



SOUTHFIELD COLLEGE

Formerly Loreto College | Darjeeling - 734101

Accredited by NAAC with Grade 'A'

A Women's College with Degree Course

Affiliated to University of North Bengal

CALENDAR
2019 - 2020

Index

Name : _____

Class : _____

Honours/General : _____

Roll No : _____

Parent's Name : _____

Contact No. : _____

Guardian's Name : _____

Permanent Address : _____

Contact No. : _____

Vision of the College

Southfield College aims at imparting value based education to women in order to open up their minds to create space for their holistic development and to contribute to the society and country as a whole.

Mission of the College

In the light of the vision statement we endeavour to lead our students to -

- Relentlessly search for academic excellence.
- Enlighten to cherish the ideals of love, sincerity and service.
- Empower them to face challenges as dignified, responsible and dutiful citizens.
- Respect the rights of all individuals through social justice.



A Brief History

Southfield College was founded as Loreto College in Southfield, Darjeeling in August 1961 as a women's college. At the request of the Government of West Bengal, the Irish Branch of the Institute of The Blessed Virgin Mary, the Darjeeling Loreto Educational Society agreed to take care of its management. However, due to the lack of personnel, the Loreto Nuns were compelled to hand over the administration of College to the Government of West Bengal. It was thus renamed 'Southfield College'.

In keeping with its tradition, Southfield College aims to provide a holistic development of women, encouraging growth to exercise 'responsible' freedom, reverence for human personality and appreciation of true values. Thus with this view, the motto "Enlightenment, Empowerment and Emancipation through Education" has been envisaged.

The flying dove with the mountain peaks on its wings symbolizes the region (hills). It signifies emancipation and empowerment through appreciation of true values so that each student can stand as tall as the mountain peaks in their contribution to society.

The shamrock carried by the dove is a mark of gratitude to a very respected Irish nun, Rev. Mother M. Damien O'Donohoe, IBVM, former Principal of the College, whose dreams and visions shall always remain a guiding factor in the development and evolution of the College.

The brightly lit sun signifies enlightenment of both the staff and the students.

The open book signifies the academic excellence the college strives for. The holistic development, being the visions, the college aims to achieve enlightenment, empowerment and emancipation.

राष्ट्रीय गान

जन-गण-मन अधिनायक, जय हे
भारत-भाग्य-विधाता,
पंजाब-सिंधु गुजरात-मराठा,
द्रविड़-उत्कल बंग,
विन्ध्य-हिमाचल-यमुना गंगा,
उच्छल-जलधि-तरंग,
तव शुभ नामे जागे,
तव शुभ आशिष मांगे,
गाहे तव जय गाथा,
जन-गण-मंगल दायक जय हे
भारत-भाग्य-विधाता
जय हे, जय हे, जय हे
जय जय जय जय हे।



Prayer for India

*As we gather on this morn
Celebrating freedom's dawn,
Our young hearts to God we raise,
In thanksgiving and in praise.*

Chorus : *God of nations hear our prayer,
Bless this land so great so fair,
May all strife within it cease
Give it harmony and peace
May its people e'er be true,
To their country and to you.*

*With a lawful pride we see,
India's day of liberty,
And our hearts are bright and gay
As we welcome this great day. (Chorus)*

*As we face the future bright,
Trustfully we pray for light,
For our leaders that they may
Guide us wisely day by day. (Chorus)*

*May the people of this land
Ever firmly take their stand
On the side of truth and right
God himself e'er be their light. (Chorus)*

*May India's daughters ever be
Conscious of their dignity,
May they e'er be good and great
In the home and in the state. (Chorus)*

Showens of Blessing

There shall be showers of blessing

This is the promise of love

There shall be season refreshing

Sent from the saviour above

(Chorus)

Showers of Blessing Showers of Blessing we need

Mercy-drops round us are falling

But for the showers we plead

There shall be showers of blessing

Send them upon us O Lord

Grant to us now a refreshing

Come and now honour Thy Word (Chorus)

There shall be shower of Blessing

Oh that today they might fall

Now as to God we're confessing

कदम कदम बढ़ाये जा

कदम कदम बढ़ाये जा खुशी के गीत गाये जा
ये जिन्दगी है कौम की तू कौम पे लुटाये जा
कदम कदम बढ़ाये जा

कदम कदम बढ़ाये जा खुशी के गीत गाये जा
ये जिन्दगी है कौम की तू कौम पे लुटाये जा
कदम कदम बढ़ाये जा

तू शेर हिन्द आगे बढ़ मरने से फिर भी तू ना डर
उड़ाके दुश्मनो का सर जोशे वतन बढ़ाये जा
तू शेर हिन्द आगे बढ़ मरने से फिर भी तू ना डर
उड़ाके दुश्मनो का सर जोशे वतन बढ़ाये जा
कदम कदम बढ़ाये जा खुशी के गीत गाये जा
ये जिन्दगी है कौम की तू कौम पे लुटाये जा
कदम कदम बढ़ाये जा

ऐ मेरे वतन के लोगो

ऐ मेरे वतन के लोगो
जरा आँखो में भर लो पानी
जो शहीद हुए हैं उनकी
जरा याद करो कुरबानी
तुम भूल न जाओ उनको
इस लिये सुनो ये कहानी
जो शहीद हुए हैं उनकी
जरा याद करो कुरबानी
जब घायल हुआ हिमालय
खतरे में पड़ी आजादी
जब तक थी साँस लड़े वो
फिर अपनी लाश बिछा दी
संगीन पे घर कर माथा
सो गये अमर बलिदानी
जो शहीद हुए हैं उनकी
जरा याद करो कुरबानी
कोई सिख कोई जाट मराठा ॥२॥
कोई गोरखा कोई मदरासी ॥२॥
सरहद पर मरनेवाला ॥२॥
हर वीर था भारतवासी
जो खून गिरा पर्वत पर
वे खून था हिन्दुस्तानी
जो शहीद हुए हैं उनकी
जरा याद करो कुरबानी
जय हिन्द जय हिन्द
जय हिन्द की सेना
जय हिन्द जय हिन्द जय हिन्द...

ADMINISTRATION

Dr. Anuradha Rai – Principal

COLLEGE GOVERNING BODY

President – Mr. C. B. Rai

(University Representative)

Secretary – Dr. Anuradha Rai

Principal

Mr. Pranay Rai

Government Nominee

Mr. Satyam Rai

Government Nominee

Mrs. Sushma Ghosh

University Representative

Ms. Raka Shree Rai

Teacher Representative

Dr. Maumita Ghosh

Teacher Representative

Mr. Dinesh Chandra Roy

Teacher Representative

Mr. Bishal Chettri

Teacher Representative

Mrs. Madhu Pakhrin

Office Representative

Mr. Anand Biswakarma

Office Representative

Ms. Uden Sherpa - Head Councillor

Student Representative

FACULTY

Department of Education

1. Ms. Dipti Subba, M.A., Asst. Prof./Head of the Department
2. Ms. Punam Pradhan, M.A., B.Ed, Asst. Prof.
3. Mr. Sri Krishna Sarkar, M.A., Asst. Prof.
4. Ms. Pratistha Gurung, M.A., Asst. Prof. (APTT)

Department of English

1. Dr. Kaustav Chakraborty, M. A., PhD - Asst. Prof.
2. Mr. Benoy Pradhan, M.A., B.Ed, -Asst. Prof./Head of the Department
3. Ms. Mandika Sinha, M.A., M.Phil, - Asst. Prof.
4. Mr. Sidharth Syangden, M.A., (Guest Lecturer)
5. Mr. Binod Pradhan, M.A., (Guest Lecturer)
6. Mr. Vivek Mishra, M. A., (Guest Lecturer)

Department of Geography

1. Ms. Raka Shree Rai, M.A., B.Ed. - Associate Professor/Head of the Department
2. Mr. Bishal Chettri, M.A. - Asst. Prof.
3. Dr. Sujata Baraily, M.A., Ph.D.-Asst. Prof.
4. Mr. Sunny Rawat, M.A., Asst. Prof.

Department of History

1. Dr. Dinesh Chandra Ray, M. A., PhD, Asst. Prof. / Head of the Department
2. Dr. Srikanta Roychowdhury, M.A., PhD - Asst. Prof./ (on lien)
3. Ms. Diki Ongmu Bhutia, M.A., B.Ed-Asst. Prof.
4. Mr. Dewakar Thatal, M. A., B. Ed, M. Phil - Asst. Prof.

Department of Nepali

1. Dr. Mahesh Pradhan, M. A., B.Ed., M. Phil, PhD - Asst. Prof. /Head of the Department
2. Mr. Kushal Ghimiray, M. A. - Asst. Prof.
3. Mr. D. K. Dewan, M. A.-Asst. Prof. (APTT)
4. Mr. Sadeep Pradhan, M. A., M. Phil, Asst. Prof. (APTT)
5. Ms. Alka Sharma, M. A.- (Guest Lecturer)
6. Ms. Sandhya Rai, M.A. , M.Phil (Guest Lecturer)

Department of Political Science

1. Ms. Gyanshree Pradhan, M. A., -Asst. Prof. - Head of the Department
2. Dr. Marsha Lama, M. A., Ph.D -Asst. Prof.
3. Ms. Prava Lohar, M. A. - Asst. Prof.
4. Ms. Srijana Tamang, M. A. - (Guest Lecturer)

Department of Economics

1. Mr. Prashanta Gurung , M.A- (Guest Lecturer)

Department of Sociology

1. Ms. Nisha Rai, M. A. (Guest Lecturer)/Head of Department
2. Ms. Archana Thapa, M. A., (Guest Lecturer)
3. Mr. Brianson S. Lepcha, M. A., (Guest Lecturer)

Department of Hindi

1. Dr. Ratna Kumari Mishra, M. A., PhD - Asst. Prof. -Head of the Department

Environmental Science Department

1. Dr. Anuradha Rai, (Principal)
2. Ms. Priyanka Mukhia, M. A., B.Ed. - (Guest Lecturer)

Department of Library

1. Ms. Yangzee Sherpa, M. Com, M.L.I.Sc. Librarian (Lien)
2. Ms. Anudha Lepcha , M. Lis
3. Ms. Nilima Thapa, B.Lib.
4. Mr. Prakash Chettri - Library Peon

Office Staff

1. Mr. Dhurjati Paul Choudhury – M.Com-Head Clerk
2. Ms. Madhu Pakhrin – B.Com-Accountant
3. Mr. Anand Biswakarma – B.A. - Typist

4. Ms Evana Tamang – M.A., B.Ed., M.LIS - Clerk
5. Mr. Manish Ranjan Srivastav -Part Time

Group D Staff

1. Mr. Ganesh Thami - Mali
2. Mr. Suren Diyali-Guard

Temporary

1. Mr. Ramesh Rajak
2. Mr. Pradip Gurung
3. Mr. Sandeep Chettri
4. Ms. Anita Balmiki
5. Ms. Ambika Sharma
6. Mr. Arun Chettri (Security Guard)

STUDENT COUNCILLORS

Third Year Councillors

1. Ms. Uden Sherpa- Head Councillor
2. Ms. Payal K Singh Edu
3. Ms. Rinchen D Bhutia – Eng
4. Ms. Nisha Sankar – Geo
5. Ms. Tina Tamang- Nepali
6. Ms. Tshering Bhutia – Pol.sc
7. Ms. Apeksha Pradhan – Soc
8. Ms. Shruti Chettri – Gen

3rd Semester Councillors

1. Ms. Hanifa Fareen –Edu
2. Ms. Palmu Singh Chettri – Eng
3. Ms. Ritisha Tamang – Geo
4. Ms. Ritu Mangar- Nepali
5. Ms. Shuvekcha Meejar- Hist
6. Ms. Saira Bantawa Rai – Pol.sc
7. Ms. Wahida Kasari - Soc
8. Ms. Rojina Rai- Gen

Club Secretaries

Secretary

1. Ms. Deepshika Pradhan- Pol.sc
2. Ms. SamtenTamang- Edu
3. Ms. Swarnima Tamang – Hist
4. Ms. Aanchal Subba- Eng
5. Ms. Aditi Tamang – Nepali
6. Ms. Nikita Gurung – Soc
7. Ms. Simran Rai- Geo
8. Ms. Barsha Rasaily – Gen

Asst. Secretary

1. Ms. Angita Thapa- Pol.sc
2. Ms. Ashika Thapa- Edu
3. MS. Ashna Joshi – Hist
4. Ms. Srijana Timsina – Eng
5. Ms. Smita Rai- Nepali
6. Ms. Prerna Mukhia – Soc
7. Ms. Neha Chettri- Geo
8. Ms. Karisma Rai- Gen

Literary Club**Secretary**

1. Ms. Aachal Subba- Eng
2. Ms. Aditi Tamang- Nep

Asst. Secretary

1. Ms. Srijana Timsina- Eng
2. Ms. Smita Rai- Nepali

Debate Club**Secretary**

1. Ms. Samten Tamang- Edu
2. Ms. Nikita Gurung -Soc

Asst. Secretary

1. Ms. Ashika Thapa- Edu
2. Ms. Prerna Mukhia – Soc

Current Affairs Club**Secretary**

1. Ms. Deepshika Pradhan – Pol.sc
2. Ms. Barsha Rasaily – Gen

Asst. Secretary

1. Ms. Anjita Thapa- Pol.sc
2. Ms. Karisma Rai – Gen

Dynamic Club**Secretary**

1. Ms. Simran Rai- Geo

Asst. Secretary

2. Ms. Neha Chettri – Geo

History Club**Secretary**

1. Ms. Swarnima Tamang –Hist

Asst. Secretary

2. Ms. Ashna Joshi – Hist

Rotaract Club

1. Ms. Priyanka Gurung – President
2. Ms. Rachana Rai – Secretary

Nature Club

1. Ms. Sriwarna Rai- Secretary
2. Ms. Ahilya Gautam – Asst. Secretary

Youth Against Trafficking (YAT) Club

1. Ms. Shrawani Gurung- President
2. Ms. Rishika Subba – Secretary

COMMITTEES

Principal - Head of all Committees

Examination Committee

1. Mr. Benoy Pradhan
2. Mr. Dewakar Thatal

Admission Committee

1. Dr. Anuradha Rai
2. All Heads of the Departments
3. Teachers' Council Secretary
4. Ms. Evana Tamang
5. Mr. Sadeep Pradhan
6. Students Head Councillor

**Internal Complaint committee /
Grievance cell**

1. Principal
2. President- G. B
3. Head Councilor of students
4. IQAC - Coordinator
5. Ms. Poonam Pradhan
6. Ms. Diki Ongmu Bhutia
7. Ms. Evana Tamang
8. Mr. Nirnay John Chettri

**Gender Sensitization committee Against
Sexual Harassment (GSCASH)**

1. Ms. Rakasree Rai: Presiding officer
2. Dr. Ratna Kumari Mishra : Teacher representatives

3. Ms. Mandika Sinha
4. Ms. Madhu Pakhrin : Non teaching Representatives
5. Mr. Dhurjati Paul Choudhaury
6. Ms. Uden Sherpa : Students Councilor
7. Ms. Rinchen D Bhutia : Students Councilor
8. Ms. Apeaksha Pradhan : Students Councilor
9. Mr. Nirnay John Chettri - NGO Representatives:

Internal Quality Assurance Cell

1. Dr. Anuradha Rai : Principal
2. Dr. Ratna Kumari Mishra, Co-ordinator
3. Mr. C.B Rai : One Member from the Governing Body
4. Mr. A.S. Rai : Administrator
5. Dr. Ringee Eden Wangdi: Alumni
6. Ms. Sima Lama: Head Mistress Sardeswari School
7. Mr. Nirnay John Chettri : Representatives from local society
8. Ms . Mendarwa Pakhrin : One nominee from Employer
9. Mr. Mukund Rai : Representative of Industry
10. Mr. Rahul Amulya Pradhan: NGO MBKS
11. Dr. Sujata Baraily: : Teacher's Representatives
12. Dr. Dinesh Chandra Ray: Teachers Representatives
13. Dr. Kaustav Chakraborty : : Teacher's Representatives
14. Dr. Dipty Subba : : Teacher's Representatives
15. Dr. Srikanta Roy Chowdhury : Teacher's Representatives
16. Mr. Benoy Pradhan : Teacher's Representatives
17. Ms. Mandika Sinha : Teacher's Representatives

18. Mr. Anand Biswakarma : Non Teaching Representative
19. Ms. Uden Sherpa (Head Councilor of the students)

Library Committee

1. Dr. Ratna Kumari Mishra (Co-ordinator)
2. Ms. Gyanshree Pradhan
3. Dr. Srikanta Roy Chowdhury
4. Dr. Kaustav Chakraborty
5. Dr. Mahesh Pradhan
6. Mr. Bishal Chettri
7. Dr. Dipty Subba
8. Ms. Nisha Rai
9. Ms. Nilima Thapa
10. Ms. Shrawani Gurung- Student Representative
11. Ms. Rishika Subba - Student Representative

Research Cell

1. Dr. Dinesh Chandra Ray (Co-ordinator)
2. Dr. Dipty Subba
3. Ms. Mandika Sinha
4. Ms. Prava Lohar
5. Mr. Kushal Ghimiray
6. Mr. Sri Krishna Sarkar
7. Mr. Sunny Rawat

Sports Committee

1. Dr. Dinesh C. Ray (Co-ordinator)
2. Mr. Kushal Ghimiray
3. Mr. Srikrishna Sarkar
4. Ms. Srijana Tamang
5. Mr. Sunny Rawat
6. Ms. Nisha Rai
7. Ms. Priyanka Mukhia
8. Ms. Uden Sherpa
9. Ms. Rinchen D Bhutia

Seminar Committee

1. Dr. Dipty Subba (Co-ordinator)
2. Dr. Sujata Baraily
3. Dr. Dinesh Chandra Ray
4. Dr. Kaustav Chakraborty
5. Dr. Marsha Lama
6. Mr. Dewakar Thatal
7. Ms. Punam Pradhan
8. Mr. Sunny Rawat
9. Ms. Sandhya Rai
10. Ms. Hanifa Fareen
11. Ms. Tshering Bhutia

Dress and Discipline Committee

1. Dr. Dipty Subba (Co- Ordinator)
2. Ms. Diki O Bhutia
3. Ms. Prava Lohar
4. Ms. Punam Pradhan
5. 3rd Year Councillors

Community Engagement Cell

1. Ms. Gyanshree Pradhan (Co-ordinator)
2. NSS Coordinators
3. Mr. Bishal Chettri
4. Ms. Punam Pradhan
5. Ms. Prava Lohar
6. Mr. Sadeep Pradhan
7. Mr. Binod Pradhan
8. Mr. Siddharth Syangden
9. Ms. Archana Thapa
10. Ms. Srijana Tamang
11. Ms. Waida Kasari- Student Councillor
12. Ms. Payal K Singh – Student Councillor

Finance Committee

1. Dr. Mahesh Pradhan (Co-ordinator)
2. Dr. Ratna Kumari Mishra
3. Dr. Sujata Baraily
4. Ms. Gyanshree Pradhan
5. Dr. Dipty Subba
6. Mr. Sadeep Pradhan
7. Mr. Dhurjati P Choudhury
8. Mr. Anand Biswakarma

Hostel Warden

1. Dr. Ratna Kumari Mishra

Publicity Committee

2. Mr. Sadeep Pradhan(Co-ordinator)
3. Mr. Benoy Pradhan
4. Mr. D.K Dewan
5. Ms. Tina Tamang- Student Councillor
6. Ms. Palmu Singh Chettri– Student Councillor

Magazine Committee

Advisory Board:

1. Dr. Ratna K. Mishra
2. Mr. Benoy Pradhan
3. Ms. Mandika Sinha
4. Mr. D.K Dewan
5. Ms. Alka Sharma
6. Ms. Saima Parveen – Student Representative

NSS Programme Officers

1. Dr. Dipty Subba
2. Ms. Diki Ongmu Bhutia

Anti-ragging committee:

1. Principal
2. Mr C.B. Rai, President, Governing Body
3. Mr A.S. Rai
4. Officer-in-Charge, Darjeeling Sadar Thana
5. Rabin Rai (Media person)
6. Nirnay John Chettri, MARG
7. Ms Rakashree Rai
8. Dr Sujata Baraily
9. Dr Mahesh Pradhan
10. Ms. Uden Sherpa : Head Councillor
11. Ms. Stuti Chettri : Student Councillor
12. Ms. Nisha Sankar: Student Councillor
13. Ms. Ritu Mangar : Student Councillor
14. Ms. Payal Kumari Singh: Student Councillor
15. Ms. Saira Bantawa Rai: Student Councillor
13. Mr. Dhurjati Paul Choudhury
14. Ms. Yangzee Sherpa

Anti-ragging squad:

1. Dr. Anuradha Rai
2. Ms. Rakashree Rai
3. Dr. Mahesh Pradhan
4. Mr. Nimay John Chettri
5. Ms. Rojina Rai – Student Councillor
6. Ms. Apeksha Pradhan – Student Councillor

Committee for the Prevention of Caste-based Discrimination, Southfield College, Darjeeling:

1. Principal
2. Ms Prava Lohar (Teacher's Representative of SC): Coordinator of the Equal Opportunity squad
3. Dr Marsha Lama (Teacher's Representative of ST)
4. Diki Ongmu Bhutia (Teacher's Representative of ST)
5. Evana Mokhtan (Representative of ST from Non-Teaching Staff)
6. Mr Srikrishna Sarkar (Teacher's Representative of SC)
7. Dr Sujata Baraily (Teacher's Representative of SC)
8. Anand Biswakarma (Representative of SC from Non-Teaching Staff)
9. Dr Mahesh Pradhan (Teacher's Representative of OBC)
10. Ms Gyanshree Pradhan (Teacher's Representative of OBC)
11. Ms Poonam Pradhan (Teacher's Representative of OBC)
12. Ms. Shubekcha Meejar- Student Councillor
13. Ms. Tshering Bhutia Student Councillor
14. Ms. Hanifa Fareen - Student Councillor

The Equal Opportunity Squad

1. Ms Prava Lohar (Teacher's Representative of SC): Coordinator of the Equal Opportunity squad
2. Dr Marsha Lama (Teacher's Representative of ST)
3. Anand Biswakarma (Representative of

SC from Non-Teaching Staff)

4. Ms. Shubekcha Meejar- Student Councillor
5. Ms. Tshering Bhutia Student Councillor
6. Ms. Hanifa Fareen - Student Councillor

Coordinator of the Equal Opportunity squad:

1. Ms Prava Lohar
- 24x7 contact number: **8371894441**
Mail: pravalohar1@gmail.com

Collegiate Student Grievance Redressal Committee (CSGRC)

1. Chairperson: Dr Anuradha Rai
2. Principal's nominees: Dr. Ratna Kumari Mishra
3. Ms Gyanshree Pradhan
4. Dr Dinesh Chandra Ray
5. The Head Counsellor of the Students as the special invitee

Details of the person to contact:

Head of the Anti-ragging squad:

1. Dr. Mahesh Pradhan
- 24x7 contact number: 9434221531
maheshdarjeeling@gmail.com

Warden of the Hostel:

1. Dr. Ratna Kumari Mishra
- 24x7 accessible number: 9434212303
Mail: ratnarishika@rediffmail.com

Nodal Officer

Registrar, University of North Bengal
regnbu@nbu.ac.in
regnbu@sancharnet.in
0353-2776331/2699008

Cultural Committee

1. Mr. Dewakar Thatal (Co-ordinator)
2. Dr. Kaustav Chakraborty
3. Dr. Dipty Subba
4. Ms. Diki O Bhutia
5. Ms. Mandika Sinha
6. Dr. Srikrishna Sarkar
7. Mr. Sunny Rawat

8. Mr. Sadeep Pradhan
9. Ms. Pratistha Gurung
10. Ms. Archana Thapa
11. Ms. Priyanka Mukhia
12. Ms. Srijana Tamang
13. Mr. Brianson S Lepcha
14. Ms. Alka Sharma
15. Ms. Sandhya Rai
16. Ms. Anuradha Chettri- Student Representative
17. Ms. Shradha Tamang – Student Representative

Routine Committee

1. Principal
2. All Heads of the Department.
3. Teachers 'Council Secretary

Career Guidance Cell

1. Ms. Gyanshree Pradhan (Co-ordinator)
2. Mr. Dewakar Thatal
3. Ms. Prava Lohar
4. Ms. Punam Pradhan
5. Mr. Srikrishna Sarkar
6. Ms. Tina Tamang - Student Councillor
7. Ms. Uden Sherpa – Head Councillor

Canteen Committee

1. Mr. Bishal Chettri
2. Mr. Sadeep Pradhan
3. Ms. Sandhya Rai
4. Ms. Archana Thapa
5. Ms. Rojina Rai- Student Councillor
6. Ms. Nisha Sankar- Student Councillor

Nature Club

1. Ms. Gyanshree Pradhan (Co-ordinator)
2. Mr. D.K Dewan
3. Ms. Priyanka Mukhia
4. Mr. Brianson S Lepcha
5. Students Councillors of 3rd year

Building Committee

1. Dr.Mahesh Pradhan
2. Mr. Bishal Chettri
3. Ms Prava Lohar

4. Mr.Siddarth Syangden
5. Mr. Anand Biswakarma
6. Ms. Evana Tamang

Members of Project Monitoring Unit (PMU) for RUSA of Southfield College, Darjeeling.

1. Dr. Anuradha Rai, Principal, Southfield College, Darjeeling
2. Dr. Maumita Ghosh, H.O.D Depart. Economics , Southfield College, Co-ordinator and Nodal Officer.
3. Prof. C.B. Rai, President of Governing Body Southfield College,
4. Mrs. Sushma Ghosh, University Nominee of Governing Body Southfield College.
5. Dr. Ratna Kumari Mishra, Co-ordinator IQAC, Southfield College
6. Ms. Rakashree Rai, Associate Professor Dept. Geography Southfield College
7. Mr. Bishal Chettri, Assistant Professor, Dept. Geography Southfield College
8. Dr. Srikanta Roy Choudhury, Assistant Professor , Dept. of History, Southfield College
9. Mr. Dhurjati Paul Choudhury, Head Clerk ,Southfield College.
10. Mr. Anand Biswakarma, Typist , Southfield College,
11. Mr. Prashant Rai, Engineer Darjeeling Municipality .
12. Head Councillor (Students Representatives)

Southfield College Employees Credit Cooperative Society

1. Mr. Benoy Pradhan (Chairman)
2. Ms. Diki O Bhutia (Vice- Chairman)
3. Mr. Bishal Chettri - Secretary
4. Mr. Dewakar Thatal- Director
5. Ms. Prava Lohar- Director
6. Dr. Marsha Lama- Director

CAREER ORIENTED PROGRAMMES (C.O.P.)
(Certificate, Diploma & Advance Diploma Course - UGC Sponsored)

Communicative English

1. Mr. Benoy Pradhan

Women's Studies

1. Ms. Punam Pradhan

Eco-Tourism

1. Dr. Sujata Baraily

Remedial Teaching

1. Mr. Bishal Chettri

Mass Communication & Journalism

1. Ms. Mandika Sinha

Entry into Service

1. Ms. Gyanshree Pradhan

PAWAN CHAMLING AWARDEES

2008 - Ms. Karma Yanchen Bhutia (Pol Science)

2010 - Ms. Munu Rai (Geography)

2011 - Ms. Supriya Rai (Geography)

2012 - Ms. Shibani Gurung (General)

2013 - Ms. Joshila Lepcha (Nepali)

2014 - Mary Bal (Pol Science)

2015 - Ms Anupa Toppo (Education)
Ms Panamit Lepcha (History)

2016 - Ms Prabha Sundas (History)
Ms Kajal Tamang (Geography)

2017 - Ms. Pabitra Sharma- History
Ms. Jyoti Thapa- English

2018 - Ms. Gayatri Thapa- Nepali

2019 - Ms. Fatima Riyaz- Geography

College Rules and Regulations

- All students must conduct themselves in a becoming manner both in and outside College.
- The College expects students to be both punctual and regular. In case of absence due to medical reasons, students are to bring a letter of excuse signed by a Parent/Guardian to be countersigned by the Principal before rejoining class. A Medical Certificate is required in the event of long
- Illness or more than five days of absence. A student may be asked to leave the College in case of serious breach of discipline.
- Students are expected to be decently dressed.
- Students are required to take an active part in all College co-curricular activities.
- Mobile phones should not be used within Class hours and within Class premises.

Responsibilities of Parents/Guardians

- Parents/Guardians are requested to co-operate with the college authority in enforcing rules and regulations of the College.
- Parents/Guardians are to ensure that their ward strictly adhere to the dates regarding commencement of Classes after holidays.
- If required, Parents/Guardians are to meet the College authorities regarding any problems or issues.
- Parents/Guardians are to ensure that their wards pursue their studies at home.
- If students are required to go out of station for study tours, field trips etc. Parents/Guardians are to furnish written permission.
- Parents/Guardians are to inform the College, in writing, if their wards cannot attend regular Classes.

Academic Regulations

- As per NBU regulations students are required to attend 75% of the lectures and tutorials in each subject before appearing for University examinations.
- Students are also required to pass the College periodical examinations as a condition for being presented for the University examination.
- Compulsory attendance on the first and last day of every session, including holidays is necessary.
- At the start of the College/University examination, parent/ students are expected to comply with the following declaration.

"I hereby declare that I fully understand that if I resort to unfair means or attempt to do so in any examination I will be expelled from the College. No appeal from me will be entertained. Furthermore, if I do not appear for an internal examination, I will not be selected to appear for the University examination. The decision of the authority is final and binding."

Library Regulations

- Students are not allowed to bring their bags, files and personal books inside the Library.
- Books are issued from 9 a.m. to 3 p.m. from Monday to Friday.
- Books lost, defaced or damaged in any way shall have to be replaced -by the person who last borrowed it.
- A fine of Rs. 5/- per day will be charged to the defaulters.
- Books are not to be taken out of the library without issuing.
- The Library remains open from 9.30 a.m. to 2.00 p.m. (Monday to Friday) during winter holidays.

Silence is to be maintained in and around the library at all times.

Human Values and Professional Ethics Code of conduct for various stakeholders

Southfield College Code of Conduct for the Students

1. Adherence to the Southfield values and strive at fulfilling its mission and vision
2. Regular attendance and attentiveness is expected
3. Respect and behave well with all stakeholders
4. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity
5. Decent in dressing
6. Carry identity card within the campus
7. No ragging and spread consciousness about anti-ragging
8. No use of unfair means in the exam as per the signed declaration
9. Participate in all College events like Swachhata mission, cultural events, club events, NSS etc.
10. Consciousness about gynecological diseases

Southfield College Code of Conduct for the Faculty

1. Adhering to the values, mission and vision of the College
2. No to sexual harassment.
3. Constant Up-gradation related to the concepts, new developments related to the subject and technology
4. Be an example of an empathetic and compassionate mentor
5. Part of co and extracurricular activities
6. Involvement with the committees
7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity
8. Contribution to anti-harassment, anti-ragging, anti-corruption and awareness of gender, ecology and community outreach
9. Organise seminars, conferences and undertake projects
10. Participate in induction programs

Southfield College Code of Conduct for the Non-teaching Staff

1. Adhering to the values, mission and vision of the College
2. Need to be Punctual, disciplined, and follow zero corruption.
3. Never involve in sexual harassment.
4. Update regularly digitally.
5. Participate in training programs for regular updating
6. Co-operation with all the stake-holders
7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity
8. Contribution to anti-harassment, anti-ragging
9. Regular maintenance acts and up-gradation of the infrastructure and enhancement of the services provided
10. Participate in the college programs.

Southfield College Code of Conduct for the Administrator

1. Adhere to the values, mission and vision of the college
2. Keep ideal working ambiance, encourage academic and extracurricular activities
3. Maintain and upgrade resources
4. Address complaints following the principles of fairness of justice
5. Encourage skill-oriented, gender, environment, outreach, professional programs
6. Practice compassionate-leadership and humanitarian-management.
7. Enhance services provided to stakeholders.
8. Constant surveillance against ragging, discrimination based on differences of class, caste, creed, religion or ethnicity
9. De-centralize the power, unbiased co-ordination among the stakeholders
10. Cordial relation with neighboring institutes, MOU institutes and collaborators.

Southfield College Code of Conduct for the Parents and Guardians

1. Adhere to the values, mission and vision of the college
2. Active participation in parent's forum and regular interaction with the faculty, administration and staff.
3. Incorporation of universal values
4. Awareness against anti-ragging, anti-discrimination, anti-drug, and gynecological diseases
5. No excess pressure and no to unhealthy competition
6. Equal care and concern for the girl child
7. Inculcate the good practices of reading, writing, eating-right, and updating with the current affairs of the society, nation and the world
8. No to early marriage and encouragement for women's empowerment through education

Southfield College Code of Conduct for the Alumni

1. Be an ambassador of the values, mission and vision of the college
2. Be an exemplary figure of holistic learning, empathetic leadership, woman empowerment, and a cosmopolitan-patriot.
3. Dedicate in contributing to the alma mater, society, nation and the world.
4. Take active participation in the college events
5. Provide constructive criticism and feedback for overall development of the institution.
6. Act as a bridge between the past, present and the future.
7. Organise academic, cultural, awareness/sensitizing/training programs related to human values, gender, ecology, skill development, employability etc.

COURSE COMBINATION/BASKETS

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

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

Bengali	Economics
English	Education
Geography	Mass Communication
Hindi	Philosophy
History	Political Science
Nepali Sanskrit	Psychology
Urdu	Sociology

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

Bengali	Economics
English	Education
Geography	Mass Communication
Hindi	Philosophy
History	Physical Education
Modern Tibetan	Political Science
Nepali	Sociology
Psychology	
Sanskrit	
Urdu	

B. A. PROGRAM COURSE

(Discipline Specific Course (DSC) and Generic Elective (GE) Course subject :
Select any Three Course Subject (Taking any one Course Subject each from any

Two group as DSC and any one Course subject from remaining one group as GE of the 3 groups below and SEC course subject will be same as DSC course subject):

Group A	Group B	Group C
Bengali	Economics	Geography
English	Education	Physical Education
Hindi	History	Political Science
Modern - Tibetan	Mass Communication	Psychology
Nepali	Philosophy	Sociology
Sanskrit	Sericulture	
Urdu		

July 2019	
1	Students Induction/ Beginning Of Value Added Courses
2	Students Induction
3	Students Induction
4	Students Induction
5	Students Induction / Movie Club 3rd Year (Every Saturday After Lunch)
6	Students Induction
7	
8	
9	
10	
11	
12	
13	Bhanu Jayanti
14	
15	
16	
17	
18	Creative Writing
19	Workshop On Internal Committee For Visibiility
20	Workshop On Internal Committee For Visibiility
21	
22	Movie Review Sociology
23	
24	
25	
26	Research Conclave
27	Sahid Diwas
28	
29	Internal Test
30	Summer Internship By Nss
31	Movie Review By English

August 2019	
1	Foundation Day
2	Research Training Program
3	Research Training Program
4	
5	Environmental Awareness Program
6	Beginning of COP
7	Book Review English
8	
9	
10	
11	
12	Id-UI-Fitre
13	Language Lab
14	
15	Independence Day / Annual Sports
16	
17	HMI Visits 1st Semester Geography
18	
19	
20	Nepali Bhasa Manyata Diwas
21	
22	Departmental Seminar 3rd Year of Education
23	Project Presentation 3rd Year Sociology
24	
25	
26	Invited Faculty Lecture Nepali
27	
28	
29	Departmental Seminar Wit Ppt English/ Fit India Movement
30	Departmental Seminar Wit Ppt English/ Fit India Movement / Historical Excursion 1st Semester History
31	Historical Excursion 1st Semester History/ One Student One Tree

September 2019	
1	
2	Industrial Training
3	Translation Project
4	Translation Project
5	Teachers Day / History Seminar
6	History Seminar
7	History Seminar
8	
9	Elocution English/ Ncscs Translation Workshop/ Mentoring
10	Moharrum
11	Swachata Hi Sewa Begin/ Group Discussion 1st Semester Pol. Sc/ Group Discussion And Workshop Education
12	Invited Lecture English/ Group Discussion 1st Semester Pol. Sc/ Group Discussion And Workshop Education
13	Invited Lecture English/ Class Seminar Political Science
14	Awareness Program Sociology/ Seminar With Ppt History
15	Field Study Pol. Sc / End Of NCSCS Translation Workshop
16	Hindi Diwas
17	Personal Conselling
18	Group Discussion PolSc
19	Field Survey Education
20	Field Survey Education/ Creative Writing Nepali
21	
22	NSS Jal Shakti Abhiyan
23	Internal Test
24	Seminar With Ppt History
25	Report Presentation 3rd Semester Geography Paper 6
26	Report Presentation 3rd Semester Geography Paper 6/ Class Seminar 3rd Semester Nepali
27	Report Presentation 3rd Semester Geography Paper 7
28	Mahalaya
29	
30	Puja Holiday Begins

October 2019	
1	
2	Gandhi Jayanti/ Swachata Hi Sewa Ends
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15	College Reopens After Puja
16	Induction Program For Newly Appointed Teachers
17	Faculty And Student Exchange
18	Faculty And Student Exchange/ Invited Lecture Nepali/ Historical Movie History Department
19	Faculty And Student Exchange
20	
21	Poshan Maah
22	Poshan Maah/ Internal Test
23	Diwali Holiday Begins
24	Field Visit 3rd Year Sociology
25	
26	
27	
28	Vigilance Awareness Week Begins
29	
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31	

November 2019	
1	College Re -opens after Diwali
2	Vigilance Awareness Week Ends
3	
4	Academic Integrity and Intellectual Property Rights Program
5	Academic Integrity and Intellectual Property Rights Program/ Blood Donation Camp
6	Presentation Through ICT 1st 2nd 3rd Semester Education
7	Presentation through ICT 1st 2nd 3rd Semester Education
8	Presentation through ICT 1st 2nd 3rd Semester Education/ Seminar with PPT 3rd Year History
9	Annual Departmental Get Together including the Former Students English/ Field Excursion 3rd Year Geography
10	Fateha - Duaz - Daham
11	National Education Day/ Essay Writing Competition
12	Birthday of Guru Nanak
13	
14	Childrens ' Day/ Seminar with PPT 3rd Year Nepali
15	Educational Tour English/ Historical Movie History/ End of Geography Field Excursion
16	Educational Tour English/ NSS Residential Camp
17	NSS Residential Camp
18	NSS Residential Camp
19	Communal Harmony Week Starts
20	Remedial Teaching
21	
22	Visit to Tibetan Refugee Center
23	Internal Test
24	Departmental Picnic Geography
25	Communal Week Ends/ NCSCS Translation Workshop Starts
26	Constitution Day
27	
28	
29	
30	

December 2019	
1	NCSCS Translation Workshop Ends/ NSS: World Aids Day
2	
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7	Arm Forces Flag Day
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13	Educational Tour 3rd Year Nepali
14	Educational Tour 3rd Year Nepali
15	Educational Tour 3rd Year Nepali
16	Seminar Related To Learning Outcome Based Curricula
17	
18	Carrier Guidance By Rice
19	
20	Internal Tests
21	Picnic/ Winter Vacation Starts
22	
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25	Christmas
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January 2020	
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23	Netaji's Birthday
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26	Republic Day
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February 2020	
1	
2	Excursion 3rd Year History
3	Excursion 3rd Year History/ Carrier Guidance By Rice/ College Opens After Winter
4	Excursion 3rd Year History
5	Excursion 3rd Year History
6	Excursion 3rd Year History
7	Excursion 3rd Year History
8	Excursion 3rd Year History
9	Excursion 3rd Year History
10	Excursion 3rd Year History
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19	Wall Magazine English
20	
21	Maatri Bhasa Diwas
22	
23	
24	
25	Faculty And Student Exchange
26	Faculty And Student Exchange
27	Faculty And Student Exchange
28	
29	Internal Tests

March 2020

1	
2	Nbu Exam Starts
3	World Wildlife Day
4	
5	Lgbtq+ Awareness Programme
6	
7	
8	Women's Day
9	
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12	Seminar 4th Sem History
13	Seminar 4th Sem History
14	Field Excursion 4th Sem Geography
15	Field Excursion 4th Sem Geography
16	Field Excursion 4th Sem Geography
17	Field Excursion 4th Sem Geography
18	Field Excursion 4th Sem Geography
19	Field Excursion 4th Sem Geography
20	Field Excursion 4th Sem Geography
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23	Internal Tests
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April 2020

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9	Seminar 2nd Sem History
10	Seminar 2nd Sem History
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15	Book Review
16	Movie Club
17	
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21	Inter Departmental Exchange
22	Inter Departmental Exchange
23	Seminar 2nd Sem Geography
24	Term Paper 2nd Sem Geography
25	
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27	
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29	Internal Tests
30	

May 2020

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8	Class Tests Geography
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14	Creative Writing
15	Elocution
16	Project Work and Exhibition
17	
18	
19	
20	Inter Departmental Exchange
21	Inter Departmental Exchange/ Spot Evaluation NBU
22	Spot Evaluation NBU
23	Spot Evaluation NBU
24	Spot Evaluation NBU
25	Spot Evaluation NBU
26	Spot Evaluation NBU
27	Spot Evaluation NBU
28	Internal Tests/ Spot Evaluation NBU
29	Spot Evaluation NBU
30	Spot Evaluation NBU
31	No Tobacco Day/ Spot Evaluation NBU

June 2020

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3	Admission Procedure Begins
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5	World Environment Day
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17	Project Work
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19	Educational Excursion
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21	International Yoga Day
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26	Exhibition
27	
28	
29	Internal Tests
30	Admission Procedure Ends

Leave Record

Any leave requires the signature of Principal / Teacher-in-charge.

Name : _____ Class : _____ Roll No : _____

Date	Reason and duration of leave	Sign of Parent/ Guardian	Sign of The Principal

Leave Record

Any leave requires the signature of Principal / Teacher-in-charge.

Name : _____ Class : _____ Roll No : _____

Date	Reason and duration of leave	Sign of Parent/ Guardian	Sign of The Principal

ROUTINE

	9:00-10:00	10:15-11:15	11:15-12:15
MONDAY			
YEAR III	PSG/SOCG	ALL HONS/ ECOG	ALL HONS
SEM III	DSC A	GE A/B	DSC C
SEM I	ALL HONS	DSC A	DSC B
TUESDAY			
YEAR III	HISG	ALL HONS	
SEM III	ALL HONS	SEC (NEP B.A. PROG.)	ALL HONS
SEM I	GE A/B	DSC C	AECC I
WEDNESDAY			
YEAR III	MIL/ALT. ENG	PLSG/SOCG	ALL HONS/ ECOG
SEM III		GE A/B	LCC-PAPER II
SEM I	ALL HONS	LCC-PAPER I	DSC A
THURSDAY			
YEAR III	ELEC NEP/ENG/HIN	PLSG/SOCG	HISG
SEM III		ALL HONS	ALL HONS SEC (NEP B.A. PROG.)
SEM I	ALL HONS	GE A/B	ETHICS
FRIDAY			
YEAR III	ALL HONS	EDCG	MIL/ALT. ENG
SEM III	GE A/B	LCC-PAPER II	ALL HONS
SEM I		ALL HONS	GE A/B
SATURDAY			
YEAR III	ALL HONS	ALL HONS	
SEM III	ETHICS	DSC B	DSC C
SEM I	DSC C	GE A/B	ALL HONS

2019-20

Every Thursday (8:30am - 9:00a.m)
YOGA/MEDITATION)

12:15-1:00

1:00-2:00

2:00-3:00

3:00-4:00

LUNCH BREAK

EDCG

ELEC NEP/ENG/HIN

DSC B

ALL HONS

ALL HONS

ALL HONS

GE A/B

ELEC NEP/ENG/HIN

EDCG

DSC C

DSC B

CLUB

ALL HONS

ALL HONS

ALL HONS

HISG

DSC A

ALL HONS

SEC

DSC B / ALL HONS

DSC C

ALL HONS/ECOG

ALL HONS

ALL HONS

GE A/B

SEC

AECC I

AECC I

ALL HONS

ALL HONS

ALL HONS

DSC A

DSC A

AECC I

DSC B

ALL HONS

ALL HONS

LCC I

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