

Pathways



ST. XAVIER COLLEGE
JALUKIE, NAGALAND - 797101

Sub-divisional Coordination Committees

Admission
Committee

Career &
Placement
Committee

Library
Committee

Student
Grievance
Redressal
Cell

Staff
Grievance
Redressal
Cell

Examination
Committee

Anti-
ragging
Committee

Stage
Management
Committee

Sports
& Games
Committee

Anti-sexual
Harassment
Committee

Media &
Publication
Committee

Cultural
& Literary
Committee

Counseling/
Mentoring

Charity &
Service
Committee

Women
Cell

Pathways



ST. XAVIER COLLEGE

JALUKIE, NAGALAND -797110

HAND BOOK

General / Honours	
Current Residence: Colony/Sector	
Ph. No.	
WhatsApp No.	
Email Id	
Date of Birth	
Gender	
Tribe	
Religion	
Father's Name & Phone No.	
Father's Occupation	
Mother's Name & Ph. No.	
Mother's Occupation	
No. of Siblings	
Original Village	
Staying with? (Parents/Uncle/relatives)	
If not with parents, Guardian s name & Ph. No.	
Distance from Home/Residence to College (approx.)	
Usual means of travel to college	
Hr. Sec. (From)	
Year of Admission in the college	
Hobbies/special interest	
Professionally trained? (Comp., Music, etc.)	
Professional interest (to be)	

Name:

Roll No.:

Semester:

SPECIMEN SIGNATURE

The Parents/Guardians who are responsible for counter signing the Report Card , Handbook, Remarks etc. should give their specimen signature in the college handbook. Please fill the Proforma given below.

Name:	<u>Specimen Signature</u>
Relationship to the student parents (Father/Mother)	
Guardian:	
(Brother, Sister, Uncle, Aunty, Others)	

IMPORTANT PHONE NUMBERS		
Principal		
Vice-Principal		
Administrator		
Class Teacher		
Office		

ST XAVIER COLLEGE

St. Xavier College, Jalukie, is established and managed by Diocese of Kohima, Catholic Church, Nagaland. It is to impart Higher Education inspired by the vision for humanity and led by the life and teaching of Jesus Christ. Catholic Church aims at developing the vast potential latent in the land and the people of the region. Taking into account the educational, social, economic and other important aspects of life, St. Xavier College, Jalukie, seeks to provide relevant and progressive resourceful environment for the students. It keeps high the ideals of humanism and service.

The college was inaugurated by His Excellency Shri. Shyamal Dutta, Governor of Nagaland, on 17th May 2005 and obtained Permanent Affiliation Vide order No. NU-CDC/C-45/2005-2939 dated 30th Nov. 2011. The college is a coeducational institution and it admits students to Bachelors of Arts (BA) Degree course.

VISION

Holistic personal formation-academically competent, intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated to build a peace-loving generation of just people with dedication and commitment and with a keen sense of responsibility before God and humanity.

MISSION

To create a relevant academic community of innovation, intellectual excellence and social commitment through validated teaching-learning, research, co-curricular and extension processes. To ensure the academic, social, and spiritual development of students from the tribes and regions into responsible citizens of the society, nation and the world, actualizing the dreams of the founders and pioneers.

CREST & MOTTO

The candle, burning and spending itself, is a symbol of selfless service. The sunrise is a sign of hope. It cheers hearts and invigorates minds of people.

The Cross represents the suffering of Jesus Christ, who overcame them through resurrection. This is to



remind every student that anyone who is willing to undergo pain shall achieve success for sure.

The Three Lines in red, white and black represent the cultural heritage of Nagaland especially the Zeliangrong, the major tribe of the region.

The Open Book stands for knowledge in every field, inviting staff and students to explore and unravel the mysteries of nature and achievement of men, and thus to come closer to the Creator and to one another by emulating the example of the heavenly Patron of the College, St. Francis Xavier.

MOTTO “To Learn and Serve”

We all learn from everyone and everything good to equip ourselves to serve others. The prophet’s message for us is to rise, grow and excel with the power of the Almighty. College is a place to learn and to serve the People and God in order to be examples of God’s glory revealed in persons.

AIMS & OBJECTIVES

To achieve academic excellence

To enable students to be skillfull and efficient

To enable students to be employable

To enable value-based personality development

To enable growth of social leadership

To make Higher Education relevant, practical and useful to life

PRAYER

“Our Father in heaven,

Hallowed bethy name.

Thy kingdom come,

Thy will be done,

On earth as it is in heaven.

Give us this day our daily bread,

And forgive us our tresspasses,

As we forgive those who trespass against us.

Lead us not into temptation,

But deliver us from evil,” Amen.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he /
Bharata-bhagya-vidhata.
Punjab-Sindh-Gujarat-Maratha /
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga /
Uchchala-Jaladhi-taranga.
Tavashubha name jage, / Tavashubhaasisa mage,
Gahetavajayagatha, /Jana-gana-mangala-dayakajaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jayajaya, jaya he!

COLLEGE ANTHEM

From hills and plains to St. Xavier College
To thee O Lord, our loyalty we pledge
Thou creator and giver of all things
Oh the Supreme Power, the Alpha and Omega
From Thee all proceeds and to Thee return all things

Chorus : Shine St. Xavier College Shine
We tread the path of truth and honesty
Onwards with courage and charity
As true brothers and sisters
To serve our country and state in loyalty
Our pledge of best efforts in our studies
With best use of our things, time and talents
Grow in knowledge, wisdom and character
Oh the Eternal and expressing Almighty
To thee we give our all to receive al from thee

Refrain: Hard labour to shine
Illustrious citizen and leader
To be a guiding star to all
St. Xavier College, St. Xavier students.

PLEDGE

We, the students of St. Xavier College,/Pledge our loyalty to God Almighty who created the universe and the earth with all types of plants and animals and every human being / from the beginning of the Time . Oh the Supreme Power, we acknowledge / that everything proceeds from You and everything shall return to you / at the end to its designated time .

We pledge our loyalty /to our country / and acknowledge its glorious heritage. We pledge our loyalty / to our state Nagaland / and acknowledge the greatness of its people. We pledge to serve our country and our state / in whatever way it is needed. We pledge/ that we shall be the loyal citizens / of our country and state. / We pledge / that we shall be true brothers / and sisters to each other.

We pledge that we shall make the best efforts in our studies to grow in knowledge, wisdom, character and develop our God-given talents and become the illustrious citizens of our country and state.

We pledge to love our parents who make so much sacrifice to send us to this college. We pledge our respect to our teachers who take so much pain to help us in our studies.

We pledge that we shall follow the path of truth, honesty courage and charity.

We pledge that we shall become the leaders of our state and our country by doing our best in our studies, by being examples of best students to our younger brothers and sisters and by making the best use of our things, time and talents.

Oh the eternally evolving and expressing energy. Embodying itself in every being in this universe, we praise and thank you for everything you have given us.

May I be like a diamond hard yet sparkling and may I be like a lotus; tender loving and lovable blessing to all by all

May the almighty God's grace of Patience, perseverance, love, peace and joy be with us all today and all the days to come

GOVERNING BOARD MEMBERS

- | | |
|---|---------------|
| 1. Most Rev. Dr. James Thoppil,
Bishop of Nagaland | Chairman |
| 2. Rev. Fr. Neisalhou Carolus
Vicar General | Vice-Chairman |
| 3. Rev. Dr. Fr. Francis Cheerangal, Principal | Secretary |
| 4. Rev. Fr. Solomon Kevishi, Administrator | Treasurer |
| 5. Rev. Sr. Rency Sebastian, Vice Principal | Member |
| 6. Ms. Martha T, Teacher Representative | Member |
| 7. Rev. Fr. George Antony, Parish Priest, Jalukie | Member |
| 8. Rev. Sr. Constantina, Superior, MSMHC Convent | Member |
| 9. Rev. Dr. Fr. George Punnolil,
Finance Administrator | Member |
| 10. Mr. Kevipele Ilheilung Bosco | Member |
| 11. Rev. Dr. Fr. Sebastian Ousepparampil | Member |
| 12. Dr. Narola Pongener ADC, Jalukie | Member |

FACULTY

- Principal : Rev. Dr. Francis S Cheerangal
Vice Principal : Rev. Sr. Rency MSMHC
Administrator : Rev. Fr. Solomon Kevishi

Education

- | | |
|-------------------|------------------------------|
| 1. Mr. Adani Siba | 2. Sr. Rency Sebastian MSMHC |
| 3. Md. Sibule | |

English

1. Sr. R.K Mary MSMHC
2. Mr. Lemtsumong Y
3. Ms. Trongli Sangtam

History

- | | |
|------------------------|----------------------|
| 1. Fr. Solomon Kevishi | 2. Ms. Apale Lasushe |
| 3. Ms. Wajengsy Newmai | 4. Mr. Diezelhoulie |

Political Science

1. Mr. Peurangchangbe
2. Mr. Rinmaya
3. Ms. Kevichiiseii

Sociology

1. Mrs. Naomi Magh
2. Ms. Lungningzeule
3. Mr. Maningba

Environmental Science

1. Rev. Fr. Peter Solo

Counseling

1. Rev. Fr. Benny Varghese

Guest Faculty

1. Rev. Fr. Johnson V.U
2. Rev. Fr. Benny Varghese

IQAC Coordinator

1. Ms. Martha T

INTERNAL QUALITY ASSURANCE CELL

Maintaining the momentum of quality consciousness is crucial in St. Xavier College. Internal Quality Assurance Cell (IQAC) is conceived as a mechanism to build and ensure a quality culture at the institutional level. Its an assurance system, with appropriate structure and processes and with enough flexibility to meet the diverse needs of the stakeholders. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

IQAC COMPOSITION

1. Chairman - Principal
2. Vice Principal Member
3. Administrator- Member
4. HOD of all the department- Member
5. Coordinator IQAC

DEPARTMENTS

The students are facilitated in their academic performance and personal formation through the different Departments as per the subject of their study. These are organized under the supervision of a teaching staff and coordinated by the student-leaders. Various activities – in and out of campus- are organized. Participation in these programs are requirements of academic fulfilment.

GRIEVANCE REDRESS CELL

Grievances Redressal Cell deals with all types of grievances, complaints and malpractice including those received from Students, Faculty and other Stakeholders.

STUDENT LEADERS

- a) General Coordinator
- b) Asst. Coordinator
- c) Sports Coordinator
- d) Literary & Cultural Coordinator
- e) College Ambassadors

Department-wise Office Bearers

1. Head of the Department
2. Coordinator
3. Secretary
4. Treasurer
5. Semester Representatives
6. Members

RULES AND REGULATIONS OF THE COLLEGE

Academic Program/Tenure

A minimum of 3 years (6 semesters) and a maximum of 5 years (10 semesters) will be required to qualify for Bachelor of Arts (BA) Degree. The Semester I, III, V are scheduled from May to October and Semester II, IV and VI are from November to April.

ADMISSION

1. Students who passed the 10+2 Examination or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the First Semester of the Three Year Degree Course
2. The students desiring to study the Honours Course should secure a minimum of 45% marks in the concerned subject in the 10+2 level, subject to 5% relaxation for ST/SC/OBC/Differently Abled persons on production of certificate to that effect.
3. Students who passed any given Certificate/Diploma Course after 10+2 level in any recognized professional course of study shall also be eligible for Honours Course provided they have an average of 45% marks.

4. Students from other streams (Science/Commerce) shifting to Arts stream may be allowed to opt for Honours provided they have secured 45% in the aggregate in the qualifying exam.
5. Admission forms and Prospectus can be obtained from the College office.
6. The admission forms will be accepted back to the office within a fixed date depending on the declaration of the 10+2 NBSE Results.
7. All who aspire for admission shall obtain the application form and submit it to the office on time.
8. List of selected students will be available as per the decision of the college.
9. Selected students should take the admission within the stipulated time mentioned for it.
10. The students should comply fully with the procedure of the admission with proper documents, fees and other requirements for admission.
11. Documents to be submitted with the Application form for Admission
 - a. Cl. 10 Admit Card and Mark sheet - 3 photocopies
 - b. Cl. 12 Registration Card - Original
 - c. Cl. 12 Admit Card and Mark sheet - 3 photocopies
 - d. Recent Passport Size Photo - 3 copies
 - e. Migration Certificate (those who come from outside Nagaland)

Original certificates should be brought to the office at the time of admission for verification.

RE-ADMISSION

Readmission of students to B.A Part II and Part III should be completed within the date announced by the college at the beginning of the semester. The annual admission-fee should be paid at the time of re-admission.

CHOICE BASED CREDIT SYSTEM

CBCS facilitates the students to opt for different inter-disciplinary, intra-disciplinary and skill-based courses depending upon their interests. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual.

COURSE OF STUDY

A minimum of 3 years (6 semesters) and a maximum of 5 years (10 semesters) will be required to qualify for the Degree of Bachelor of Arts.

CORE COURSE (Compulsory)

These Courses are to be compulsorily studied as a core requirement for the programme. The papers under this category are going to be taught uniformly across all the colleges under Nagaland University

ELECTIVE COURSE:

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.

DISCIPLINE SPECIFIC ELECTIVE (DSE) COURSE:

Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective.

GENERIC ELECTIVE (GE) COURSE:

An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective.

ABILITY ENHANCEMENT COURSES (AEC):

The Ability Enhancement (AE) Courses are of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

ABILITY ENHANCEMENT COMPULSORY COURSES (AECC):

Environmental Science, English Communication/MIL Communication

SKILL ENHANCEMENT COURSES (SEC): University made a common pool of courses from the list of Skill Enhancement Courses proposed by the respective BUGS (the list is suggestive in nature. Colleges can select their own courses from this list which will be possible to be taught in their respective colleges depending on the existing departments/manpower.

COMMON POOL OF SKILL ENHANCEMENT COURSES

Writing and Reasoning for Sociology- **Sociology**

Techniques of Ethnographic Film Making- **Sociology**

Emotional Peace & Conflict Resolution- **Political Science**

Public Opinion & Survey Research- **Political Science**

Archives and Museums- **History**

Understanding Heritage- **History**

Popular Literature- **English**

VALUE BASED COURSES

Communication Skills

Leadership

Soft Skill

NCC

NSS

CERTIFICATE COURSES

Diploma in Computer Application (DCA)

Horticulture

Floriculture

Apiculture

Mushroom Cultivation

Plant Propagation

Nursery Management Technology

Poultry and Piggery

BA GENERAL

a) 12 Core Course b) 2 AECC c) 4 SEC d) 4 DSE e) 2 GE

BA HONOURS

a) 14 Core Course b) 2 AECC c) 2 SEC d) 4 DSE e) 4 GE

Placement: The students are introduced into various possibilities for Placement at the completion of the courses.

Dress Code: All students should keep up the Dress Code as prescribed on the appointed days. It includes shirt, pants, neck-tie, black shoes, black socks & belt. The students shall wear 'shoes' on all class days in the college. Proper hairdo is to be maintained by all.

Fees: The students are to pay the Annual Admission fee at the time of Admission. The monthly fees are to be paid within the month. Delay in payment will cause fine, penalty or disciplinary measures. No student will be allowed to write the exams (internal & semester end) without the submission of fees and payments.

Internal Tests, Assignments and Projects: These are part of the academic syllabus and are compulsory in nature. The students need to take attention in fulfilling each of these as directed by the college and as required. Absence from or failure in these requirements disqualifies the students to appear the semester-end exams.

Casual/Sick Leaves: Every student has a Leave Card to register their leaves and to be approved by the Principal. It is to be produced with proper information and signature before entering the class on return from leave. Parents/guardians are to follow-up the card for their updates.

Unauthorized Leaves: Students are to be in the college during the entire college hours. Any leave from the college during class hours is to be warranted from the office with personal application and approval from the principal. Failing to do so will be penalized with fine or disciplinary action.

Use of Mobile Phones/digital devices: The college has strict rules on the use of mobile Phones/digital devices. The general rule is that the students are not to use the mobiles phones in the college. These are allowed only with specific permission and for a specific purpose under the supervision of the teaching faculty. If a student is found using

it unauthorized, the devices will be captured and will not be returned under any circumstance.

Out-of Campus activity: Students are restricted from organizing any activity outside the college under the name/banner of the college without proper permission and approval. For all activities outside the campus (picnic, tour, etc) the students need to produce written permission from their parent/guardian to the office.

Substance Abuse: All intoxicating items such as tobacco, alcohol, drugs, etc., are strictly banned in the college campus. Anyone found in possession or under consumption of it will be noted seriously and can be penalized even with dismissal from the college.

CONDUCT OF EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

All semester-end examinations shall be conducted by the University which will be of 3 hours duration. Evaluation of Answer Scripts (both internal Assessment and End Term Exam) of Sem I, II, III & V will be done by the College under the direction of the University while the IV & VI will be evaluated directly by the University.

The performance of a student will be evaluated on a 30:70 basis for Internal and End Term examination requiring a minimum of 45% Marks separately in the Internal Assessment and End Term examinations.

In the Internal Assessment a learner will be assessed for 30 marks in the following categories of activities such as

- | | |
|---------------------------|--------------------------|
| a) Class Tests/Unit Tests | b) Assignments |
| c) Seminars, | d) Case studies |
| e) Quizzes | f) Open Book Tests |
| g) Projects | h) Tutorials |
| i) Debates | j) Group discussions and |
| k) Art of Public Speech. | |

The Internal Assessment must be done on a minimum of three activities.

A student is deemed qualified to appear in the End Semester Examination only when s/he secures minimum marks in the Internal Assessment and maintains 80% attendance in the class in every subject. 5% relaxation of Attendance may be considered by the college in cases with medical reasons.

A student may be admitted into the next semester carrying a minimum of two End Term examination backlog only. They will be allowed to repeat the Backlog papers in the next relevant semester End Term examination only and wherever that examination is conducted. No more chance will be given thereafter.

Improvement Examination may be allowed to desirous students by surrendering their previous mark sheet. In case, the student fails to improve the score, previous examination score may be allowed to be kept.

GRADING SYSTEM

Grade	Marks	Points
O	80 & Above	7
A	70 - 79.99	6
B	60 - 69.99	5
C	55 - 59.99	4
D	50 - 54.99	3
E	45 - 49.99	2
F (Fail)	Less than 44.99	1

In the declaration of the Result a Seven Point Grading System will be followed as given below.

In the Credit and Grade Point System, the Assessment of individual Courses in the concerned examination will be on the basis of Marks only, but the Marks shall be converted into Grades wherein the overall performance of the learners can be reflected after considering the Credit Points for any given Course. However, the overall evaluation shall be designated in terms of Grade.

CBCS ASSESSMENT & EXAMINATION

1. Each course of 4 credits and above shall be evaluated for 100 marks with 25 marks for Internal assessment and 75 marks for end-semester examination.
2. Courses of 2 credits will be evaluated for 50 marks with 12.5 marks for Internal assessment and 37.5 marks for end semester examination.
3. Practical courses will be for 50 marks only.

4. Pass marks will be 40%. Students will be required to obtain 40% marks in internal assessment and end semester examinations separately to pass the subject. (25/75-10/30; 12.5/37.5-5/15)
5. The outline for continuous internal assessment activities shall be proposed by the teacher(s) concerned before the commencement of the semester. Some suggested parameters of the continuous assessment are class test, seminar, quiz, home assignment, project and many other methods.
However there shall be series of tests at regular intervals for each course (paper) incorporating various parameters as mentioned above. In the continuous internal assessment under the suggested parameters, there will be three class tests and the average of the best two tests performances will be taken as the final score (theory paper)

HOSTEL

College has hostel facilities for boys and girls separately. These are supervised by Reverend Fathers and Sisters. The rooms are of twin sharing. The hostels are facilitated for excelling in studies and co-curricular activities. It takes in students who are focused and goal-oriented. Students who take admission in the hostels are expected to be 'self-organized and hard-working' making the best use of time and facilities made available following the scheduled timing for prayer, study, work, food, games, etc. Hostel Admission Fee is to be paid at the beginning of each semester while monthly fee is paid at the beginning of each month.

COMPUTER CENTRE

Xavier Institute of Information Technology is registered and approved by the Govt. of Nagaland vide Order No. DTE/TECH-A/5/2006-07/2121. It is equipped with computers and necessary facilities for aiming at facilitating basic and diploma courses for students.

CANTEEN

The college supplements the upkeep of the students with the Canteen facilities. It is a provision to ensure proper and affordable food as a supportive facility for the students while in the campus. The price and quality are ensured by the management strictly.

GUIDANCE AND COUNSELLING

There are various measures ensured by the college to assist the students in their academics, career knowledge and self-esteem. These include timely courses and programs with this specific aim.

NATIONAL CADET CORPS (NCC)

A unit of 1 Naga Girls Battalion Senior Wing is actively functioning in the college. This aims at better discipline, character and personality development.

NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS. The main aim of this program is to inculcate social welfare of the students and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

RED RIBBON CLUB (RRC)

Red Ribbon Club is envisaged to instil among all the students values of service, develop healthy life styles, and increase availability of safe and adequate quantities of blood to all the needy. It also aims at harnessing the potential of the youth by equipping them with correct information on mental health, substance abuse, nutrition and reproductive health: and building their capacities as peer educators in spreading message on positive health behaviour in an enabling environment.

LEGAL LITERACY CLUB (LLC)

Legal Literacy Club is formed aiming at education and formation of the students on legal matters. Legal aid is an essential part of the Administration of Justice. Access to Justice for all is the motto of the Authority. The goal is to enable the students on the know-how of securing justice to the weaker sections of the society particularly to the poor, downtrodden, socially backward, women, children and handicapped, etc. These steps are taken to ensure awareness so that nobody is deprived of an opportunity to seek justice merely for want of funds or lack of knowledge.

ECO CLUB

Eco Club in the College empowers students to participate and take up meaningful environmental activities and projects. It is a forum through which students can reach out to influence, engage their parents and neighbourhood communities to promote sound environmental behaviour.

MUSIC CLUB

The Music Club has been an initiative of the students to encourage talent in music and instrumental as well as vocal. This is a student-run club which was formed in 2018. Members participate in training sessions and performance levels. All interested and talented students are encouraged to join as members.

FARMERS' CLUB

Farmers' Club is a forum for grass root level formation of the students in agricultural and farm-related entrepreneurship. The college organizes awareness and training programs with theoretical inputs and practical follow-up with the support of ICAR Jharnapani and College of Veterinary Sciences and Animal Husbandry, Jalukie. The students are encouraged for a hand-on training in the college campus.

CAMPUS MINISTRY

Spiritual formation of the students amply facilitates holistic growth of the students. Ensuring various opportunities and pathways to growth in this sphere the students are introduced and led by Campus Ministry group along with the academic formation.

IGNOU STUDY CENTRE

IGNOU (Indira Gandhi National Open University) study centre is opened in the college facilitating various courses. Students can register for any of the available courses (B. A, B. Com, B.P.P., M.A. (English, History, Political Science, Sociology). St. Xavier College is a Study Centre and Examination centre.

COLLEGE ALUMNI ASSOCIATION

The college formed its Alumni Association in February 2019, aiming at progressive follow up of the students after they move out of the institute. This provides an educative and participative link between the institute and the society.

JUNE

01	
02	
03	
04	Inauguration of Archery Centre
05	World Environment Day- NSS & NCC
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	Summer Break
17	Summer Break
18	Interview of New Asst. Profs
19	Summer Break
20	Summer Break
21	Yoga Day –NSS & NCC
22	Summer Break
23	Summer Break
24	Summer Break
25	Summer Break
26	Summer Break
27	Summer Break
28	Summer Break
29	Summer Break
30	Summer Break

JULY

01	Interview of new Asst. Profs
02	
03	
04	Faculty Orientation
05	Faculty Orientation
06	Opening Day of Academic Year 22-23
07	
08	Freshers' Day cum Orientation – Pol. Sc
09	
10	
11	Election of Club Coordinators
12	Election of Dept Coordinators , NCC Camping at Mysore, Karnataka
13	Election of Student Coordinators
14	NCC Ranking
15	
16	Dept. Meetings/ Activity
17	
18	
19	
20	
21	
22	Graduation day cum Alumni gathering - Sociology
23	
24	
25	
26	Kargil Victory Day -NCC
27	Seminar- Sociology
28	
29	
30	Buffet for Fundraise - History
31	

AUGUST

01	
02	
03	
04	
05	Inter Dept. Tournament
06	Parents Meet, Club Meeting / Activity
07	
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09	
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11	Seminar –Gen.
12	Inter Dept. Tournament
13	
14	
15	Independence Day- Pol. Sc & NSS
16	
17	Poster Making & Essay Competition – RRC
18	Training on Piggery & Poultry Farming- Farmers' Club
19	Inter Dept. Tournament
20	Extension Activity- All the Departments
21	
22	1 st Unit Test
23	1 st Unit Test
24	1 st Unit Test
25	1 st Unit Test
26	1 st Unit Test
27	
28	
29	
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SEPTEMBER

01	
02	Inter Dept. Tournament
03	Literary Games (Indoor)-Eng.
04	
05	Teachers' Day – Hist.
06	
07	
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09	Inter Dept. Tournament
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16	Extempore Speech- RRC
17	GK Quiz Comp- Hist.
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23	Dept. Meeting / Activity
24	NSS Foundation Day
25	
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OCTOBER

01	World Blood Donation Day -RRC
02	Gandhi Jayanti
03	Club Meeting/ Activity
04	
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13	
14	International E-Waste Day – Eco Club
15	Fit India Run – NYKS & NCC
16	
17	
18	
19	
20	
21	2 nd Unit Test
22	
23	
24	Diwali
25	2 nd Unit Test
26	2 nd Unit Test
27	2 nd Unit Test
28	2 nd Unit Test, Youth Camp – CM
29	Youth Camp
30	Youth Camp
31	Chaga Gadi, National Cultural Festival

NOVEMBER

01	
02	All Soul's Day
03	Baking Class – Women Cell
04	
05	Stage Play- Eng Dept. Meeting/ Activity
06	
07	Filling of Examination Form – Sem 1
08	Filling of Examination Form – Sem 3
09	Filling of Examination Form – Sem 5
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17	
18	
19	Falcon Fest - Gen
20	
21	Model Exam
22	Model Exam
23	Model Exam
24	Model Exam
25	Model Exam
26	National Law Day –Pol. Sc. & LLC
27	
28	
29	
30	

DECEMBER

01	Statehood Day, World AIDS Day -RRC
02	
03	College Patron's Day/Principal's Day - Eng.
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	Christmas Celebration - Education/CM
17	Winter Vacation
18	
19	
20	
21	
22	
23	
24	
25	Christmas
26	
27	
28	
29	
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JANUARY

01	New Year Day
02	
03	
04	
05	
06	
07	
08	
09	Re-opening
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	Dept. Meeting
22	
23	
24	
25	
26	Republic Day-NSS
27	
28	
29	
30	
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FEBRUARY

01	
02	
03	
04	Club Meeting
05	
06	
07	
08	
09	
10	
11	
12	
13	National Human Trafficking – Pol. Sc.
14	
15	
16	
17	Seminar- Edu.
18	
19	Xavierite Kids Day –CM
20	
21	
22	
23	
24	
25	
26	
27	1 st Unit Test
28	1 st Unit Test

MARCH

01	1 st Unit Test
02	1 st Unit Test, Employee Appreciation Day – Pol. Sc.
03	1 st Unit Test
04	Cosplay - Hist.
05	
06	
07	
08	International Women's Day ,Holi ,Child Labour & Women's Health- Soc.
09	
10	
11	Mleingyi Festival
12	
13	
14	
15	Skill Development Program – Gen.
16	
17	
18	Career Guidance – Eng.
19	
20	
21	
22	World Water day- Eco Club
23	Annual Sports Day
24	Annual Sports Day
25	Annual Sports Day
26	
27	
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APRIL

01	Dept. Meeting/Activity
02	
03	
04	
05	
06	Maundy Thursday
07	Good Friday
08	Holy Saturday
09	Easter Sunday
10	
11	2 nd Unit Test
12	2 nd Unit Test
13	2 nd Unit Test
14	2 nd Unit Test
15	2 nd Unit Test
16	
17	Filling of Examination Form – Sem 2
18	Filling of Examination Form – Sem 4
19	Filling of Examination Form – Sem 6
20	
21	Awareness on Legal Rights – Women Cell
22	Id-ul-Ftr ,Training/Workshop on farming – Farmers' Club ,Earth Day
23	
24	Seminar – Gen.
25	
26	
27	
28	Extempore Speech – Edu.
29	
30	

MAY

01	
02	
03	
04	
05	Video Making Competition- Edu
06	Club Meeting/Activity
07	
08	
09	Model Exam
10	Model Exam
11	Model Exam
12	Model Exam
13	Model Exam
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Attendance Record

Month	Attendance	Class Teacher Sign	Remarks

Internal Marks

Subject	I Internal	II Internal	Signature of Subject Teacher

ACTIVITY RECORD

Date	Activity	Sign of Supervisor	Remarks

TIME TABLE

ATTENDANCE - 8:25 am

DAY	I 08:40-09:30	II 09:35-10:35	III 10:40-11:35	IV 12:10-01-05	V 01:10-02:00	VI 02:00-03-00 Activity Period
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Break 11:25 am - 12:05 pm

TIME TABLE

ATTENDANCE - 8.25 am

DAY	I 08:40-09:30	II 09:35-10:35	III 10:40-11:35	IV 12:10-01-05	V 01:10-02:00	VI 02:00-03-00 Activity Period
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Break 11:25 am - 12:05 pm

LEAVE RECORD

Month	Dates	Total No. & Attendance %
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

FEE RECORD

Month	Date of Payment	Receipt No.	Remarks
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			



“To Learn and Serve”