



SOUTHFIELD COLLEGE

Formerly Loreto College | Darjeeling - 734101

Accredited by NAAC with Grade 'A'

A Women's College with Under Graduate & Post Graduate Courses

Affiliated to University of North Bengal

STUDENT DIARY

2020 - 2021



STUDENT'S DETAILS

Name

Class

Honours/General

Roll No

Parent's Name

Contact No.

Guardian's Name

Contact No.

Permanent Address

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,
द्राविड़-उत्कल-बङ्ग
विंध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग
तव शुभ नामे जागे,
तव शुभ आशिष मागे
गाहे तव जय गाथा।
जन-गण-मंगलदायक 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)**

Showers 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
 Now as on Jesus we call
 Showers of Blessing.....*

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 ॥2॥

कोई गोरखा कोई मदरासी ॥2॥

सरहद पर मरनेवाला ॥2॥

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...

FUNCTIONARIES

ADMINISTRATION

1. Dr. Anuradha Rai – Principal

COLLEGE GOVERNING BODY

1. President - Mr. C. B. Rai
(University Representative)
2. Secretary – Dr. Anuradha Rai -
Principal
3. Mr. Pranay Rai
Government Nominee
4. Mr. Satyam Rai
Government Nominee
5. Mrs. Sushma Ghosh
University Representative
6. Ms. Raka Shree Rai
Teacher Representative
7. Mr. Dinesh Chandra Ray
Teacher Representative
8. Mr. Bishal Chettri
Teacher Representative
9. Mr. Dewakar Thatal
Teacher Representative
10. Mrs. Madhu Pakhrin
Non Teaching Representative
11. Mr. Anand Biswakarma
Non Teaching Representative
12. Ms. Hanifa Fareen
Representative Head Councillor

FACULTY

Department of Education

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

Department of English

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

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

FUNCTIONARIES

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. Niraj Rai, M.A., M.Phil- Asst. Prof
4. Mr. D. K. Dewan, M. A.-Asst. Prof. (SACT-I)
5. Mr. Sadeep Pradhan, M. A., M. Phil, Asst. Prof. (SACT-II)
6. Ms. Alka Sharma, M. A.- (SACT-II)
7. Ms. Sandhya Rai, M.A. , M.Phil (SACT-II)

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. Gazala Fareedi, M.A. Asst. Prof.
5. Ms. Srijana Tamang, M. A. - (SACT-II)

Department of Economics

1. Dr. Gobinda Sarma, M.A., Ph.D.- Asst. Prof. – Head of the Department
2. Mr. Prashanta Gurung , M.A- (Guest Lecturer)

Department of Sociology

1. Ms. Nisha Rai, M. A. (SACT-II)/Head of Department
3. Ms. Archana Thapa, M. A., (SACT-II)
4. Mr. Brianson S. Lepcha, M. A., (SACT-II)

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. - (SACT-II)

Department of Library

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

Office Staff

1. Ms. Madhu Pakhrin – B.Com- Accountant
2. Mr. Anand Biswakarma – B.A. - Typist
3. Ms Evana Tamang – M.A., B.Ed., M.LIS - Clerk
4. Mr. Manish Ranjan Srivastav – B.Com 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)

FUNCTIONARIES

STUDENT COUNCILLORS

Third Year 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

3rd Semester Councillors

1. Ms. Sunaina Rai - (Hist)
2. Ms. Ritu Rai (Edu)
3. Ms. Neha Loksom (Eng)
4. Ms. Jigmi Bhutia (Geo)
5. Ms. Puja Sangray (Hist)
6. Ms. Sukit Lepcha (Nep)
7. Ms. Sheetal Gurung (Pol.Sc)
8. Ms. Swita Tamang (Soc)
9. Ms. Pragati Chettri (Gen)

Club Secretaries

Secretary

1. Ms. Ashika Thapa (Edn)
2. Ms. Srijana Timsina (Eng)
3. Ms. Smita Rai (Nep)
4. Ms. Neha Chettri (Geo)
5. Ms. Ashna Joshi (His)
6. Ms. Angita Thapa (Pol. Sc)
7. Ms. Prerna Mukhia (Soc)
8. Ms. Karishma Rai (Gen)

Assistant Secretaries

1. Ms. Khushee Rai (Edn)
2. Ms. Pandimit Lepcha (Geo)
3. Ms. Ahona Mukhopadhyay (Eng)
4. Ms. Sushma Tamang (Nep)
5. Ms. Sanjwani Gurung (His)
6. Ms. Answiya Rai (Soc)
7. Ms. Kareena Gurung (Gen)
8. Ms. Malini Dolkar Lepcha (Pol. Sc)

Literary Club

Secretary

1. Ms. Aanchal 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

1. Ms. Neha Chettri – Geo

History Club

Secretary

1. Ms. Swarnima Tamang –Hist

Asst. Secretary

1. 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

FUNCTIONARIES

COMMITTEES

Principal - Head of all Committees

Examination Committee

1. Ms. Punam Pradhan
2. Ms. Prava Lohar
3. Sri. Prakash Chettri

Admission Committee

1. Dr. Anuradha Rai
2. All Heads of the Departments
3. Teachers' Council Secretary
4. Ms. Evana Tamang
5. Mr. Manish Ranjan Srivastav
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 Ogmu Bhutiya
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. Anand Biswakarma : Non teaching Representatives
6. Ms. Hanifa Fareen – Student Councilor

7. Ms. Palmu Singh Chettri – Student Councilor
8. Mr. Nirnay John Chettri - NGO Representatives:

An Internal Committee for Differently-abled Persons (ICDP)

- 1 Principal: Head
1. Coordinator of the Equal Opportunity squad
2. Ms. Rakashree Rai
3. Dr Ratna Kumari Mishra
4. Dr. Ringee Eden Wangdi- Alumni Representative
5. Mr. Bikash Pradhan – Parent's Representative
6. Manish Ranjan Srivastav
7. Ganesh Thami, Mali
8. Head Councillor of the Students' Council

Internal Quality Assurance Cell

1. Dr. Anuradha Rai, Principal
2. Dr. Kaustav Chakraborty : IQAC Coordinator
3. Mr. C.B. Rai: One Member from the Governing Body
4. Mr. A.S. Rai: Administrative Officer
5. Dr. Ringee Eden Wangdi: Alumni
6. Ms. Sima Lama: Headmistress, Sardeswari School
7. Mr. Nirnay John Chettri: Representative 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 Ratna Kumari Mishra: Teacher's representative

FUNCTIONARIES

12. Dr. Srikanta Roy Chowdhury: Teacher's representative
13. Dr Dinesh Chandra Ray : Teacher's representative
14. Dr Sujata Barailly: Teacher's representative
15. Dr. Mandika Sinha: Teacher's representative
16. Dr. Gobinda Sarma: Teacher's representative
17. Dr. Gazala Fareedi: Teacher's representative
18. Mr. Anand Biswakarma: Representative of the Non-Teaching Staff
19. Head Councillor of the Students

Library Committee

1. Ms. Anudha Lepcha (Co-ordinator)
2. Dr. Ratna Kumari Mishra
3. Ms. Gyanshree Pradhan
4. Dr. Srikanta Roy Chowdhury
5. Dr. Kaustav Chakraborty
6. Dr. Mahesh Pradhan
7. Mr. Bishal Chettri
8. Ms. Nisha Rai
9. Ms. Nilima Thapa
10. Ms. Hanifa Fareen- Student Representative
11. Ms. Srijana Timshina -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. Palmu Singh Chettri –Student Representative
9. Ms. Ashna Joshi – Student Representative

Seminar Committee

1. Dr. Dipty Subba (Co-ordinator)
2. Dr. Sujata Barailly
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-Student Representative
11. Ms. Ahona Mukhopadhyaya – Student Representative

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

FUNCTIONARIES

Community Engagement Cell

1. Ms. Gyanshree Pradhan (Coordinator)
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. Ahona Mukhopadhyaya- Student Councillor
12. Ms. Ashna Joshi – Student Councillor

Finance Committee

1. Dr. Mahesh Pradhan (Coordinator)
2. Dr. Ratna Kumari Mishra
3. Dr. Sujata Baraily
4. Ms. Gyanshree Pradhan
5. Dr. Dipty Subba
6. Mr. Sadeep Pradhan
7. Mr. Evana Tamang
8. Mr. Anand Biswakarma

Hostel Warden

1. Dr. Ratna Kumari Mishra

Publicity Committee

1. Mr. Sadeep Pradhan (Coordinator)
2. Mr. Benoy Pradhan
3. Mr. D.K Dewan
4. Ms. Suvekcha Meejar - Student Councillor
5. 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. Khushee Rai – 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. Mr. Rabin Rai (Media person)
6. Mr. Nirnay John Chettri, MARG
7. Ms. Rakashree Rai
8. Dr. Sujata Baraily
9. Dr. Mahesh Pradhan
10. Ms. Hanifa Fareen –Edu
11. Ms. Palmu Singh Chettri – Eng
12. Ms. Ritisha Tamang – Geo
13. Ms. Ritu Mangar- Nepali
14. Ms. Shuvekcha Meejar- Hist
15. Ms. Saira Bantawa Rai – Pol.sc
16. Ms. Evana Tamang
17. Ms. Yangzee Sherpa

Details of the person to contact:

Head of the Anti-ragging squad:
Dr. Mahesh Pradhan
24x7 contact number: 9434221531
maheshdarjeeling@gmail.com

FUNCTIONARIES

Warden of the Hostel:

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

Anti- ragging squad:

1. Dr Anuradha Rai
2. Ms Rakashree Rai
3. Dr Mahesh Pradhan
4. Mr. Nirnay John Chettri
5. Ms. Hanifa Fareen – Student Councillor
6. Ms. Palmu Singh Chettri – 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. Ms. Diki Ongmu Bhutia (Teacher's representative of ST)
5. Ms. Evana Moktan (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. Mr. 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. Mr. 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:

Ms. Prava Lohar

24x7 contact number: 8371894441

Mail: pravalohar1@gmail.com

Collegiate Student Grievance Redressal Committee (CSGRC):

Chairperson: Dr Anuradha Rai

Principal's nominees: Dr. Ratna Kumari Mishra

Ms Gyanshree Pradhan,

FUNCTIONARIES

Dr Dinesh Chandra Ray
The Head Councillor of the Students
as the special invitee

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. Pandamit Lepcha- Student Representative
17. Ms. Sushma 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. Pragati Chettri - Student Councillor
7. Ms. Sweta Tamang– Student Councillor

Canteen Committee

1. Mr. Bishal Chettri
2. Mr. Sadeep Pradhan
3. Ms. Sandhya Rai
4. Ms. Archana Thapa
5. Ms. Hanifa Fareen- Student Councillor
6. Ms. Ashika Thapa- 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. Srikanta Roy Choudhury, Assistant Professor , Dept. of History, 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

FUNCTIONARIES

6. Ms. Rakashree Rai, Associate Professor Dept. Geography Southfield College
7. Mr. Bishal Chettri, Assistant Professor, Dept. Geography Southfield College
8. Mr. Anand Biswakarma, Typist , Southfield College,
9. Mr. Prashant Rai, Engineer Darjeeling Municipality.
10. 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

Eco-Tourism

1. Dr. Sujata Baraily

Mass Communication & Journalism

1. Ms. Mandika Sinha

Women's Studies

1. Ms. Punam Pradhan

Remedial Teaching

1. Mr. Bishal Chettri

Entry into Service

1. Ms. Gyanashree 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)

2020 - Ms. Shrawani Gurung
(Sociology)

COURSE COMBINATION / BASKET

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

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

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		

RULES & 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.

COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT

- 1. Dr. Anuradha Rai, Principal**
- 2. Dr. Kaustav Chakraborty : IQAC Coordinator**
- 3. Mr. C.B. Rai: One Member from the Governing Body**
- 4. Mr. A.S. Rai : Administrative Officer**
- 5. Dr. Ringee Eden Wangdi: Alumni**
- 6. Ms. Sima Lama: Headmistress, Sardeswari School**
- 7. Mr. Nirnay John Chettri: Representative from Local Society**
- 8. Ms. Mendarawa Pakhrin: One nominee from Employer**
- 9. Mr. Mukund Rai: Representative of Industry**
- 10. Mr. Rahul Amulya Pradhan: (NGO MBKS)**
- 11. Dr Ratna Kumari Mishra: Teacher's representative**
- 12. Dr. Srikanta Roy Chowdhury: Teacher's representative**
- 13. Dr Dinesh Chandra Ray : Teacher's representative**
- 14. Dr Sujata Baraily: Teacher's representative**
- 15. Dr. Mandika Sinha: Teacher's representative**
- 16. Dr. Gobinda Sarma: Teacher's representative**
- 17. Dr. Gazala Fareedi: Teacher's representative**
- 18. Mr. Anand Biswakarma: Representative of the Non-Teaching Staff**

JULY 2020

1	Catch The Rain Campaign/ Beginning Of Ethics Class On Professional Ethics, Human Values And Ecological Care
2	
3	
4	Movie Club 3rd Year English Hons
5	Sunday
6	
7	
8	
9	
10	
11	Movie Review Sociology
12	Librarian's Day / Sunday
13	Bhanu Jayanti
14	
15	
16	
17	
18	Movie Club 3rd Year English Hons/ RAKSHITAM Program By Rotaract Club
19	Sunday
20	National Virtual Seminar
21	National Virtual Seminar
22	
23	
24	
25	Movie Review Sociology
26	Sunday
27	Sahid Diwas/ Induction Program For The SACT Teachers
28	Spitting Free India Movement
29	
30	Internal Exams
31	

AUGUST 2020

1	Id-UI Fitre / College Foundation Day/ Talk On Safety Of Women
2	Sunday
3	Two day International Virtual Conference
4	Two day International Virtual Conference
5	Book Review English
6	
7	
8	
9	Sunday
10	
11	Janmashthami
12	Departmental Seminar English
13	Departmental Seminar English
14	
15	Independence Day
16	Sunday
17	
18	
19	
20	Bhasa Diwas
21	
22	
23	Sunday
24	
25	Invited Lecture Nepali
26	
27	
28	
29	
30	Moharrum / Sunday
31	Internal Exams

SEPTEMBER 2020

1	Job Oriented Training In Collaboration With RICE
2	
3	Departmental Seminar
4	Departmental Seminar
5	Teachers Day
6	Sunday
7	
8	
9	Invited Lecture
10	
11	
12	
13	Sunday
14	
15	Creative Writing/ Swachata Hi Sewa
16	Hindi Diwas/ Swachata Hi Sewa
17	
18	
19	
20	Sunday
21	
22	
23	
24	
25	Students Started Engaging With Aajka Wakya As A Part Of Ek Bharat Sretstha Bharat
26	Historical Movie History
27	Sunday
28	
29	Internal Exams
30	

OCTOBER 2020

1	
2	Gandhi Jayanti/ Student Induction For 1st Semester
3	
4	Sunday
5	
6	Departmental Seminar
7	Departmental Seminar
8	Departmental Seminar
9	Parents Meeting with the Administrator
10	Parents-Teachers Departmental Meeting
11	Sunday
12	
13	
14	Project Work
15	
16	
17	Mahalaya
18	Sunday
19	Puja Holiday Begins
20	
21	
22	
23	
24	
25	Sunday
26	Bijaya Dasami
27	
28	
29	
30	Fateha Diyaz Daham/
31	Internal Exams

NOVEMBER 2020

1	Sunday
2	College Reopens/ Sarthak Bharat Samhid Bharat As A Part Of Vigilance Awareness Week (October 27-November 7 2020)
3	Group Discussions/Sarthak Bharat Samhid Bharat As A Part Of Vigilance Awareness Week (October 27-November 7 2020)/ Skill Development Program In Colaboration With Itm Group @Institutes
4	
5	Invited Lecture
6	
7	
8	Sunday
9	Diwali Holiday Begins
10	
11	
12	
13	Workshop On HRMS
14	
15	Sunday
16	
17	
18	College Reopens/ Celebration Of Communal Harmony Week (Nov- 11 Nov 18)
19	
20	
21	State Level Webinar On Mtü Disciplinary Studies
22	Sunday
23	
24	
25	
26	Sambidhan Diwas
27	Survey
28	Internal Exams
29	Sunday
30	Guru Nanak Birthday

DECEMBER 2020

1	World Aids Day
2	
3	
4	Internal Exams
5	
6	Sunday
7	
8	
9	
10	
11	
12	
13	Sunday
14	
15	
16	
17	
18	
19	
20	Sunday
21	
22	
23	
24	Winter Vacation Begins
25	Christmas
26	
27	Sunday
28	
29	
30	
31	

JANUARY 2021

1	New Year / Introduction Of Ethics Classes Related To Gender
2	
3	Sunday
4	
5	
6	
7	
8	
9	
10	Sunday
11	
12	Swami Vivekananda's Birthday/ Youth Day
13	
14	Makar Sakranti
15	
16	
17	Sunday
18	Observation Of Road Safety Months Begins
19	
20	
21	
22	
23	Nataji's Birthday
24	Sunday
25	
26	Republic Day
27	Internal Exams
28	Talk On Cyber Security Awareness
29	
30	NEP 2020 Webinar
31	Sunday

FEBRUARY 2021

1	State Level Webinar On Academic Bank Of Credits
2	
3	
4	
5	
6	
7	Sunday
8	
9	Talk On Out Come Based Education (Obe)
10	
11	
12	
13	
14	Sunday
15	Online Faculty And Students Exchange
16	Saraswati Puja/ Online Faculty And Students Exchange
17	End Of Observation Of National Road Safety Month / Online Faculty And Students Exchange
18	Online Faculty And Students Exchange
19	
20	
21	Matri Bhasa Diwas/ Sunday
22	
23	
24	
25	Internal Exams
26	Lecture of Floriculture By Kalimpong Horticulture Society
27	
28	Sunday

MARCH 2021

1	
2	
3	Regional Seminar On Social Media Detoxification
4	
5	
6	
7	Sunday
8	
9	
10	
11	Shiva Ratri
12	
13	
14	Sunday
15	
16	
17	
18	
19	
20	
21	Sunday
22	Jal Shakti Bhiyan NSS/ Sunday
23	Job Oriented Training In Collaboration With RICE
24	
25	
26	
27	
28	Sunday
29	Holi
30	
31	Internal Exams

APRIL 2021

1	
2	Good Friday
3	
4	Sunday
5	
6	
7	
8	
9	
10	
11	Sunday
12	
13	
14	Ambedkar's Birthday
15	
16	
17	
18	Sunday
19	
20	Departmental Seminar
21	Departmental Seminar
22	Departmental Seminar
23	
24	
25	Sunday
26	
27	
28	
29	
30	Internal Exams

MAY 2021

1	
2	Sunday
3	Talk On Blended Mode Of Teaching Learning
4	
5	
6	
7	
8	
9	Rabindra Jayanti/ Sunday
10	
11	
12	Internal Exams
13	
14	Id-UI-Fitre
15	
16	Sunday
17	
18	
19	
20	
21	
22	
23	Sunday
24	
25	
26	Buddha Purnima
27	
28	
29	
30	Sunday
31	No Tobacco Day

JUNE 2021

1	
2	
3	
4	
5	World Environment Day / Project On Medicinal Plants
6	Sunday
7	
8	
9	
10	
11	
12	
13	Sunday
14	
15	
16	
17	
18	
19	
20	Sunday
21	International Yoga Day
22	
23	
24	
25	
26	
27	Sunday
28	
29	
30	

ROUTINE 2021-2022 FOR

MONDAY	9.00 - 10.00	10.15 - 11.15	11.15 - 12.15
SEM V	DSE 1 (H)	ALL HONS	ALL HONS
SEM III	DSC A	GE A/B	DSC C
SEM I	ALL HONS	DSC A	DSCB
TUESDAY			
SEM V	GE(P)	ALL HONS	ETHICS
SEM III	ALL HONS	SEC(Nep P)	ALL HONS
SEM I	GE A/B	DSC A	AECC I
WEDNESDAY			
SEM V	ALL HONS	DSE2(H)	ALL HONS
SEM III		GE A/B	LCC1 Paper 2
SEM I	ALL HONS	LCC1 PAPER 1	DSC A
THURSDAY			
SEM V	ALL HONS/GE(P)	SEC2(P)	DSE1(P)
SEM III	ALL HONS	ETHICS	ALL HONS/SEC(Nep P)
SEM I	ALL HONS	GE A/B	ETHICS
FRIDAY			
SEM V	ALL HONS/GE(P)	DSE2(H)	SEC2(P)
SEM III	GE A/B	LCC1 Paper 2	ALL HONS
SEM I		ALL HONS	GE A/B
SATURDAY			
SEM V	SEC2(P)	ALL HONS	ALL HONS
SEM III	ALL HONS	DSC B	DSC C
SEM I	DSC A	GE A/B	ALL HONS

(H)-Honours, (P)-Program,, AECC1-EVS LCC-Language Core Course

1ST, 3RD AND 5TH SEMESTER

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

LUNCH BREAK

1.00 - 2.00	2.00 - 3.00	3.00 - 4.00
HONS/GE(P)	DSE2(P)	DSC1(P)
DSC B	ALL HONS	ALL HONS
ALL HONS	GE A/B	
SEC2 (P)	DSE 1(H)	
DSC C	DSCB	SEC
ALL HONS	ALL HONS	
ALL HONS	SEC2(P)	CLUBS
DSC A	ALL HONS	CLUBS
DSC B/ALL HONS	DSC B	CLUBS
ALL HONS	ALLHONS / DSE2(P)	
ALL HONS	GE A/B	SEC
AECC I	AECC I	DSC B
ALL HONS	ALL HONS	
ALL HONS	DSC A	
DSC A	AECC I	DSC B
ALL HONS/DSE1(P)		
ALL HONS	ALL HONS	
LCC1 PAPER1		

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

NOTE



NOTE





(0354) 2254238



southfieldcollegedarjeeling@yahoo.co.in



www.southfieldcollege.org

