habitual violation of rules will be sufficient reason for expulsion. More detailed rules and regulations are given at the timeof admission in the hostel(s).

## **TENTATIVE ACADEMIC SCHEDULE FOR 2020-21**

Courseof Studies	Commenceme nt of Classes	Filling up of form for University Examination	Internal Assessment (Examination) [by the College]	Commencementof Examinations (Tentative)		Publication of result (Tentative)
				Practical / Tutorial	Theoretical	
Semester-I, III &V	July,2020	November 2020	November 2021	November 2020	December 2021	
Semester-II, IV & VI	December 2020	May 2021	May 2021	May 2021	June 2021	
B.A, B.Sc. & B.Com Part III	-	Feb 2021	-	April 2021	April 2021	

# JULY- 2020

1.	Wednesday	
2.	Thursday	
3.	Friday	
4.	Saturday	
5.	Sunday	
6.	Monday	
7.	Tuesday	
8.	Wednesday	
9.	Thursday	
10.	Friday	
11.	Saturday	
12.	Sunday	
13.	Monday	Bhanu Jayanti (H)
14.	Tuesday	
15.	Wednesday	Induction Programme for 1 <sup>st</sup> Semester, Arts Honours students
16.	Thursday	Induction Programme for 1 <sup>st</sup> Semester, Science, BBA, BCA and Commerce Honours and Program Students
17.	Friday	Departmental Orientation for 1 <sup>st</sup> semester students
18.	Saturday	
19.	Sunday	
20.	Mondou	
	Monday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
21.	Tuesday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
21. 22.		Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
	Tuesday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22.	Tuesday Wednesday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23.	Tuesday Wednesday Thursday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23. 24.	Tuesday Wednesday Thursday Friday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23. 24. 25.	Tuesday Wednesday Thursday Friday Saturday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23. 24. 25. 26.	Tuesday Wednesday Thursday Friday Saturday Sunday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23. 24. 25. 26. 27.	Tuesday Wednesday Thursday Friday Saturday Sunday Monday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students
22. 23. 24. 25. 26. 27. 28.	Tuesday Wednesday Thursday Friday Saturday Sunday Monday Tuesday	Classes begin for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students

## AUGUST-2020

1.	Saturday	Id-Ul-Zoha(H)
2.	Sunday	
3.	Monday	
4.	Tuesday	
5.	Wednesday	
6.	Thursday	
7.	Friday	
8.	Saturday	
9.	Sunday	
10.	Monday	Inter class Volleyball tournament
11.	Tuesday	Janmastami(H)
12.	Wednesday	
13.	Thursday	Classes begin for 3 <sup>rd</sup> year students
14.	Friday	
15.	Saturday	Independence Day (H)
16.	Sunday	
17.	Monday	
18.	Tuesday	
19.	Wednesday	Process of selection of CRs begins
20.	Thursday	
21.	Friday	Oath taking ceremony of CRs
22.	Saturday	Inter department Badminton tournament begins
23.	Sunday	
24.	Monday	
25.	Tuesday	
26.	Wednesday	
27.	Thursday	
28.	Friday	
29.	Saturday	
30.	Sunday	Muhharram(H)
31.	Monday	

## SEPTEMBER-2020

1.	Tuesday	
2.	Wednesday	
3.	Thursday	
4.	Friday	
5.	Saturday	Teachers' Day
6.	Sunday	
7.	Monday	Unit test for 3 <sup>rd</sup> year students
8.	Tuesday	
9.	Wednesday	
10.	Thursday	
11.	Friday	
12.	Saturday	
13.	Sunday	
14.	Monday	Inter class Football tournament begins
15.	Tuesday	
16.	Wednesday	
17.	Thursday	Mahalaya(H)
18.	Friday	
19.	Saturday	
20.	Sunday	
21.	Monday	Rup Narayan Sinha Inter College Nepali Debate competition
22.	Tuesday	
23.	Wednesday	
24.	Thursday	
25.	Friday	
26.	Saturday	
27.	Sunday	
28.	Monday	
29.	Tuesday	
30.	Wednesday	

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## OCTOBER-2020

1.	Thursday	
2.	Friday	Gandhi Jayanti(H)
3.	Saturday	
4.	Sunday	
5.	Monday	
6.	Tuesday	
7.	Wednesday	
8.	Thursday	
9.	Friday	
10.	Saturday	Mr. Philip Gurung Inter-College Quiz Competition
11.	Sunday	
12.	Monday	
13.	Tuesday	
14.	Wednesday	
15.	Thursday	
16.	Friday	Puja Holidays Begin
17.	Saturday	
18.	Sunday	
19.	Monday	
20.	Tuesday	
21.	Wednesday	
22.	Thursday	
23.	Friday	
24.	Saturday	
25.	Sunday	
26.	Monday	
27.	Tuesday	
28.	Wednesday	
29.	Thursday	
30.	Friday	
31.	Saturday	

## NOVEMBER- 2020

1.	Sunday	Puja Holidays End
2.	Monday	
3.	Tuesday	Classes Resume
4.	Wednesday	
5.	Thursday	
6.	Friday	
7.	Saturday	Inter Class English debate competition
8.	Sunday	
9.	Monday	Internal Exams for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester begin
10.	Tuesday	
11.	Wednesday	
12.	Thursday	
13.	Friday	Diwali Holidays Begin
14.	Saturday	
15.	Sunday	
16.	Monday	
17.	Tuesday	
18.	Wednesday	
19.	Thursday	
20.	Friday	
21.	Saturday	Diwali Holidays End
22.	Sunday	
23.	Monday	Classes Resume
24.	Tuesday	
25.	Wednesday	
26.	Thursday	
27.	Friday	
28.	Saturday	
29.	Sunday	Study Leave for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> semester students begins
30.	Monday	Birthday of Gurunanak (H)

## DECEMBER-2020

1.	Tuesday	
2.	Wednesday	
3.	Thursday	
4.	Friday	
5.	Saturday	
6.	Sunday	
7.	Monday	
8.	Tuesday	
9.	Wednesday	
10.	Thursday	
11.	Friday	
12.	Saturday	
13.	Sunday	
14.	Monday	
15.	Tuesday	Classes begin for 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semesters
16.	Wednesday	
17.	Thursday	
18.	Friday	
19.	Saturday	
20.	Sunday	Thanks Giving Ceremony
21.	Monday	
22.	Tuesday	Winter Vacation Begins
23.	Wednesday	
24.	Thursday	
25.	Friday	Christmas(H)
26.	Saturday	
27.	Sunday	
28.	Monday	
29.	Tuesday	
	Wednesday	
31.	Thursday	

# January-2021

1.	Friday	New Year's Day (H)
2.	Saturday	
3.	Sunday	
4.	Monday	
5.	Tuesday	
6.	Wednesday	
7.	Thursday	
8.	Friday	
9.	Saturday	
10.	Sunday	
11.	Monday	
12.	Tuesday	Birthday of Swami Vivekananda (H)
13.	Wednesday	
14.	Thursday	
15.	Friday	
16.	Saturday	
	Sunday	
18.	Monday	
19.	Tuesday	
20.	Wednesday	
21.	Thursday	
22.	Friday	
23.	Saturday	Birthday of Netaji Subash Chandra Bose(H)
24.	Sunday	
25.	Monday	
	Tuesday	Republic Day (H)
27.	Wednesday	
	Thursday	
	Friday	
	Saturday	
31.	Sunday	

## FEBRUARY- 2021

1.	Monday	
2.	Tuesday	
3.	Wednesday	
4.	Thursday	
5.	Friday	
6.	Saturday	Winter vacation ends
7.	Sunday	
8.	Monday	Classes Resume
9.	Tuesday	
10.	Wednesday	
11.	Thursday	
12.	Friday	Harmony Day 1
13.	Saturday	Harmony Day 2
14.	Sunday	
15.	Monday	
16.	Tuesday	
17.	Wednesday	
18.	Thursday	
19.	Friday	
20.	Saturday	
21.	Sunday	
22.	Monday	
23.	Tuesday	
24.	Wednesday	Selection Examination for 3 <sup>rd</sup> year Students begins
25.	Thursday	
26.	Friday	
27.	Saturday	
28.	Sunday	

## MARCH- 2021

1.	Monday	
2.	Tuesday	
3.	Wednesday	
4.	Thursday	
5.	Friday	
6.	Saturday	Graduation Day
7.	Sunday	College Day
8.	Monday	
9.	Tuesday	Study Leave for 3 <sup>rd</sup> year students begins
10.	Wednesday	
11.	Thursday	Mahashivratri(H)
12.	Friday	
13.	Saturday	
14.	Sunday	
15.	Monday	
16.	Tuesday	
17.	Wednesday	
18.	Thursday	
19.	Friday	Feast of St. Joseph (H)
20.	Saturday	
21.	Sunday	
22.	Monday	
23.	Tuesday	
24.	Wednesday	
25.	Thursday	
26.	Friday	
27.	Saturday	Holi(H)
28.	Sunday	
29.	Monday	
30.	Tuesday	
31.	Wednesday	

## APRIL- 2021

1.	Thursday	Maundy Thursday(H)
2.	Friday	Good Friday(H)
3.	Saturday	Easter Saturday(H)
4.	Sunday	
5.	Monday	
6.	Tuesday	
7.	Wednesday	
8.	Thursday	
9.	Friday	
10.	Saturday	
11.	Sunday	
12.	Monday	
13.	Tuesday	
14.	Wednesday	Birthday of Dr. B.R. Ambedkar(H)
15.	Thursday	Bengali New Year(H)
16.	Friday	
17.	Saturday	
18.	Sunday	
19.	Monday	
20.	Tuesday	
21.	Wednesday	
22.	Thursday	
23.	Friday	
24.	Saturday	
25.	Sunday	
26.	Monday	
27.	Tuesday	
28.	Wednesday	
29.	Thursday	
30.	Friday	

1.	Saturday	May Day (H)
2.	Sunday	
3.	Monday	
4.	Tuesday	
5.	Wednesday	
6.	Thursday	
7.	Friday	
8.	Saturday	Tagore's Birthday (H)
9.	Sunday	
10.	Monday	
11.	Tuesday	
12.	Wednesday	
13.	Thursday	
14.	Friday	
15.	Saturday	
16.	Sunday	
17.	Monday	
18.	Tuesday	
19.	Wednesday	
20.	Thursday	Internal Exams for 2 <sup>nd</sup> and 4 <sup>th</sup> and 6 <sup>th</sup> Semester begin
21.	Friday	
22.	Saturday	
23.	Sunday	
24.	Monday	
25.	Tuesday	
26.	Wednesday	
27.	Thursday	
28.	Friday	
29.	Saturday	
30.	Sunday	Study Leave for 2 <sup>nd</sup> ,4 <sup>th</sup> and 6 <sup>th</sup> Semester students
31.	Monday	

## JUNE-2021

1.	Tuesday	
2.	Wednesday	
3.	Thursday	
4.	Friday	
5.	Saturday	World Environment Day
6.	Sunday	
7.	Monday	
8.	Tuesday	
9.	Wednesday	
10.	Thursday	
11.	Friday	
12.	Saturday	
13.	Sunday	
14.	Monday	
15.	Tuesday	
16.	Wednesday	
17.	Thursday	
18.	Friday	
19.	Saturday	
20.	Sunday	
21.	Monday	International Yoga Day
22.	Tuesday	
23.	Wednesday	
24.	Thursday	
25.	Friday	
26.	Saturday	
27.	Sunday	
28.	Monday	
29.	Tuesday	
30.	Wednesday	

## LEAVE RECORD

Leave up to three days requires Vice-Principal's signature; leave for more than three days requires Principal's signature.

_			
Name :			
Class :	Roll No.:	_	
Date	Reason & duration of leave	Signature of Parent/Guardian	Signature of Principal/V.Principal
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	Parent/Guardian	Principal/V.Principal
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## LEAVE RECORD FOR PARTICIPANTS IN COLLEGE ACTIVITIES

Name :			
Class :	Roll No.:	_	
Date	Name of College activity	Signature of Coordinator	Signature of Dean/Principal

## **Books Read**

Author's Name	Title	Date



St. Joseph's Chorus

Hurrah! Hurrah! Hurrah!
Hurrah to the home in the mountains
Hurrah for the monarchs of the snow
For the land of the forest and fountains
And the torrents that ever flow.

<u>Chorus</u>: Toil up for the valleys below Lift your heart to the breeze and the glow And our home on the hill Here's a cheer for it still.

As onward through life we go From the sweltering South and the islands From the plains where the hot winds blow We have met in the heart of the high lands.

> At fair India's gates of snow Here's a hand to a faltering brother Here's a lift for the lame and the slow And we'll stand friends like friends to each other As onwards through life we go.