



College with a Difference

NORTH BENGAL ST. XAVIER'S COLLEGE

A Co-Educational Catholic Minority College
A Jesuit Institution

Affiliated to the University of North Bengal
Included under 2(f) and 12(B) of UGC Act 1956

Accredited by NAAC with B+ (1st Cycle)

RAJGANJ CAMPUS

P.B. No. 1,
Rajganj-735134
Dist : Jalpaiguri,
West Bengal

Phone- 98008 66547
96793 23924

SILIGURI CAMPUS

Upper Road, Gurung Busty,
Siliguri, P.O-Pradhan Nagar
Dist- Darjeeling,
West Bengal

Phone-0353-2512703

College Diary

Academic Year 2023–24

Email: principal@nbxc.org | Website: www.nbxc.org

Saint Francis Xavier

(1506-1552)

Patron of our College

Born in a noble family as Francisco Javier (in Spanish) or Francis Xavier (in English) at a place called Javier in the Kingdom of Navarre (in present-day Spain), he was a companion of Ignatius of Loyola and one of the first seven Jesuits who started the international Catholic men's congregation called Society of Jesus (Jesuit Order). After having acquired Master's Degree from the University of Paris, he led an extensive mission from 1534 into Asia, mainly in the Portuguese Empire of the time and was influential in evangelization work, most notably in India but even beyond in Japan, Borneo, Malacca, Macau and the Maluku Islands. In his attempt to extend his missionary preaching to mainland China, he died on Shangchuan Island in 1552. His incorrupt body was brought to Goa and his non-composing state of body remains even after 450 years and is kept in Silver Casket at Bom Jesus, Goa. He is credited with establishing St. Paul's College (in Old Goa), the first Jesuit College in India in 1542.

COLLEGE PRAYER SONG

I am carrying you on my eagle's wings
I am leading you on eternal springs (refrain)
Lord, my life is filled with peace and love divine;
By your countless blessings, everyday does shine;
Cradled like child, I am safe within your arms;
Guarded I'm and fearless, from life's every harm.
I am carrying you on my eagle's wings
I am leading you on eternal springs (refrain)
Failures and successes cross my life's long way;
From all devious turnings, keep me straight I pray;
Like a wayward child, I am fickle, proud and vain;
From you when I stray, bring me back again.
I am carrying you on my eagle's wings
I am leading you on eternal springs (refrain)
Months and years of college, they keep passing by;
Helping to achieve the goals before me lie;
Wisdom sure and clear, to light up darkest ways;
Values steer safe life's bark, midst all stormy days
I am carrying you on my eagle's wings
I am leading you on eternal springs (refrain)

Text of music by:

Fr. Arthur Rasquinha, S. J

North Bengal St. Xavier's College

Academic Calendar 2021-22

Students Details

Name:

Stream:

Subject: Honours/ Programme

Semester:

Roll No:

Parent's Name:


Address:

.....

Phone No:

Passport
size
photo

Principal's Signature with Stamp



*Prayer of
St. Ignatius Loyola*

Teach us, Lord,
To serve you as you deserve
To give and not to count the cost
To fight and not to head the wounds
To toil and not to seek for rest
To labour and not to ask for any reward
Serve that of knowing
That we do your will, Amen

SOCIETY OF JESUS (THE JESUITS)

The Society of Jesus, a Christian Religious Order founded by St. Ignatius of Loyola in 1540, has been active in the field of education throughout the world since its origin. The Society is responsible for 1865 Educational Institutions in 65 countries. These Institutions engage the efforts of approximately 98,500 teachers. They educate approximately 1,800,000 students. Rev. Fr. Arturo Sosa Abascal is the present Superior General of the Jesuits.

In India, the Society of Jesus is responsible for 388 Schools, 68 Colleges, 14 Technical Institutes, 22 Business Administration/Management Institutes, 13 B.Ed. colleges, 1 St. Joseph's University, 2 Xavier Universities, 1 Law College and 1 Engineering & Technology College with approximately 8,500 teachers educating 3,50,000 students belonging to every social class, community and linguistic group.

The Jesuit College aims at the personal integral formation of youth. To accomplish this, special efforts are made:

- ❖ to help the students to become mature, spiritually-oriented men and women of character
- ❖ to encourage them continuously to strive after excellence in every field
- ❖ to value and judiciously use their freedom
- ❖ to be clear and firm on principles and courageous in action
- ❖ to be unselfish in the service of humanity
- ❖ to become agents of needed social change in their country

The Jesuit College, thus, aims at making its own contribution towards a transformation of the present-day social condition so that principles of social justice, equality of opportunities, genuine freedom, respect for moral and religious values, enshrined in the Constitutions of India, may prevail, and the possibility of living a fully human life may be open before all.

The Jesuit tradition of education in India began in 1542 when St. Francis Xavier, one of the first members of the Society of Jesus, reached Goa and started 1st Jesuit College named St. Paul's College. It is in his memory, and under his holy patronage, that **North Bengal St. Xavier's College (NBSXC)** was established in 2007. After holding the first session in Matigara as a temporary arrangement, the college moved to Rajganj in Jalpaiguri District in 2008. In July 2016, the college expanded to establish its Siliguri Campus offering BBA & B.Com courses there.

Brief History of North Bengal St. Xavier's College

North Bengal St. Xavier's College (NBSXC) is a Christian Minority Institution established in 2007 by the Darjeeling Jesuits of North Bengal with permanent affiliation to the University of North Bengal. Through its twin campuses in Rajganj and Siliguri, NBSXC offers undergraduate courses in Arts, Science, Commerce and Business Administration. It also offers UGC-affiliated career-oriented courses. The community college section of North Bengal St. Xavier's College also gives skill training to the marginalized and the underprivileged groups of our society. The college's 32 acres green campus has well-equipped classrooms with digital projection and audio-visual facility, modern laboratories, well-stocked seminar, and central libraries, boys' and girls' hostels, a large auditorium and seminar hall, big sports ground, canteen and cafeteria. A range of student support services is also available across the college to provide course advice, counseling services, and career planning and study options. In the last 12 batches, 15 of our students emerged University Toppers with 8 gold medals and 7 silver medals. In 2020, **NAAC accredited the college with B+ (1st cycle)**. The uniqueness of North Bengal St. Xavier's College, however, is to be found not in concrete structures but in its care for the holistic development of its students. The ultimate mission of North Bengal St. Xavier's College is to contribute in a social transformation so that justice, equality of opportunity, genuine freedom and respect for the values enshrined in the Constitutions of India may prevail, and the possibility of living a fully human life may be open before all. Through highs and lows, rain and sunshine, the college continues to uphold the motto **Gyan Vigyan Vimuktaye** — Knowledge and Wisdom Liberate as a pledge to strive for dispelling the darkness of ignorance from within the individual and from society at large.

Vision

Inspired by the Gospel values and Ignatian ideals, North Bengal St Xavier's College (NBSXC), Rajganj-Siliguri Campus, strives to be at the forefront of higher education by promoting academic excellence and creating a just and humane society.

Mission

In line with the Jesuit tradition of education, we at NBSXC are committed to:

- Create and nurture a dynamic, intellectual, and reflective community that generates knowledge and promotes excellence.
- Prepare students, teachers, researchers and other professionals who become responsible leaders committed to social justice.
- Serve the regional and national educational communities regardless of race, religion and ethnicity through integral formation of personality and affective maturity.
- To form excellent leaders for service of humanity and transformation of the society and nation building.

Core Values

- *Nurturing academic excellence with integrity.*
- *Creating an inclusive educational environment and culture for teaching- learning.*
- *Facilitating an atmosphere for creative learners and critical thinkers in the campus.*
- *Promoting intellectual depth through scholarly research by collaborating with other institutions of higher learning.*
- *Accompanying and caring for every student and staff in their personal growth.*
- *Fostering a spirit of unity, equity, and social justice among our academic community and other stakeholders.*



NATIONAL ANTHEM

Jana-gana-mana adhinayaka jaya he

Bharata-bhagya-vidhata !

Punjab Sindhu Gujarat Maratha

Dravida Utkala Banga

Vindhya Himachala Yamuna Ganga

Uccala jaladhi-taranga

Tava shubha name jage,

Tava shubha ashisa mage,

Gahe tava jaya-gatha.

Jana-gana-mangala-dayaka jaya he

Bharatha bhagya-vidhata !

Jaya he, jaya he, jaya he,

Jaya jaya jaya jaya he.



≈ FOUNDER BODY ≈

Darjeeling Jesuits of North Bengal (DJNB)

President of Founder Body:

Fr. John Wilfred Lobo, S.J

≈ GOVERNING BODY ≈

President : **Fr. Wilfred Lobo S.J**

Jesuit Provincial

Vice President : **Fr. John Kennedy Susai, S.J.**

Jesuit Superior

Secretary : **Fr. Dr. Lalit.P. Tirkey S.J**

Principal, NBSXC

Members : **Rt. Rev. Clement Tirkey**

Bishop of Jalpaiguri Diocese

Rt. Rev. Vincent Aind

Bishop of Bagdogra Diocese

Fr. Donatus Kujur S.J

Principal,

St. Joseph College, Darjeeling

Dr. Zinia Mitra

University Nominee

Fr. Bijay Kirti Kindo, S.J

Vice Principal, NBSXC

Dr. Padam Nepal

Associate Professor,

St. Joseph College, Darjeeling

Dr. Sourish Das Gupta

Teachers' Representative, NBSXC

Dr. Pavanbir Kaur

Teachers' Representative, NBSXC

≈ COLLEGE ADMINISTRATION ≈

1. **Fr. John Kennedy Susai,S.J.** : Jesuit Superior
2. **Fr. Dr. Lalit P. Tirkey, S.J** : Principal/
GB Secretary
3. **Dr. Sourish Das Gupta** : Vice Principal
(Academics)
4. **Fr. Bijay Kirti Kindo, S.J** : Vice Principal
(Administration)
& Estate Manager
5. **Fr. Sanjiv Lakra,S.J.** : Vice-Principal
(Siliguri Campus)
6. **Ms. Nitya Rai** : Dean of Students
7. **Fr. Deven Damien Yonzon, S.J** : Bursar/Treasurer
8. **Dr. Bipranh Kr. Tiwary** : IQAC,
9. **Dr. Pavanbir Kaur** : Teachers'
Representative

≈ TEACHERS' COUNCIL ≈

1. **Fr. Dr. Lalit P. Tirkey, S.J** : President
2. **Dr. Tamal Mazumder** : Secretary
3. **Mr. Prasun Banerjee** : Asst. Secretary
4. **Mr. Baidurya Biswas** : Treasurer

≈ ACADEMIC COUNCIL ≈

Principal
Vice Principal, Academics
Vice Principal, Administration
Vice Principal, Siliguri Campus
Teachers' Council Secretary
Dean of Students
IQAC Coordinator
Mr. Prasun Banerjee (Senior Faculty Member, Arts)
Dr. Chandrani Choudhuri (Senior Faculty Member, Science)
Dr. Sanjukta Mitra (Senior Faculty Member, Commerce)

- **Principal**
Fr. Dr. Lalit.P. Tirkey S.J., B.Ed, M.NRM, Ph.D

Faculty

- **Department of English:**
 1. Mr. Soumyadip Ghosh, M.A (HOD)
 2. Mr. Prasun Banerjee, M.A
 3. Dr. Pavanbir Kaur, M.A, Ph.D
 4. Mr. Rajarshi Bagchi, M.A
 5. Mr. Subham Mandal, M.A
- **Department of Sociology:**
 1. Ms. Persis Mukhia, M.A., Ph.D. (HOD)
 2. Dr. Aparna Chatterjee, M.A, M. Phil, Ph.D
 3. Ms. Karma Diki Bhutia, M. A.
 4. Fr. John Kennedy Susai, S.J., M.A.
- **Department of Geography:**
 1. Dr. Subrata Roy, M.Sc. B.Ed, Ph.D (HOD)
 2. Dr. Soumya Mitra, M.A, B.Ed., Ph.D
 3. Dr. Baidurya Biswas, M.Sc. B.Ed, Ph.D.
 4. Ms. Rosemary Subba, M.A
- **Department of History:**
 1. Mr. Samar Chakraborty, M.A (HOD)
 2. Ms. Sumita Roy Choudhury, M.A
 3. Mr. Pratik Thapa, M.A, B.Ed.
- **Department of Political Science:**
 1. Mr. Saikat Roy, M.A, M.Phil, Ph.D (HOD)
 2. Ms. Ambika Chettri, M.A, M.Phil.
 3. Ms. Thinley Choden Bhutia, M.A
 4. Mr. Rajyavishek Pradhan, M.A.

Department of Zoology:

1. Ms. Ananya Das, M.Sc. (HOD)
2. Dr. Tamal Mazumder, M.Sc., Ph.D.
3. Ms. Priyanka Chakraborty, M.Sc., B.Ed.
4. Dr. Tanmay Mukhopadhyay, M.Sc., Ph.D.

• **Department of Microbiology:**

1. Dr. Bipranch Kr. Tiwary, M.Sc., B.Ed., Ph.D, (HOD)
2. Ms. Nitya Rai, M.Sc.
3. Ms. Barsha Dey, M.Sc.
4. Dr. Deepika Mazumdar, M.Sc., B.Ed., Ph.D.

• **Department of Botany:**

1. Dr. Chandrani Choudhuri, M.Sc., B.Ed, Ph.D. (HOD)
2. Dr. Sourish Das Gupta, M.Sc., Ph.D., PostDoc (CSIR)
3. Dr. Payel Paul, M.Sc., Ph.D.
4. Mr. Subash Kumar Gupta, M.Sc., B.Ed

• **Department of Computer Science/ Applications (BCA):**

1. Ms. Payel Saha, M.Sc. B.Ed (HOD)
2. Mr. Partha Sarathi Dutta, MCA
3. Mr. Kamal K. Prasad, M.Sc
4. Mr. Rajib Das Bhagat, M.Tech

• **Department of Commerce & Management/
Business Administration:**

1. Mr. Sagar Sharma, M.Com, B. Ed.
HOD- Commerce (Rajganj Campus)
2. Mr. Khiraj Chhetri, MBA, M.Com, M.Phil
(HOD - BBA)
3. Dr. Asim Mitra, MBA, M.Phil, Ph.D
HOD- Commerce (Siliguri Campus)
4. Ms. Sanjukta Mitra, M. Com, B. Ed.
5. Sekh Raunak Mondal, MBA
6. Mr. Rajib Lakra, M.Com.

7. Ms. Priyanka Agarwal, M.Com, CA
8. Ms. Sanjeevni Mishra, M.Com.
9. Mr. Ashish Moktan, M.A. (Economics)
10. Fr. Deven D. Yonzon S.J., M.Com, B. Ed,
(M.A in Philosophy)

Courses Converted into Major Courses

- **Education Major**
Ms. Payel Dey, M.A., B.Ed. (Coordinator)
- **Psychology:**
Ms. Anuja Tamang, M. A.(Coordinator)
Fr. John Kennedy Susai, S. J., M.A.
- **Mathematics:**
Mr. Tushar Das, M.Sc. (Coordinator)
Ms. Swarnali Dutta, M.Sc (Part-Timer)
- **Physics:**
Ms.ShreyaMajumdar,M.Sc. (Coordinator)
Fr. Bijay Kirti Kindo S.J., M.Sc. M.Phil., B.Ed.

Courses taught as Elective/Minor Subjects

- Chemistry:**
Dr. Jackson Gurung, M.Sc., Ph.D.
- **Bengali:**
Dr. Haimanti Barman, M.A., B.Ed., Ph.D (Part-Timer)
- **Environmental Science / Education:**
Dr. Baidurya Biswas
Ms. Shreya Majumdar
Dr. Jackson Gurung
- **Sports:**
Mr. Sambhu Saha

SPECIAL COURSES / CERTIFICATE/DIPLOMA COURSES

1. **Indira Gandhi National Open University (IGNOU):**
Dr. Tamal Mazumder (Coordinator)
Dr. Sourish Das Gupta (Asst. Coordinator)
Fr. Bijay Kirti Kindo S.J. (Asst. Coordinator)
2. **Career Oriented Programme (COP)**
Mr. Kamal K. Prasad
3. **Communicative English:**
Dr. Pavanbir Kaur
4. **Certificate Prog. On Tally & G.S.T :**
Dr Asim Mitra

~ STUDENT SUPPORT SYSTEM ~

Value Education :

Ms. Ambika Chettri (Coordinator)
Ms. Payel Dey

Religious Knowledge :

Fr. Bijay Kirti Kindo S.J. (Coordinator)
Fr. Lalit P. Tirkey S.J.
Fr. John Kenedy Susai, S.J.

Student Counsellor :

Dr. Pavanbir Kaur,
Ms. Persis Mukhia
Ms. Anuja Tamang
Fr. John Kenedy Susai, S.J.

Discipline :

Ms. Nitya Rai (Coordinator)

Fr. Bijay Kirti Kindo, S.J

Mrs. Sanjukta Mitra

Dr. Tamal Mazumdar

Mr. Subrata Roy

Ms. Priyanka Chakraborty

Mr. Saikat Roy

Mr. Soumyadip Ghosh

Fr. Deven Damien Yonzon, S.J

Anti-ragging :

Ms. Nitya Rai (Mobile No- 9733153495)

Life Coaching & Wellness:

Dr. Pavanbir Kaur

Ms. Persis Mukhia

Mr. Subham Mandal

Mr. Rajiv Lakra

Ms. Anuja Tamang

International / Public Relations Officer :

Mr. Prasun Banerjee

Govt. Scholarship Nodal officers:

Mr. Ayan Sarkar (Rajganj campus)

Mr. Sekh Raunak Mandal (Siliguri campus)

OFFICE STAFF

1. Ms. Mitali S. Mazumdar (M.A, B.Ed., DSA) : Secretary to Principal
2. Ms. Saswati Dutta (M.L.I.S.) : Librarian
3. Ms. Binita Sharma (B.Sc., B. Ed) : Academic
4. Mr. Mrinmoy Bhowmik (B.A., DTA) : Accounts

5. Mr. Ayan Sarkar (B.A, Diploma in 3D Animation & Visual Effects) : Accounts
6. Mr. Subhamay Sanyal (B.A, B.Ed. Diploma in Comp. App.) : Exam Cell

OTHER NON-TEACHING STAFF

7. Ms. Roseline Ekka : Library Clerk
8. Md. Abdul Sattar : Library Assistant
9. Mr. Ayan De : Lab Attendant (Zoology)
10. Mr. Sanjoy Kumar Shah : Lab Attendant (Botany)
11. Mr. Rana Modak : Lab Attendant (Chemistry)
12. Mr. Bhupati Mandol : Lab Attendant (Microbiology)
13. Mr. Anup Kumar Roy : Lab Attendant (Geography)
14. Mr. Gopal Singh : Maintenance/Electrician
15. Mr. William Oraon : Peon
16. Mr. Abinash Roy : Peon
17. Mr. Binod Sharma : Driver
18. Mr. Manoj Dey : Driver
19. Mr. Sambhu Sarkar : Conservancy
20. Md. Dildar : Conservancy
21. Mr. Anand Oraon : Conservancy
22. Ms. Gita Hela : Conservancy
23. Ms. Rashi Sawasi : Conservancy
23. Lutfar Rahman : Security Guard
24. Mr. Pradip Roy : Security Guard
25. Md. Mumtaj Ali : Security Guard
26. Mr. Remil Lakra : Security Guard
27. Abdul Gaffur : Security Guard
28. Mansur Ali : Security Guard

SILIGURI CAMPUS

Fr. Sanjiv Lakra S. J. : Vice-Principal

Ms. Susma Minz : Librarian

Ms. Nilima Kujur: Office Clerk

Mr. Issac Lakra: Peon/caretaker

Committees/Clubs/Cells Constituted at
North Bengal St. Xavier's College
for the Academic Year: 2023-2024

Principal is the Chairman/ President
of all Committees/ Clubs / Cells/ Association

«« Name of the Committees and the Members »»

• **Internal Quality Assurance Cell (IQAC)**

Coordinator: Dr. Bipranch Kumar Tiwary
Members: Dr. Sourish Das Gupta
Fr. Bijay Kirti Kindo, S.J.
Dr. Asim Mitra
Dr. Aparna Chatterjee
Dr. Tamal Mazumder
Dr. Chandrani Choudhuri
Mrs. Nitya Rai
Mr. Partha Sarathi Dutta
Ms. Priyanka Chakraborty
Dr. Pavanbir Kaur
Dr. Anoop Kumar
(Head, Dept. of Biotechnology,
NBU)
Ms. Koushani Mandal, Alumni
(Asst. Prof., Dept. of English, NBU)
President, Students' Council

• **Women's cell**

Convener: Dr. Deepika Mazumdar
Members: Dr. Sanyukta Moitra
(Asst. Prof., law college)
Dr. Persis Mukhia
Ms. Thinlay C. Bhutia
Mrs. Mitali Singha Mazumdar

Dr. Payel Paul
Dr. Tanmay Mukherjee
Ms. Payel Dey
Ms. Priyanka Agarwal
Mr. Rajiv Das Bhagat
Mr. Rajarshi Bagchi
Student Representatives

• **Grievance and Redressal Cell**

Convener: Ms. Priyanka Chakraborty
Members: Dr. Sanyukta Moitra
(Asst. Prof., law college)
Ms. Nitya Rai
Fr. Sanjiv Lakra, S.J.
Mr. Partha Sarathi Dutta
Mr. Sagar Sharma
Mrs. Mitali Singha Mazumdar
Student Representatives

• **Internal Complaint Cell**

Convener: Fr. Bijay Kirti Kindo, S.J.
Members: Ms. Nitya Rai
Dr. Sourish Das Gupta
Fr. Sanjiv Lakra, S.J.
Fr. Deven Damien Yonzon, S. J.

• **Career and placement Cell**

Convener: Sk. Rounak Mondal
Members: Dr. Asim Mitra
Dr. Bipranch Kumar Tiwary
Ms. Thinlay C. Bhutia
Mr. Rajib Das Bhagat

• **Admission Committee**

Convener:

Fr. Bijay Kirti Kindo, S.J.

Members:

Dr. Sourish Das Gupta

Dr, Asim Mitra

Dr. Tamal Mazumder

Dr. Bipranch Kumar Tiwary

Dr. Subrata Roy

Mr. Soumyadip Ghosh

Dr. Saikat Roy

Ms. Payel Saha

Fr. Sanjiv Lakra, S.J.

Mr. Ayan Sarkar

Ms. Binita Sharma

• **Examination Committee**

Convener:

Dr. Sourish Das Gupta

Co-Convener:

Mr. Soumyadip Ghosh

Members:

Fr. Bijay Kirti Kindo, S.J.

Dr. Aparna Chatterjee

Dr. Asim Mitra

Dr. Tamal Mazumder

Dr. Bipranch Kumar Tiwary

Dr. Subrata Roy

Mr. Sagar Sharma

Ms. Shreya Majumder

Mr. Tushar Das

Ms. Payel Saha

Mr. Subhamay Sanyal

Mrs. Binita Sharma

• **Games and Sports Committee**

Convener:

Mr. Tushar Das

Co-Convener:

Mr. Sambhu Saha

Members:

Fr. Deven D. Yonzon, S.J.

Dr. Tamal Mazumder

Dr. Aparna Chatterjee

Dr. Subrata Roy

Ms. Nitya Rai

Ms. Shreya Mazumder

Dr. Jackson Gurung

Ms. Barsha Dey

Mr. Subash Kumar Gupta

Dr. Tanmay Mukherjee

Mr. Rajyavishek Pradhan

Mr. Subhamoy Sanyal

Mr. Mrinmoy Bhowmik

Student Representatives

• **Library Committee**

Convener:

Fr. John Kenedy Susai, S.J.

Members:

Ms. Saswati Dutta (Librarian)

Dr. Sourish Das Gupta

Dr. Aparna Chatterjee

Dr. Bipranch Kumar Tiwary

Dr. Subrata Roy

Mr. Kamal K. Prasad

Mr. Khiraj Chhetri

Student representatives

• **Cultural Committee**

Convener:

Ms. Shreya Majumdar

(Rajganj Campus)

Ms. Priyanka Agarwal

(Siliguri Campus)

Members:

Dr. Soumya Mitra

Dr. Saikat Roy

Mr. Tushar Das

Ms. Payel Saha

Ms. Priyanka Chakraborty

Ms. Nitya Rai

Ms. Rosemary Subba
Ms. Barsha Dey
Mr. Subham Mandal
Dr. Haimanti Barman
Mr. Ashish Moktan
Mrs. Mitali Singha Majumdar
Mr. Ayan Sarkar
Student representatives

• **Nature Club**

Convener:

Members:

Ms. Barsha Dey
Dr. Chandrani Choudhuri
Ms. Ananya Das
Ms. Rosemary Subba
Mr. Rajarshi Bagchi
Ms. Karma Diki Bhutia
Ms. Anuja Tamang
Ms. Swarnali Dutta
Ms. Sanjeevni Mishra
Mr. Rajyavishek Pradhan
Student members

• **National Service Scheme (NSS)**

Programme Officer:

Members:

Ms. Payel Dey
Dr. Baidurya Biswas
Ms. Sanjukta Mitra
Dr. Pavanbirkaur
Dr. Payel Paul
Mr. Subham Mandal
Ms. Anuja Tamang
Dr. Deepika Majumder
Dr. Tanmay Mukherjee
Ms. Priyanka Agarwal
Mr. Ashish Moktan
Mrs. Mitali Singha Mazumdar

Mr. Ayan Sarkar
Student members

• **Social Service Cell**

Convener:

Members:

Ms. Sumita Roy Choudhury
Dr. Soumya Mitra
Dr. Payel Paul
Ms. Ananya Das
Ms. Karma Diki Bhutia
Ms. Anuja Tamang
Mr. Pratik Thapa
Mr. Ayan Sarkar
Student members

• **All India Catholic University Federation (AICUF)**

Convener:

Members:

Fr. Bijay Kirti Kindo, S.J.
Dr. Pavanbir Kaur
Mr. Rajib Lakra

• **Quiz and Debate Club**

Convener:

Members:

Mr. Subham Mandal
Ms. Payel Saha
Mr. Soumyadip Ghosh
Dr. Tamal Mazumder
Dr. Deepika Mazumdar
Ms. Ambica Chhetri
Mr. Rajyavishek Pradhan
Student representatives

• **Music Club**

Convener:

Members:

Ms. Rosemary Subba
Mr. Subham Mandal
Dr. Haimanti Barman
Ms. Ambika Chhetri
Dr. Deepika Mazumder

Ms. Thinlay C. Bhutia
Mr. Khiraj Chhetri
Ms. Mitali Singha Mazumder
Student members

- **Alumni Association**

President: Fr. Dr. Lalit P Tirkey S.J.
Vice President: Ms. Priyanka Karmakar
Secretary: Mr. Anirban Modak
Asst. Secretary: Mr. Nikhil Agarwal
Treasurer: Mr. Luv Agarwal
Editor: Ms. Maria Nandy
Teacher Members: Dr. Aparna Chatterjee
(Convener)
Dr. Asim Mitra (Co-Convener)
Dr. Tamal Mazumder
Dr. Soumya Mitra
Ms. Ananya Das
Ms. Karma D. Bhutia

- **Research, Documentation and Publicity**

Research and Publication Cell

Convener: Dr. Tamal Mazumder
Members: Dr. Soumya Mitra
Dr. Saikat Roy
Mr. Sagar Sharma
Ms. Payel Saha
Dr. Deepika Mazumder
Mr. Khiraj Chhetri

- **sResearch Core Committee:**

Dr. Asim Mitra
Dr. Aparna Chatterjee
Dr. Bipranch Kumar Tiwary
Dr. Tamal Mazumder

- **College Magazine**

Chief Editor: Mr. Rajarshi Bagchi
Editorial Board Members:

Dr. Aparna Chatterjee
Mr. Soumyadip Ghosh
Mr. Subham Mandal
Ms. Ananya Das
Ms. Shreya Majumder
Ms. Karma Diki Bhutia
Student representatives

- **Prospectus**

Fr. Bijay Kirti Kindo, S.J.
Mr. Rajarshi Bagchi
Mr. Soumyadip Ghosh
Mr. Prasun Banerjee

- **College Diary:**

Dr. Sourish Das Gupta
Dr. Bipranch Kumar Tiwary
Fr. Sanjiv Lakra, S.J.

- **College Website & Social Media:**

Fr. Bijay Kirti Kindo, S.J.
Ms. Payel Saha
Mr. Rajib Das Bhagat

- **College Calendar:**

Ms. Shreya Majumder
Ms. Payel Saha

Student Council members will be mentioned and Student Representatives will be incorporated in the Committees/Clubs/Cells once the new academic session begins. Interested students can contact respective conveners/coordinators.

Rules & Regulations

1. ATTENDANCE

- To appear for the University Examinations a student requires a minimum of 75% attendance (calculated on the basis of total number of all classes given and the number of classes actually attended by a student).
- The College expects the students to maintain maximum attendance, not just the minimum 75% required by University rules.
- Those who absent themselves without prior permission from the HODs or Vice-Principal (Administration) are not allowed to attend classes till they meet the principal, explain the reasons for absence, pay a fine and obtain an absentee slip.
- At the end of every month up-to-date lists giving attendance of each student will be displayed on the College Notice Board, and those with low attendance will be called for counseling by the Vice-Principal and/or Counselors.



This
Campus is
under CCTV
Surveillance

MATTER OF DISCIPLINE & PROCEDURE

- During class hours those students who are free must not gather in groups in classrooms and corridors, and indulge in loud conversations which shall cause disturbance and inconvenience to others.
- All forms of ragging shall be considered antisocial and criminal acts inviting rustication and legal proceedings.
- Students are asked to keep with them at all times their student ID cards issued by the college and show the cards to staff members and college security guards as and when required.
- Students are strictly forbidden from bringing outsiders into the campus without the written permission of the Principal.

- Non-compliance with the rules and regulations of the Colleges, all forms of unruly behavior, defiance and disrespect to teachers and staff, defacing and destroying college property, behavior and activities that goes against the spirit of the college and tarnish its image shall be referred to the college Discipline Committee for appropriate disciplinary action against the errant students.

3. PAYMENT OF FEES

All the fees are to be paid by DD or NEFT or cash payment through bank. Except Bus and Hostel fees, all other fees of the college may be paid at the office counter by Credit and Debit Cards. Student can pay their fees in any one of the following banks in their locality.

Account Name- **North Bengal St. Xavier's College**

BANKS	BRANCH	ACCOUNT NUMBER	IFSC
Federal Bank	Siliguri	14380 10010 4967	FDRL 0001438
UBI Bank	Fatapukur	10820 1011 3731	UCBA 0000210

BANK	PAYMENT FOR	BRANCH	ACCOUNT NUMBER	IFSC
Federal Bank	Hostel Fees	Siliguri	14380 10010 5022	FDRL 0001438
Federal Bank	Bus Fees	Siliguri	14380 10010 7697	FDRL 0001438

Note: Fee Payment for 2nd & 3rd Years: 1st Installment (by 7 August), 2nd Installment (by 7 December) and 3rd Installment (by 7 April) & for 1st Year payment date will be announced separately.

If you want to pay through any bank other than Federal Bank just strike off the Federal Bank and its account number and write the other' Bank name and account number on the top of your fee book. If you do not deposit through your fee book it might go as cash deposited without your name.

Xavier Hostellers may write Hostel Fee in the same fee book or get it stamped in the college accounts office and deposit to the bank to make sure that paid amount goes to your account.

- The last dates for payment of fee instalments are mentioned in the College Calendar.
- Students and parents are requested to take note of these dates and pay the fees well in advance through bank / cheque.
- Those students with genuine reasons for delayed payment of fees must meet the Principal with letters from their parents and obtain his permission.
- Those who fail to pay the fees by the last dates without prior permission are required to clear the fees along with a fine of Rs. 50/- per day of delay.

Please Note: Considering the financial difficulties face by many families, from academic session 2021-22 the College tuition fee may be paid in three installments (check the dates with accounts office and College Diary) instead of payment per semester.

4. DRESS CODE & UNIFORM

It is recommended that students come to College in simple and unostentatious dress suitable for an academic environment. On Class days students are expected to dress keeping in mind the rich Indian culture and the public expectations from students who belong to educational institutes of repute in India, particularly the Xaverian fraternity of Jesuit institutions. The following specific guidelines are to be observed:

- a) Any kind of captions or writings on Shirts/T-shirts/Tops, etc. are prohibited.
- b) Sleeveless dresses are prohibited.
- c) Only full length trousers are allowed.

- d) Only ankle length skirts are allowed.
- e) For boys, earrings, or ear/chin/nose/lip/eye brow studs, head bands and wrist bands are strictly prohibited.
- f) Wearing caps and sun glasses and sun glasses inside the College buildings is prohibited.
- g) For BBA students, the prescribed uniform is mandatory for daily Class attendance except on Saturday.
- h) On every Monday & Tuesday and on special occasions, students are expected to wear the College uniform. Access to such occasions is only for those who wear the College uniform. On every Wednesday and Thursday, students will wear college T-shirt. On every Friday and Saturday, students may come wearing decent casual dress.

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

5. USE OF CELL PHONES

- a) Using cell phones within the campus to record voices, lectures, conversations, photos of others, etc and to play loud music shall be considered serious abuses and shall invite disciplinary action.
- b) Within the College Campus cell phones shall be used only for brief, urgent conversations.
- c) Within the College buildings cell phones must be kept in silent mode.
- d) No one is to use phones in classroom for making / receiving calls.

Hostel and Hostel Rules

College has two hostels - **Xavier Hostel**
(for boys only)
and, **Holy Cross Hostel**
(for girls only)

Hostel for Boys and Girls

Xavier Hostel (for Boys) and Holy Cross/St Anne's Hostel (for Girls) are open to all the students of this college. Candidates who need hostel accommodation must obtain a separate Application Form (available at hostel office or college office for Xavier Hostel) after having completed college admission process and submit to the hostel directors of concerned hostels. Information related to hostel and hostel fees are given in the prospectus and available in the hostel.

Hostel Rule

1. All the hostellers are held responsible to the Principal for their conduct in Xavier Hostel and in public. The Hostel Director/Warden is the immediate hostel-in-charge. He is assisted by student councilors 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. Generally, hostellers are expected to be regular and on time for classes. Hostellers whose attendance is poor or who fail repeatedly in tests/internal assessments or who show persistent disinclination to study will be asked to withdraw from the hostel.
4. Serious misconduct or habitual violation of rules including being apprehended taking alcohols/drugs at multiple times will lead to initial warning and eventual expulsion from the hostel.

5. More rules will be given at the time of admission and orientation.

Please Note: There are other hostel/accommodation around the college without any control of the college authorities. However, the students residing in these hostels, too, are expected to behave like students of this college. Moreover, in emergency situation such as, outbreak of pandemic, Principal has the power to issue directive to vacate all the hostels/paying guests.



**ALL SMOKING
IS STRICTLY
PROHIBITED IN THE
CAMPUS**

HELP FOR NEEDY STUDENTS

- a) Students who are in need of financial aid should make an application in the prescribed forms which are available in the College office.
- b) Eligible candidates will be chosen by the Needy Students Financial Aid Committee.
- c) Such aid is premised on regular attendance and the sustained academic performance as well as participation in college activities of the recipients, failing which the aid shall be withdrawn.

COUNSELING & REMEDIAL PROGRAMS

- a) Counselors are available for those students who seek career and personal guidance. Career talks by outside agencies too are arranged from time to time.
- b) We discourage our students from taking outside tuition. Our Staff encourage the students to approach them with problems they may have in study matters, and special care is taken to meet the academic problems and needs of each student.

- c) Similarly, those who are weak in studies are encouraged to approach the Principal for arranging special Remedial/ Tutorial Classes in the College itself.
- d) Parents/Guardians of those students who may require special care and attention (for reasons of health, etc.) are required to inform the Principal in writing about the matter at the time of admission.

The Indira Gandhi National Open University (IGNOU) has established a regular study Centre in collaboration with NBSXC at college premises. It will provide access to high quality education through distance mode to all those who seek it irrespective of age, religion, gender etc.

IGNOU programmes have some unique features such as:

- Flexibility in terms of place and duration of study.
- Cost effectiveness to programme.
- Socially and academically relevant programmes based on students need.

IGNOU study centre at our college currently offers following degree and diploma programmes:

- Bachelor of Arts (B.A)
- Bachelor of Commerce (B. Com.)
- Bachelor of Science (B.Sc.)
- P. G Diploma in Rural Development (PGDRD)
- Diploma in Tourism Studies (DTS)
- Bachelor's Preparatory Programme (BPP)
- Masters in English, Sociology & Commerce

CURRICULAR ACTIVITIES

Students are provided ample opportunities to participate in various co-curricular activities such as sports and games, literary competitions, NSS (National Service Scheme), AICUF (All India Catholic University Federation), Social Service

Cell, Nature Club etc. Sports Days (X-uberance), Cultural Festival (X-travavaganza), Wall Magazines, College Magazine (Expressions), Departmental Seminars, Departmental Projects etc. give ample opportunities for the students to nurture their talents, leadership qualities and organizational skills.

HOLIDAYS

The College follows University of North Bengal's list of holidays for Non-Government Affiliated Colleges.

REGULATIONS RELATING TO "B.A. / B.SC. / B.COM. / B.C.A. & B.B.A." HONOURS PROGRAM AND B.A. / B.SC. / B.COM. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS]

COURSES OF STUDIES

- a) There shall be two courses of studies leading to B.A./ 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"
- b) 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

COURSE STRUCTURE

The HONOURS PROGRAM course shall 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. Each Course shall be of 75 marks each except that AECC 1(ENVS) will be of 100 Marks and AECC 2 (English/MIL Communication) will be of 50 marks.

**Credit Details of the Courses of B.A./ B.Sc./ B.Com./BCA
& BBA Honours Program under CBCS**

Sl. No.	Courses	Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	Core Course (14 Courses)	(14×4) + (14×2)	84	(14×5) + (14×1)	84
2.	Elective Courses (8 Courses)				
2	DSE ((4 Courses)	(4×4) + (4×2)	24	(4×5) + (4×1)	24
2.B	GE (4 Courses)	(4×4) + (4×2)	24	(4×5) + (4×1)	24
3.	Ability Enhancement Courses				
3.A	AECC – 1 (ENVS)	(2×1)	2	(2×1)	2
	AECC – 2 (Com. Eng./MIL)	(2×1)	2	(2×1)	2
3.B	SEC (2 Courses of 2 Credits each)	(2×2)	4	(2×2)	4
Total Credit			140		140

**Credit Details of B.A. / B.Sc. / B.Com.
Program Course under CBCS**

Sl. No.	Courses	Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	DSC Course (12 Courses)	(12×4) + (12×2)	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.)	(6×4) + (6×2)	36	(4×5) + (4×1)	24
2.B.	GE (4 Courses)	-	-	(2×5) + (2×1)	12
3.	Ability Enhancement Courses				
3.A	AECC – 1	(1×2)	2	(1×2)	2
	AECC – 2	(1×2)	2	(1×2)	2
3B.	SEC (4 Courses taking 2 courses each from chosen DSC course)	(4×2)	8	(4×2)	8
Total Credit			120		120

**Scheme for CBCS in B.A. /B.Sc. /B.Com.
/B.B.A. & B.C.A. Honours Program**

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Paper – 1	AECC-1			GE - 1 Paper 1
		Paper – 2				
	2	Paper – 3	AECC-2			GE - 1 Paper 2
		Paper – 4				
2	3	Paper – 5		SEC Paper – 1	GE - 2 Paper 1	
		Paper – 6				
		Paper – 7				
	4	Paper – 8		SEC Paper – 2	GE - 2 Paper 2	
		Paper – 9				
		Paper – 10				
3	5	Paper – 11			DSE Paper – 1	
		Paper – 12			DSE Paper – 2	
	6	Paper – 13			DSE Paper – 3	
		Paper – 14			DSE Paper – 4	

EXAMINATION & EVALUATION

Eligibility to appear in an Examination

A candidate shall be eligible for appearing at any of the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two essential conditions:

- Minimum 75% attendance of lectures delivered in all courses
- Students should appear in all internal assessments

The Evaluation of the students shall be a continuous process and shall be based on their performances in internal and the End-Semester examination.

Internal Evaluation

All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Written Class Tests, Term Papers, Reports, Seminar Presentations, Field Work or any combinations thereof, spread over the entire period of study. Student should complete at least two out of three internal assessments before appearing at the respective semester examination.

Final Evaluation

There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned. The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical).

Validity of Students Enrollments / Registration: A candidate (Honours /Program Course) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed,

A student will have, a maximum at the most, five academic years or ten semesters to complete the course

Total Marks Distribution: (except for AECC 1 and AECC 2)

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

Total Marks Distribution for AECC 1 and AECC 2

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

Qualifying Marks

- I. The qualifying marks for each course shall be 40% in each course of a semester taken together of internal assessment and semester end examination.
- II. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical portion of the examination in the same Semester
- III. If a candidate secures qualifying grade (P grade) in all courses he / she / transgender will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he / she / transgender will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances

Provisional Result and Grade Card

- 1) 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, grade secured) along with SGPA of that semester and CGPA of all the semesters
- 2) The final result of a candidate shall be determined on the basis of CGPA.
- 3) Grade Card shall be made as per grading system. Course-wise marks (internal and term end exams added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit

Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.

- 4) The Grade Card of a Semester shall be issued only after completion of that Semester.

Conversion of Marks into grade letter and grade point

% of Marks	Letter Grade	Grade Point
91 and Above	O (Outstanding)	10
81 – 90	A+ (Excellent)	9
71 – 80	A (Very Good)	8
61 – 70	B+ (Good)	7
56 – 60	B (Above Average)	6
51 – 55	C+ (Average)	5.5
41 – 50	C (Below Average)	5
Passed with 40	P (pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

FYUGP REGULATIONS

B.A./ B.COM./ BBA/ B.SC./ BCA 4-YEAR UNDERGRADUATE PROGRAM (FYUGP) WITH SINGLE MAJOR UNDER THE NEW CURRICULUM AND CREDIT FRAMEWORK, 2022

OUTLINES OF 4-YEAR UNDERGRADUATE PROGRAM

1. Major Course (MAJ)

The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.

2. Elective Courses

Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ 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.

- i. Minor Course (MIN) (4 credits each): Two Elective courses, to be chosen with an intention to seek exposure beyond discipline of choice is called a Minor Course. The purpose of this category of these courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Major (Core).
- ii. Multidisciplinary Courses (MDC) (3 credits each): All UG students are required to undergo 3-introductory-level courses relating to any of the BROAD DISCIPLINES and whose difficulty level, should not be higher than the +2 level.

- iii. Skill Enhancement Courses (SEC) (3 credits each): These courses may be chosen from Major courses designed to provide value-based and/ or skill-based knowledge and should contain both theory and laboratory/ hands-on training/ field work. Apart from the above, a student will also have to undergo Internship or Apprenticeship once in the fifth semester.
- iv. Ability Enhancement Courses (AEC) (2 credits each): Two papers of each of the Ability Enhancement Courses (AEC) may be of two kinds, both pertaining to enhancement in ability in language subjects:
- 1st Semester & 3rd Semester: Compulsory English for BA Major, and one from MIL Bengali or MIL Hindi or MIL Nepali or MIL Sanskrit or MIL Urdu or Alternative English, for Other Majors.
 - 2nd Semester & 4th Semester: One from MIL Bengali or MIL Hindi or MIL Nepali or MIL Sanskrit or MIL Urdu or Alternative English for BA Major and Compulsory English for Other Majors.
- v. Value Added Courses (VAC) (4 credits each): These courses include courses based on Environmental Education, Community engagement and service, and Value based education:
- 1st Semester: Environmental Education for BA Major, and one from Digital Marketing or Understanding India for Other Majors.
 - 2nd Semester: One from Digital Marketing or Understanding India for BA Major, and Environmental Education for Other Majors.
- vi. Vocational Courses (VOC) (OPTIONAL - 4 credits): One course to be chosen in case of Certificate /

Diploma Level Exit, as stipulated by the respective College authorities.

3. Practical/Tutorials (One each with every Major and Minor Course)

Practical means Laboratory or field exercises in which the student must do experiments or other practical work of two-hour duration. Tutorial means special instructions based on the Lectures.

EXAMINATION AND EVALUATION

- (a) Eligibility to appear in an Examination

A student will be eligible for appearing at any of the Semesters of 4-Year UNDERGRADUATE PROGRAM, fulfilling the following two essential conditions:

- Minimum 75% attendance of lectures delivered in all courses.
- Students should appear in all internal assessments.

- (b) Internal Evaluation

The evaluation of the students will be a continuous process and will be based on their performances in Internal and the Semester End Examination. All the internal continuous evaluations will be conducted by the Teachers of the Department. It will be based on a combination of Mid Term Tests and Reports, or Seminar Presentations, or Class Tests, or Field Work, spread over the entire period of study. If a student's internal marks are not uploaded by the College, University will award minimum 2 marks for attendance and the marks obtained will be carried over in case the students fail to pass the course(s).

- (c) Final Evaluation & other guidelines

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

- i. There will be one written and one practical examination at the end of each semester as per the prescribed syllabus in the course concerned.
- ii. Marks for vocational/ internship/ apprenticeship will be provided by the Colleges.
- iii. In the 4-year Undergraduate Semester system, the Undergraduate Examinations will be held in eight parts: First & Second Semester for the first-year students, Third & Fourth Semester for the second-year students, Fifth & Sixth Semester for the third-year students and Seventh & Eighth Semester for the fourth-year students. The academic sessions including the examinations for first, third, fifth and seventh semesters are July to December and that for second, fourth, sixth and eighth semesters are January to June.
- iv. A student must complete 4-year Undergraduate program within a span of 7 years and 3-year Undergraduate program within a span of 5 years.
- v. A student may opt to exit only after completion of first and second semesters having secured 40 credits and after qualifying the first-year examination. The student is allowed to re-enter and complete the 3-year undergraduate program within a span of 5 years.
- vi. A student may opt to exit only after completion of first, second, third and fourth semesters and having secured 82 credits and after qualifying the second-year examination. The student is allowed to re-enter and complete the 3-year undergraduate program within a span of 5 years.
- vii. A student may opt to exit only after completion of first and second semesters and having secured 40 credits and after qualifying the first-year examination. The student is allowed to re-enter and complete the

- 4-year undergraduate program (Honours/ Honours with Research) within a span of 7 years.
- viii. A student may opt to exit only after completion of first, second, third and fourth semesters and having secured 82 credits and after qualifying the second-year examination. The student is allowed to re-enter and complete the 4-year undergraduate program (Honours/ Honours with Research) within a span of 7 years.
- ix. A student may opt to exit only after completion of six semesters and having secured 124 credits and after qualifying the third-year examination. A student is allowed to re-enter and complete the 4-year degree (Honours/ Honours with Research) within a span of 7 years.
- x. A student who secures 75% marks and above in the first six semesters and wishes to undertake research at the undergraduate level can choose a research stream in the fourth year.
- xi. A student who wants to exit finally with a Bachelor's Certificate/ Bachelor's Diploma/ Bachelor's Degree must apply online within 25 days from the date of publication of results of first year, second year and third year respectively duly approved by the Colleges.
- xii. To secure qualifying grade in a Course/Semester, a student has to secure the minimum 30% marks in the Semester End Examination, 40% marks in the Practical Examination separately and an aggregate of 40% marks including Theoretical, Practical and Internal Assessment taken together.
- xiii. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical examination. If a student fails to appear in any of the portion or fails to secure 30% and 40% marks in the theoretical and practical examinations respectively,

the student will have to appear in the portion they have failed to secure the stipulated percentage of marks in the next corresponding semester.

- xiv. There will be no qualifying marks for internal assessment but the students will have to appear at the said part of the examination. There will be no scope of re-appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a student's performance in subsequent chances.
- xv. The qualifying marks for each course/ paper will be 40% in each semester taken together of internal assessment, semester end examinations, and practical examinations (minimum 30% marks in the semester end examination, minimum 40% marks in practical examinations separately).
- xvi. The Semester End Examinations will be held in the last month of the semesters, namely December (in the odd semesters) and in June (in the even semesters). The internal assessments will continue through the Semester.
- xvii. The provisional result of each semester will be published stating only the total marks and SGPA obtained by a student and the 'Grade Card' would be issued showing the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters at the end of each academic session. The provisional result after completion of each year will be published stating full marks, marks obtained, CGPA and Grade.
- xviii. If a student fails to secure qualifying (pass) marks in one paper or more in a particular semester examination, the result of semester examination will be declared as 'SNC' (i.e., Semester Not Cleared).

The result of 6th semester examination will be kept withheld unless a student clears all the five semesters within the stipulated span of five years and a revival chance.

- xix. The result of 8th semester examination (Honours/ Honours with Research) will be kept withheld unless a student clears the 4th year (7th & 8th semesters) within the stipulated span of seven years. He/ she/ transgender would be declared to have passed the 4-year Bachelor's Degree (Honours/ Honours with Research) in a discipline in the year in which he/ she/ transgender clears his / her / transgender 8th semester.
- xx. In the Semester system, there would be automatic promotion right from the first Semester, till the 6th (sixth) Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied. A student must clear all the six (6) semesters to be promoted in the 7th semester and after completion of the 8th (eighth) semester within a span of 7 (seven) years will be declared passed with Honours/ Honours with Research.

SEMESTER-WISE DISTRIBUTION OF COURSE STRUCTURE AND CREDITS

First Year			
Semester	I	II	Total - 1st Year
Major (Core) Courses	Course - 1	Course - 2	2
Major (Core) Courses Credit	4	4	8
Minor Courses	Course - 1	Course - 2	2
Minor Courses Credit	4	4	8
Multidisciplinary Courses	Course - 1	Course - 2	2
Multidisciplinary Courses Credit	3	3	6
Ability Enhancement courses (language) Courses	English - 1 [For BA Course]	English - 1 [For Courses other than BA]	2
	MIL / Alt. Eng. - 1 [For Courses other than BA]	MIL / Alt. Eng. - 1 [For BA Course]	
Ability Enhancement courses (language) Credit	2	2	4
Skill Enhancement courses	SEC - 1	SEC - 2	2
Skill Enhancement Credit	3	3	6
Value- Added Courses	VAC 1 - Environment Education [For BA Course]	VAC 1 - Environment Education [For Courses other than BA]	2
	VAC - 2 [For Courses other than BA]	VAC - 2 [For BA Course]	
Value- Added Courses Credit	4	4	8
Total Credit	20	20	40
Total no of Courses	6	6	12

Students exiting the programme after securing 40 credits will be awarded UG Certificate in the relevant Discipline / Subject provided they secure additional 4 credits in work based vocational courses offered during summer / vacation term or internship / Apprenticeship in addition to 6 credits from skill-based courses earned during first and second semester. Modalities regarding the offering of vocational courses or internship / Apprenticeship to be finalized by the respective colleges and to be intimated to the University, in case of any exit.

SEMESTER-WISE DISTRIBUTION OF COURSE STRUCTURE AND CREDITS

Second Year				Cumulative Total - 2nd Year
Semester	III	IV	Total - 1st Year	
Major (Core) Courses	Course - 3	Course - 6	6	8
	Course - 4	Course - 7		
	Course - 5	Course - 8		
Major (Core) Courses Credit	12	12	8	32
Minor Courses	Course - 3	Course - 4	2	4
Minor Courses Credit	4	4	8	16
Multidisciplinary Courses		Course - 3	1	3
Multidisciplinary Courses Credit		3	3	9
Ability Enhancement courses (language) Courses	English - 2 [For BA Course]	English - 1 [For Courses other than BA]	2	4
	MIL / Alt. Eng. - 2 [For Courses other than BA]	MIL / Alt. Eng. - 1 [For BA Course]		
Ability Enhancement courses (language) Credit	2	2	4	8
Skill Enhancement courses	SEC - 3		1	3
Skill Enhancement Credit	3		3	9
Value- Added Courses				2
Value- Added Courses Credit				8
Total Credit	21	21	42	82
Total no of Courses	6	6	12	34

Students exiting the programme after securing 82 credits will be awarded UG Diploma in the relevant Discipline / Subject provided they secure additional 4 credits in work based vocational courses offered during summer / vacation term or internship / Apprenticeship. Modalities regarding the offering of vocational courses or internship / Apprenticeship to be finalized by the respective colleges and to be intimated to the University, in case of any exit.

SEMESTER-WISE DISTRIBUTION OF COURSE STRUCTURE AND CREDITS

Second Year				Cumulative Total - 2nd Year
Semester	V	VI	Total - 1st Year	
Major (Core) Courses	Course - 9	Course - 13	8	16
	Course - 10	Course - 14		
	Course - 11	Course - 15		
	Course - 12	Course - 16		
Major (Core) Courses Credit	16	16	32	64
Minor Courses	Course - 5	Course - 6	2	6
Minor Courses Credit	4	4	8	24
Multidisciplinary Courses			0	3
Multidisciplinary Courses Credit			0	9
Ability Enhancement courses (language) Courses			0	4
Ability Enhancement courses (language) Credit			0	8
Skill Enhancement courses	Internship		1	4
Skill Enhancement Credit	2		2	11
Value- Added Courses			0	2
Value- Added Courses Credit			0	8
Total Credit	22	20	42	124
Total no of Courses	6	5	11	35
Students who want to undertake 3-year UG programme will be awarded UG Degree in the relevant Discipline / Subject upon securing 124 credits				

JULY 2023

1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	Muharram - Holiday
30	SUN	
31	MON	Feast of St. Ignatius of Loyola - Founder of the Society of Jesus (Jesuits) - Holiday

AUGUST 2023

1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	Special Lecture – Dept. of English
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	Independence Day - Holiday
16	WED	
17	THU	Session on opting for MBA as a Career Option - Career and Placement cell
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	Special Lecture on Digital Marketing – Dept. of BBA (Siliguri Campus) Special Lecture – Dept. of History Seminar on Gender sensitive Issues – Women's Cell Session on Trends of AI and its future prospect – Career and Placement cell Short Story & Essay Writing Competition
27	SUN	
28	MON	
29	TUE	Celebration of National Sports Day (Day 1) – NBSXC Sports Unit
30	WED	Rakhi Bandhan - Holiday
31	THU	

SEPTEMBER 2023

1	FRI	Intra – College Quiz Competition – Quiz and Debate Club
2	SAT	Fire Demonstration – Nature Club, Celebration of National Sports Day (Day 2) – NBSXC Sports Unit
3	SUN	
4	MON	
5	TUE	
6	WED	Janmastami – Holiday
7	THU	
8	FRI	
9	SAT	Students' Council Election (Siliguri Campus)
10	SUN	
11	MON	Students' Council Election (Rajganj Campus)
12	TUE	Departmental Seminar – Dept. of Political Science
13	WED	
14	THU	Field Visit for 1st Semester – Dept. of Zoology Inauguration of MBSI Student Unit – Dept. of Microbiology
15	FRI	Special Lecture for 1st Semester on Entrepreneurship development and start-ups – Dept. of Commerce (Rajganj Campus) Students' Workshop on Entrepreneurship – Dept. of BBA (Siliguri Campus)
16	SAT	
17	SUN	
18	MON	Commencement of 1st Internal Assessment
19	TUE	
20	WED	
21	THU	Excursion for 5th Semester begins – Dept. of Zoology
22	FRI	Special Lecture – Dept. of Computer Science and BCA
23	SAT	Excursion for 5th Semester ends – Dept. of Zoology Industrial Visit for BBA / B.Com. in collaboration with Career and Placement cell XPL Football & XPL Volleyball – NBSXC Sports Unit Swacchata Abhiyan Observation on NSS day – NSS Unit XGT Day 1 & Painting Competition Play for Charity – Social Service Cell
24	SUN	
25	MON	Karam Puja - Holiday
26	TUE	Special Lecture – Dept. of Political Science
27	WED	Special Lecture – Dept. of Geography & Dept. of Microbiology Orientation Session by Young Indians – Career and Placement cell
28	THU	Fateha Doaz Daham - Holiday
29	FRI	Celebration of World Mental Health Day (Poster making competition) - Dept. of Psychology in Collaboration with Life Coaching and Wellness Cell X – Finity Music Fiesta – Music Club
30	SAT	Special lecture – Dept. of BBA Session on Soft Skill enhancement - Career and Placement cell XPL Football, XPL Volleyball & XPL Table Tennis - NBSXC Sports Unit XGT Day 2 & Sketching Competition

OCTOBER 2023		
01	SUN	
02	MON	Birthday of Gandhiji - Holiday Industrial Tour begins – Dept. of Microbiology
03	TUES	
04	WED	Inter-Institutional Youth Parliament - Dept. of Political Science Microteaching by Students - Dept. of Education Animal Day Celebration (Special Lecture by Dr. Tanmay Mukherjee / Invited Guest) - Dept. of Zoology Awareness Camp - Nature Club
05	THU	
06	FRI	Students Seminar - Dept. of Computer Science and BCA Annual Debate - Dept. of Commerce (Rajganj Campus)
07	SAT	Annual Debate - Dept. of BBA (Siliguri Campus) M Connect (Inter Departmental Antakshari Competition) – Music Club XPL Football, XPL Volleyball & XPL Table Tennis - NBSXC Sports Unit Painting and Sketching Competition
08	SUN	
09	MON	Industrial Tour ends – Dept. of Microbiology
10	TUES	Commencement of 2nd Internal Assessment
11	WED	
12	THU	
13	FRI	
14	SAT	Mahalaya - holiday
15	SUN	
16	MON	
17	TUES	
18	WED	Puja Vacation begins
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUES	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUES	

NOVEMBER 2023		
01	WED	
02	THU	
03	FRI	
04	SAT	Community level outreach program on Human Trafficking – Women's Cell
05	SUN	
06	MON	
07	TUE	
08	WED	
09	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	Inter-School Debate Competition - Quiz and Debate Club
14	TUE	Puja Vacation ends
15	WED	Bhatri Dwitiya – Holiday Birthday of Birsa Munda - Holiday
16	THU	Day after Bhatri Dwitiya - Holiday
17	FRI	College reopens after Puja Vacation
18	SAT	Special Lecture – Dept. of Geography
19	SUN	Chhat Puja
20	MON	Chhat Puja - Holiday
21	TUE	
22	WED	Students' Workshop on Financial Management (5th Semester) begins - Dept. of Commerce (Rajganj Campus)
23	THU	Students' Workshop on Financial Management (5th Semester) ends - Dept. of Commerce (Rajganj Campus)
24	FRI	Excursion for 3rd Semester begins – Dept. of History
25	SAT	Excursion for 3rd Semester ends – Dept. of History
26	SUN	
27	MON	Birthday of Guru Nanak - Holiday
28	TUE	Inter-Departmental Poster making Competition on Constitution Day – Dept. of Political Science
29	WED	
30	THU	Workshop on Career Guidance and Counseling - Life Coaching and Wellness Cell Special Lecture - Dept. of Sociology

DECEMBER 2023

01	FRI	
02	SAT	
03	SUN	
04	MON	
05	TUE	
06	WED	
07	THU	
08	FRI	
09	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	Pre-Christmas Celebration - Social Service Cell
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	Christmas & Year End Break
23	SAT	
24	SUN	
25	MON	Christmas day - Holiday
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

JANUARY 2024

01	MON	New Year's Day - Holiday
02	TUE	College reopens after Christmas Holidays
03	WED	
04	THU	
05	FRI	
06	SAT	Special Camp begins – NSS Unit Creation of New College Band – Music club Inter-College Debate Competition
07	SUN	
08	MON	Special Lecture – Dept. of Geography Project Tour - Dept. of Sociology XPL Badminton – NBSXC Sports Unit
09	TUE	Special Camp ends – NSS unit XPL Badminton – NBSXC Sports Unit
10	WED	XPL Kho Kho&XPL Kabaddi – NBSXC Sports Unit
11	THU	
12	FRI	Birthday of Swami Vivekananda - Holiday
13	SAT	XPL Kho Kho&XPL Kabaddi – NBSXC Sports Unit Photography Competition - Nature Club
14	SUN	
15	MON	Survey on Education and Academic Stress begins - Dept. of Education & Psychology XPL Basketball&XPL Cricket – NBSXC Sports Unit
16	TUE	XPL Basketball & XPL Cricket – NBSXC Sports Unit
17	WED	XPL Basketball & XPL Cricket – NBSXC Sports Unit
18	THU	Session on Mindfulness and Mindful Living - Life Coaching and Wellness Cell
19	FRI	Survey on Education and Academic Stress ends - Dept. of Education & Psychology Workshop on AI and its application on GIS – Dept. of Geography Athletics Track Events – NBSXC Sports Unit
20	SAT	Trekking for Nature Awareness – NSS Unit X-uberance - NBSXC Sports Unit
21	SUN	On Campus Placement Drive - Career and Placement Cell
22	MON	
23	TUE	Birthday of Netaji Subhash Chandra Bose - Holiday
24	WED	Industrial Visit for BBA / B.Com. in collaboration with Career and Placement cell
25	THU	Book Review Programme – Literary Association, Dept. of English
26	FRI	Republic day - Holiday
27	SAT	Thalassemia Testing and Blood Donation Camp – NSS Unit
28	SUN	
29	MON	Poetry Reading Session – Literary Association, Dept. of English
30	TUE	X-travaganza
31	WED	X-hilaration

FEBRUARY 2024

01	THU	
02	FRI	Xavier Annual Management Convention (XAMCON' 24) begins – Dept. of BBA (Siliguri Campus)
03	SAT	Xavier Annual Management Convention (XAMCON' 24) ends – Dept. of BBA (Siliguri Campus)
04	SUN	
05	MON	Special Lecture – Dept. of Microbiology
06	TUE	Students' Seminar – Dept. of Zoology
07	WED	
08	THU	
09	FRI	Workshop on Cyber Security - Dep. of Computer Science & BCA
10	SAT	Social Outreach Program - Social Service Cell
11	SUN	
12	MON	International Seminar (Multidisciplinary) – Dept. of Geography
13	TUE	Vasant Panchami - Holiday
14	WED	Saraswati Puja - Holiday
15	THU	
16	FRI	
17	SAT	
18	SUN	Field Survey – Dept. of Political Science
19	MON	
20	TUE	
21	WED	Celebration of International Language Day
22	THU	Workshop on Soft Skill Enhancement and CV building - Career and Placement cell
23	FRI	Educational Tour for 4th Semester begins – Dept. of History
24	SAT	Educational Tour for 4th Semester ends – Dept. of History Self-defense program for Girls – Women's Cell NSS Fete – NSS Unit
25	SUN	
26	MON	Poster Presentation – Dept. of Botany
27	TUE	
28	WED	Inter- departmental poster making competition/ Quiz Competition on National Science Day – Dept. of Zoology National Science Day Celebration – Dept. of Microbiology Special Lecture – Dept. of Botany
29	THU	

MARCH 2024

01	FRI	
02	SAT	X-cellence Day
03	SUN	
04	MON	
05	TUE	
06	WED	Shab e-Barat - Holiday
07	THU	
08	FRI	Shivratri - Holiday
09	SAT	Celebration of International Women's Day – Women's Cell
10	SUN	
11	MON	Special Lecture – Dept. of Geography
12	TUE	
13	WED	
14	THU	Industrial visit for B.Com. and BBA - Career and Placement cell
15	FRI	Students' seminar – Dept. of Commerce (Rajganj Campus) Students' seminar – Dept. of BBA (Siliguri Campus)
16	SAT	Students' seminar – Dept. of Commerce (Rajganj Campus) Students' seminar – Dept. of Commerce (Siliguri Campus)
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	Workshop on Molecular Biology and Immunological Techniques (3 day) begins – Dept. of Zoology
22	FRI	Lecture 1 of Lecture Series (2023-24) - Dept. of Political Science
23	SAT	Students' Seminar – Dept. of Botany Workshop on Molecular Biology and Immunological Techniques (3 day) ends – Dept. of Zoology Awareness Drive Programme – NSS Unit
24	SUN	
25	MON	Dolyatra - Holiday
26	TUE	Dolyatra - Holiday
27	WED	
28	THU	Holy Friday - Holiday
29	FRI	Good Friday - Holiday
30	SAT	Holy Saturday - Holiday
31	SUN	Easter Day

APRIL 2024		
01	MON	
02	TUE	
03	WED	
04	THU	Students' Seminar – Dept. of Microbiology
05	FRI	Business Quiz – Dept. of Commerce (Rajganj Campus)
06	SAT	Business Quiz – Dept. of BBA (Siliguri Campus)
07	SUN	
08	MON	Excursion begins - Dept. of Sociology
09	TUE	
10	WED	
11	THU	Ramzan Id / Eid-ul-Fitr - Holiday
12	FRI	
13	SAT	Excursion ends - Dept. of Sociology
14	SUN	Birthday of Dr. B.R. Ambedkar Bengali New Year
15	MON	Excursion begins – Dept. of Botany
16	TUE	
17	WED	Ram Navami - Holiday
18	THU	
19	FRI	
20	SAT	Lecture 2 of Lecture Series (2023-24) - Dept. of Political Science Excursion ends – Dept. of Botany
21	SUN	Mahavir Jayanti
22	MON	Commencement of 1st Internal Assessment
23	TUE	National Seminar – Dept. of Microbiology
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	Invitee Lecture – Dept. of English

MAY 2024		
01	WED	May Day - Holiday
02	THU	
03	FRI	
04	SAT	Students' Seminar – Dept. of English
05	SUN	
06	MON	
07	TUE	
08	WED	Birthday of Rabindranath Tagore - Holiday
09	THU	Orientation on Cracking Public Sector Units Examinations - Career and Placement cell
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	Celebration of Cultural Diversity Day
21	TUE	
22	WED	
23	THU	Buddha Purnima - Holiday
24	FRI	Lecture 3 of Lecture Series (2023-24) - Dept. of Political Science
25	SAT	
26	SUN	
27	MON	Commencement of 2nd Internal Assessment
28	TUE	
29	WED	
30	THU	
31	FRI	

JUNE 2024		
01	SAT	
02	SUN	
03	MON	
04	TUE	Farewell Day
05	WED	Sampling distribution on World Environment Day – NSS Unit Celebration of World Environment Day - Nature Club
06	THU	
07	FRI	
08	SAT	
09	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	Bakrid / Eid-ul-Adha - Holiday
18	TUE	
19	WED	
20	THU	
21	FRI	Celebration of World Music Day – Music Club
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	

JULY 2024		
01	MON	
02	TUE	
03	WED	
04	THU	
05	FRI	
06	SAT	
07	SUN	
08	MON	
09	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
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19	FRI	
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22	MON	
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24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

LEAVE RECORD

Leave up to three (3) days requires HOD's Signature; leave for more than three days up to five (5) days requires Vice Principal (administration) signature. Any leave more than five (5) day, requires Principal's Signature (and prior permission).

Name:.....

Department:..... Semester/Class..... Roll No.....

Date	Reason & Duration of Leave	Signature of Parent/ Guardian	Signature of HoD	Signature of Vice Principal/ Principal

LEAVE RECORD

Date	Reason & Duration of Leave	Signature of Parent/ Guardian	Signature of HoD	Signature of Vice Prin- cipal/ Principal

LEAVE RECORD FOR PARTICIPANTS IN COLLEGE/INTER-COLLEGE ACTIVITIES

Name:.....

Department:..... Semester/Class..... Roll No.....

Date	Name of College/Inter-College Activity	Sign of Co-ordinator	Sign of Principal

- For participation in Inter-college activities selected students require Principal's permission on activities/events approved by the College.

LEAVE RECORD FOR PARTICIPANTS IN COLLEGE/INTER-COLLEGE ACTIVITIES

Date	Name of College/Inter-College Activity	Sign of Co-ordinator	Sign of Principal

- For participation in Inter-college activities selected students require Principal's permission on activities/events approved by the College.

NOTES

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