

# To Look up

in all life situations with Faith, Hope & Love

## Priorities for 2018-19

1. Personal accompaniment of the young.
2. Academic excellence in learning and research.
3. Speaking in English boldly and always.
4. Collaborative social ministry in Yelagiri villages.



## Don Bosco College (Co-Ed)

Guezou Nagar, Yelagiri Hills, Vellore - 635 853

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2018 - 2019



**Handbook  
& Calendar**

# DON BOSCO COLLEGE (co-Ed)

Affiliated to Thiruvalluvar University



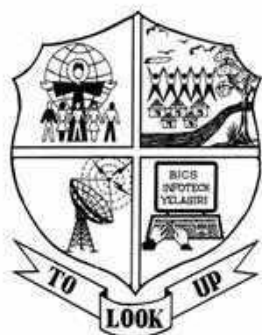
Thaddeus, S.J.  
Principal,  
Don Bosco College (Co-Ed)  
Guezou Nagar, Yelagiri Hills,  
Vellore - 635 853

# Don Bosco College (Co-Ed)

*(Affiliated to Thiruvalluvar University)*

## HANDBOOK and CALENDAR

2018- 2019



Guezou Nagar, Yelagiri Hills ☐

Vellore Dt, Tamil Nadu, INDIA – 635 853 ☐

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***Ch: We thank you O Lord! for Don Bosco***

***In him we see the wonders of your love***

***You filled him with gifts of nature and of grace***

***To lead young people to their home above.***

He was a man profoundly human

Open to the signs of the times

And yet, he was a man, he was a Man of God.

Enable us to be his doubles

Faithful in the service of youth

Overcoming hardships with firmness

With hearts filled with your love

**A  
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## **COLLEGE**

Don Bosco Symbol of Love

Don Bosco Home of Excellence

A College with a Difference

Empowering the Youth with Values.

***Ch: Don Bosco unites High and Low***

***That all men on earth may be one***

***To look-up with Hope to the future***

***To build a World of Love and Service.***

Don Bosco moves with Signs and Times

Entwining Knowledge and Skill

The portal of true Progress

Don Bosco leads to the future

### 1. INTO THY HANDS, O LORD!

We commit ourselves this day.  
 Give to each one of us / a watchful / a humble/ and a diligent spirit.  
 That we may seek in all things / to know your will /  
 And when we know it / may perform it perfectly and gladly;  
 To the honor and glory of Your name.  
 O God / all through today / help me / not to lose my patience;  
 Even when / things do not come out right the first time;  
 Not to lose my hope / when things are difficult / and when learning is hard.  
 Not to lose my goodness and honor / even when I am tempted to take the wrong way.  
 Help me / to live today / that I will have nothing/ to be sorry about tomorrow.

### 2. O GOD! SOURCE OF ALL TRUTH AND WISDOM

Bless our work and study / which we offer you this day  
 Enlighten our minds / strengthen our memories;  
 And direct our will toward / what is right.  
 Enable us always / to seek the truth / and make us truly wise.

### 3. O GOD! HELP ME TO HAVE IN MY LIFE

The values / which everyone value and admire;  
 Give me **WISDOM** / to know always / what I ought to do  
 What I ought to say / and where I ought to go;  
 Give me the capacity for **DISCERNMENT** / that I may choose the right and the best.  
 Give me the courage / to do the right things / even when it is difficult;  
 To be **HONEST** and **JUST** / in all my dealings with others.  
 Give me the sense of **RESPONSIBILITY** / that I may accept / myself and others /  
 with respect and charity. Make me **GENEROUS** / in giving myself and what I have to do to those in need of my help/  
 Make me / an instrument of **PEACE** and **UNITY**.

#### 4. O GOD! THANK YOU FOR MAKING ME AS I AM

Thank you for health and strength / for eyes to see / ears to hear / hands to work / feet to walk and run / a mind to think / a memory to remember / and a heart to love.

Thank you for my parents / who are kind to me / friends who are true to me / teachers who are patient with me;

Thank you for this wonderful life / Help me to try / to deserve all your gifts / a little more.

Thank you, O God / for your gift of today.

#### 5. LORD, MAKE ME AN INSTRUMENT OF YOUR PEACE

A  
S  
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P  
R  
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R

Where there is hatred / let me sow love

Where there is injury / pardon

Where there is doubt / faith

Where there is despair / hope

Where there is darkness / light

And where there is sadness / joy.

O Divine Master / grant that / I may not so much seek

To be consoled / as to console

To be understood / as to understand

To be loved / as to love.

For it is in giving / that we receive

It is in pardoning / that we are pardoned

And it is in dying / that we are born to eternal life.

*(St Francis of Assisi)*

#### 6. INTO THAT HEAVEN OF FREEDOM

My Father! / Let my country awake!

Where the mind is without fear / and the head is held high

Where knowledge is free.

Where the world has not been broken / into fragments by narrow domestic walls

Where words come out from the depth of truth.

Where tireless striving / stretches its arms towards perfection.

Where the clear stream of reason / has not lost its way / into the dreary sands of dead habits

Into that Heaven of Freedom / My Father / let my Country awake.

*(Rabindranath Tagore)*





**SAINT JOHN BOSCO**, popularly known as Don Bosco, was born at Becchi, in Piedmont, Italy, on August 16, 1815. From a very young age, he was inspired that he was called to work for the poor boys. Many young people who came to Turin and nearby to study or in search of work fell an easy prey to the social evils of the time. After

being ordained a holy priest in 1841, Don Bosco came to the rescue of many poor boys with his novel method of educating them through total dedication and personal involvement in their lives and problems. He based his education on the three principles of *reason, religion and loving kindness*. He loved those to whom he dedicated his life, as a caring father, and doing everything possible for their welfare. Don Bosco did not visualize education in isolation from the community. Vocational guidance and training, job placement and follow-up were integral in Don Bosco's scheme as they are in modern education. The system of education that emerged from these principles of Don Bosco is known as the **Preventive System**. Joseph Zoppi, the Swiss educationist said, "If there ever existed, a method of education adapted to inspire confidence and love; it is the method of Don Bosco." The system aims to create a generation of young men and women steeped not only in sound knowledge but also has strong value system.

Preventive System places the students in an environment in which one can be the best. It is a congenial, friendly and holistic approach to education. It creates a climate that draws forth the best in the young people; it encourages the youth's complete and fullest self-expression; it assists young people in acquiring habits that will lead them to opt in favour of what is good, healthy, joyful and life-enhancing. Today, Salesians of Don Bosco have spread throughout the entire world in the service of young people, the poor and suffering, with schools and colleges of every type and level, technical and professional institutes.

Honor and glory to Don Bosco, who lived ahead of his time, had a vision and a practical approach for the development of the youth belonging to the poor strata of the society.



**FR FRANCIS GUEZOU** - a French Salesian missionary came to India in 1952 and was ordained a priest in 1953 at Tirupattur, Tamil Nadu. After ten years of ministry in Yercaud and Kochi, he arrived at Yelagiri Hills on December 31<sup>st</sup> 1962. Ever since, he has been the primary cause to promote education of the poor, tribal and rural youth at different places of Salesian

apostolate in South India. With his financial support, BICS InfoTech was founded in 1998 to provide professional computer education to the rural and tribal youth.

The contribution of the Association of Friends of Father Guezou in France, founded (in 1964) by Mr Leon Duhayon, a French industrialist is laudable in developing the mission of Fr. Guezou. Fr. Guezou died on January 29, 2009. Yet, his spirit is dynamic and it drives the entire campus. Every visitor to Don Bosco Center experiences a familiar family spirit, which makes the young, free and natural. This is a heritage that Fr. Guezou has passed on. A person of great self-discipline with a touch of humor is a great gift that God gave us. As a Gardener in the Vineyard of the Divine Master, Fr Guezou ploughed hard, planted and watered by the kindness of many selfless friends in France and India. He was convinced that only God gives the growth. Yelagiri changed him and will change the destiny of people who will dwell here, because – it's a *God's Mountain of Grace*.

#### Thank You Fr Guezou and Friends in France



*Age and arthritis did not stop Fr Guezou from working. Looking around I cannot praise the Lord and thank Fr Guezou and his friends in France for all these marvels. The last work here, BICS InfoTech, is a model for all. Bringing Information Technology to the poorest! Don Bosco would think exactly like this. May this model be imitated elsewhere, so that we can bring the best of developments to the poorest, particularly in the rural areas.*

**Fr Pascual Chavez SDB, Rector Major of the Salesian Society**

Visiting Yelagiri Hills on February 5<sup>th</sup>, 2009

## **DON BOSCO COLLEGE (CO-ED)**

It is a minority institution, managed by the Salesians of Don Bosco of Chennai Province. It is an arts and science college, affiliated to Thiruvalluvar University.

### **VISION**

A Temple of Higher Education that develops integrated persons, inspired by Gospel values

### **MISSION**

Empowering the target youth with qualitative knowledge, practice and experience to become integrated persons for career and life. In pursuit of this, Don Bosco College offers programmes and services, of best-in-class standards.

### **OBJECTIVES**

- To offer programmes of study that develops employable youth with integral values for life.
- To conduct co-curricular, extra-curricular and extension activities towards the holistic formation of the students.
- To motivate students to become agents of social transformation.
- To promote research and development in selected domains.
- To partner with institutions and execute subject-based projects to develop rural India.
- To develop economic programmes for the sustainability of the institute

### **CORE VALUES**

- Primacy for God
- Integral Formation
- Commitment to nation-building
- Quality Excellence
- Priorities for 2018-2019



## UNIQUENESS

Don Bosco College is a state-of-the-art and preferred institution for higher education in a conducive hill environment. The following characteristics differentiate the college as class-apart and inimitable higher educational institution.

- Affordable education fee
- Emphasis for Communication and English language skills
- Qualified and dedicated faculty members
- Industrial exposure and internship opportunities
- Placement in IT and IT-enabled organizations

## EMBLEM

The College emblem has four quadrants and a Cross.

1. The top -left quadrant depicts *Don Bosco, his charism and pedagogy*.
2. The top-right quadrant focuses *on our students from rural areas*.
3. The bottom-left quadrant identifies *ICT as a strategic instrument to empower the Youth*.
4. The bottom-right quadrant presents Don Bosco College as an elevation of BICS InfoTech.
5. The Cross denotes the *Jesus Christ is our Divine Lord and Master*.

## MOTTO

## TO LOOK UP

**in all life situations with Faith, Hope and Love**

*Given by **Fr Francis Guezou SDB** for BICS InfoTech in 1998.*

## HISTORY

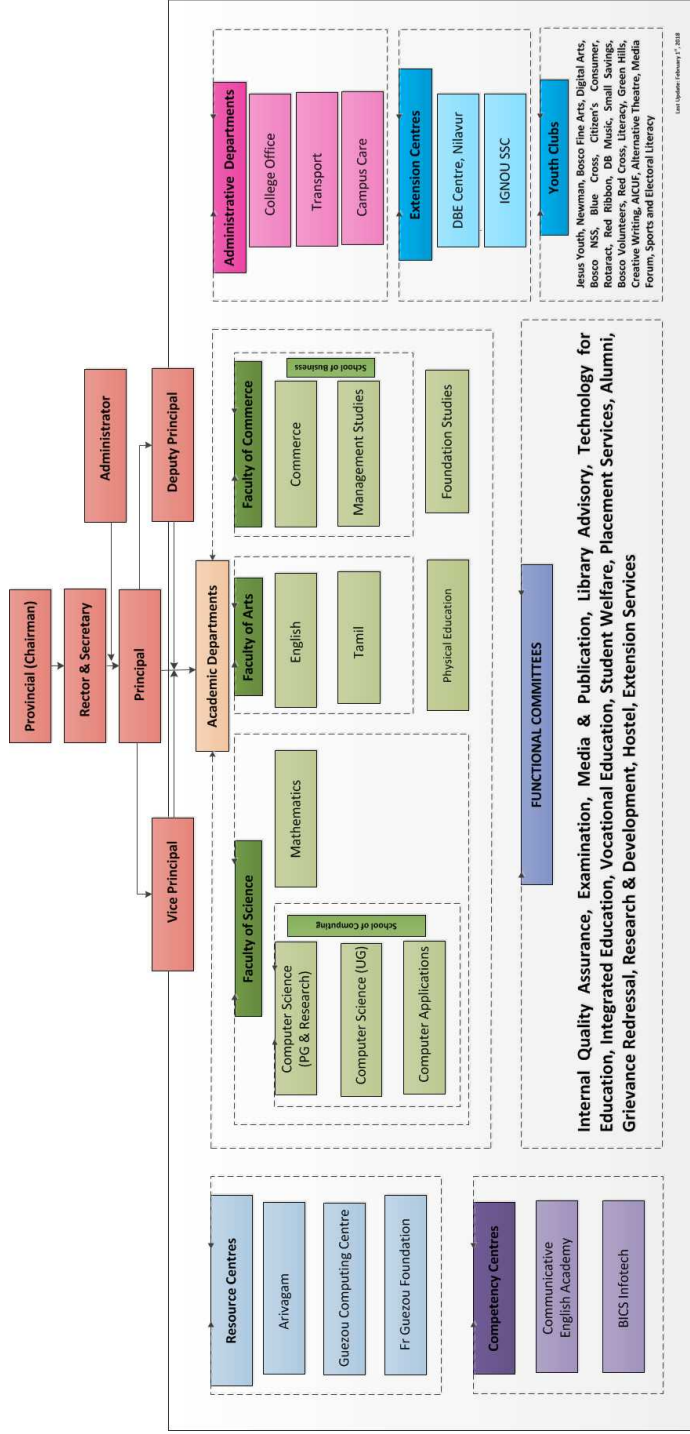
Don Bosco community envisioned quality professional education in computing as a good strategy to guarantee the employability of rural youth. A non-formal computer training and software development centre (BICS InfoTech) was begun in 1998. Sixty students were admitted per year for the one-year and three-year academic programmes. BICS signed memorandum of understanding with Indira Gandhi National Open University (IGNOU) and CDAC-Pune to conduct diploma and degree programmes.

The institute functioned under three wings: **Bosco Institute of Information Technology (BIIT)**, the Professional Education wing that prepared the students to become employable and obtain degree from IGNOU; **Bosco InfoTech Services (BOSCO ITS)** for software development and training for the graduates who passed out of BIIT; **Arivagam (in 2006) as Knowledge Resource Centre**. While the students pursued BCA Degree from IGNOU, a rigorous postgraduate Diploma in Information Technology (PGDIT) was offered by the institute. BIIT educated more than 1000 rural students in a decade, as professionals in Information Technology. Most of them are placed in the industry or service sector as developers, testers, graphic artists, technical writers, hardware technicians and teachers.

The primary objective in professional training was to make them competent communicators using English. The students from the rural background could speak and write in English fluently within three months. 100% job placement was realized.

It's a divine intervention that in the Golden Jubile of Fr Guezou's arrival (1962-2012) at Yelagiri Hills, BICS InfoTech was upgraded to Don Bosco College (Co-ed), affiliated to Thiruvalluvar University. The inception of Don Bosco College at Yelagiri Hills is a golden milestone in the history of Don Bosco Centre to provide higher education services to more students. Today, the college has six major departments offering programmes of study with the total strength of 1200 students. Don Bosco College strives continuously to apply indigenous methods and strategies to make the students qualified, employable and live an integrated life.

# ORGANIZATION CHART



<b>A D M I N I S T R A T I O N</b>	<b>MANAGEMENT BOARD</b>	
	Provincial ( Chairman)	Rev. Fr Jose K.M SDB
	Rector & Secretary	Rev. Dr John Alexander SDB
	Vice Rector & Principal	Rev. Dr Thaddeus S SDB
	Administrator	Rev. Fr Alexander T SDB
	Vice Principal	Fr Sagayaraj K L SDB
	Director : Extension Centre	Fr Jesumanickam D SDB
	<b>COLLEGE COUNCIL</b>	
	Principal	Dr Thaddeus S SDB
	Deputy Principal	Dr Rajendran V
	Vice-Principal	Fr Sagayaraj K L SDB
	HoD: English (PG)	Mr Sam Surya S
	HoD: English (UG)	Ms Syed Mubeen Taj Begam A
	HoD: Tamil	Dr Raja S
	HoD: Management Studies	Dr Vetrivelan D
	HoD: Commerce	Dr Thirupathy A
	HoD: Mathematics	Mr Victor A
	HoD: Comp Applications	Mrs Jayamary A
	HoD: Comp Science (UG)	Mr Immanuel S
	HoD: Comp Science (PG)	Mr Kriushanth M
	Librarian	Mr Paul Rajayia C P
	Physical Director	Mr Ramkumar R
	Office Admin	Mr Radha Krishnan V
	<b>COLLEGE COMMITTEES</b>	
	<b>Internal Quality Assurance Cell</b>	
	Coordinator	Mrs Jayamary A
	Department Representatives	Mrs Kalpana B (EN)
		Mr Aldring J (MA)
		Mr Karthick S (MS)
		Ms Vanisree D (CS)
		Mr Arockianathan A (CO)
	Project Executive	Mr Justin Amalraj J
	Ex-Officio Members	Principal, Vice Principal,

<b>Student Welfare</b>	
Convener (Vice Principal)	Fr Sagayaraj K L SDB
Women Students Counsellor	Mrs Arockia Johnsi Rani J
Office Admin	Mr Radha Krishnan V
Dean of Student Welfare	Dr Raja S
Physical Director	Mr Ramkumar R
Librarian	Mr Paul Rajayia C P
System Admin	Mr Vijay Kumar K
Class Leaders	21 Student Representatives
Academic Association Secretaries	09 Student Representatives
Youth Club Presidents	21 Student Representatives
Ex-Officio Members	Principal, Deputy Principal
<b>Examinations</b>	
Convener (Deputy Principal)	Dr Rajendran V
C.A. Officer	Mr Victor A
Office Admin	Mr Radha Krishnan V
Department Representatives	Mr Sriram R (CA)
	Mr Murugan G (MS)
	Mr Aldring J (MA)
	Mr Madhan P (EN)
	Ms Vasantha Rani G (CS)
	Mr Amuthan S (CA)
Ex-Officio Members	Vice Principal
<b>Media and Publication Committee</b>	
Coordinator (Convener)	Mr Sam Surya S
Ic: Media Forum	Dr Raja S
Ic: DANY Club	Mr Dhamodharan R
Web Master	Mr John Benetic G
Ex Officio Members	Principal, Vice Principal

<b>A D M I N I S T R A T I O N</b>	<b>Library Advisory</b>	
	Director : Arivagam	Fr Sagayaraj K L SDB
	Librarian (Convener)	Mr Paul Rajayia C P
	Staff Rep from Arts	Mr Sam Surya S
	Staff Rep from Science	Mrs Arockia Johnsi Rani A
	Staff Rep - Science (PG)	Mr Kriushanth M
	Staff Rep - Commerce	Dr Murugan G
	Ex-officio Members	Principal, V. Principal, IQAC Coordinator
	<b>Placement Services</b>	
	Coordinator ( Convener)	Mr Shinoj Robert R
	Department Representatives	Mr Sriram R (CA)
		Mr Aldring J (MA)
		Mr Arockianathan (CO)
		Mr Karthik. S (MS)
		Mr Alish George A (EN)
	Ex-officio Members	Principal, V.Principal, D.Principal
	<b>Grievance Redressal</b>	
	Dean of Student Welfare	Mr Leo Maria Francis M
	Physical Director	Mr Ramkumar R
	Office Admin	Mr Radha Krishnan V
	Staff Representative	Mrs Arockia Johnsi Rani A
	Ex Officio Members	Principal, Vice Principal, Deputy Principal
	<b>Alumni</b>	
	Coordinator ( Convener)	Mr Pathrose M
	Department Representatives	Mr Immanuvel S (CS)
		Mr Sriram R (CA)
		Mr Dr Thirupathy A (CO)
		Mr Karthick K (MS)
		Ms Suganya R (MA)
		Mrs. Rekha R (EN)
	Office Admin	Mr Radha Krishnan V
	Ex-officio Members	Principal, Vice Principal



<b>Life Education</b>	
Convener	Dr John Alexander SDB
Communicative English	Dr Thaddeus S SDB
Religion & Ethics	Mr Pathrose, Ms Syed Mubeen A
Physical Director	Mr Ramkumar R
Cdr: Public Service	Ms Suganya R
Ex Officio Members	Vice Principal
<b>Vocation Education Committee</b>	
Coordinator (Convener)	Mr Manivannan
Department Representatives	Mrs Kalpana B (EN) Mr Amuthan (CA) Mrs Shakila C V (MA) Mr Karthik S (MS)
Office Admin	Mr Radha Krishnan V
Cdr: Placement & DBTech	Mr Shinoj Robert R
Dr: BICS InfoTech	Fr Jesumanickam D SDB
Mg: Human Resources	Mr Antony Selvan
Ex Officio Members	Principal, Vice Principal
<b>College Magazine</b>	
Coordinator	Mr Sam Surya S (EN)
Department Representative	Dr Kumar A (Tamil)
	Ms. Syed Mubeen A (EN)
	Mr. Dhamodharan G (CS PG)
	Dr Thirupathy A (CO)
	Ms Preethi Priya Malar A (MS)
	Mr. Manivannan T (CS UG )
Ex Officio Members	Principal, Vice Principal

A D M I N I S T R A T I O N	<b>Extension Services</b>	
	Vice Principal (Convener)	Fr Sagayaraj K L SDB
	Physical Director	Mr Ramkumar R
	Youth Club Animators	21 Staff Members ( Refer Pg 34)
	Office Admin	Mr Radha Krishnan V
	Office Staff Representatives	Mr.Radha Krishnan V
	Bosco Outreach Coordinator	Mr Kuppan K
	Ex. Officio Members	Principal, Deputy Principal
	<b>Technology for Education (T4E)</b>	
	System Admin ( Convener)	Mr Vijayakumar K
	Document Management System	Mr Clamentarunjerry S
	ERP Solution ( HiGrade)	Mr Arul M
	Learning Management System	Mr Shinoj Robert R
	Ex Officio Members	Principal, Director: GCC
	<b>Research &amp; Development</b>	
	Coordinator (Principal)	Dr Thaddeus S SDB
	Department Representatives	Dr. Clement King
		Dr Raja ( Tamil)
		Dr. Vetrivelen (MS)
		Dr Tirupathy ( CO)
	Consultants	Dr John Alexander SDB
	Librarian	Mr Paul Rajayia C P

Hostels		
Rector (Convener)	Dr John Alexander SDB	
Director : Papa Duhayon Hostel	Fr Sagayaraj K L SDB	
IC : Arockia Annai Hostel	Dr. Thaddeus S SDB	
Director : Joachim Villa Ennagam DBE Hostel	Fr Jesumanickam D SDB	
Savio Mess Manager	Mr Abdul Salam P.A	
RESOURCE CENTRES		
Arivagam	Librarian	Mr Paul Rajayia C P M.Com., MLIS.,M.Phil.
	Library Asst	Mr Soundararajan. K M.A., B.Ed.
Guezou Computing Centre	System Admin	Mr Vijaya Kumar K M.C.A., B.Ed.
	Lab Asst	Mr Govindaraj R T M.Com.
		Mr Thamothiran R B.C.A
		Mr Tony Stephen Kumar A M.Sc., B.Ed.
COMPETENCY CENTRES		
Communicative English Academy	Director	Dr Thaddeus S SDB
	Language Counsellors	Ms Vimala A Mrs. Sylvia B Br Lourdu Joseph A SDB
BICS InfoTech	Director	Fr Jesumanickam D SDB
	Coordinator	Mr Antony Selvan P

A D M I N I S T R A T I O N	GENERAL ADMINISTRATION		
	College Office	Office Admin	Mr Radha Krishnan V M.A.
		Accountant	Mr John Sagaya Raj G M.Com., B.Ed.
		Office Asst	Mr Mohan Doss M B.Sc
	Transport	Driver	Mr Sankar T
			Mr Dhandapani C
			Mr Antonyraj S
			Mr Raman C
			Mr Rajamani S
			Mr Sivakumar K
			Mr Sathiyamoorthy R
	Campus Care	Supervisor	Mr Yessian. P M.A., Dip (SW)
		Support Staff	Mrs Sampath Rani C
		Support Staff	Mrs Gnanapoo C
	FR FRANCIS GUEZOU FOUNDATION		
	Director	Dr John Alexander SDB	
	Coordinator	Mr Pathrose M M.A.	

## **SCHOOL OF COMPUTING**

### **VISION**

An abode where education and expertise in ICT culminate to achieve integrity and excellence.

### **MISSION**

Stimulate the student community with integral development in all dimensions, knowledge and skillset to become employable in the competitive world.

### **STRATEGIES**

1. Create an ambience of trust so that students feel free to express themselves.
2. Help students to be more communicative.
3. Support students in software application development for better employability.
4. Support slow/fast learners.
5. Guide students to present papers at national conferences or symposiums.
6. Encourage students to be tech-savvy
7. Support students to realize their responsibility in the society.

### **PROGRAMMES OF STUDY**

#### **Degree (Thiruvalluvar University)**

- B.C.A. (Computer Applications)
- B.Sc. (Computer Science)
- M.Sc. (Computer Science)
- M.Phil (Computer Science)
- Ph.D (Computer Science)

#### **Diploma**

- Software Technology (Streams: Microsoft, Java, LAMP, Python)
- Graphics and Multimedia
- Computer Applications
- Multimedia and Web Design

## **FACULTY MEMBERS**

### **PG & Research Department of Computer Science**

Dr Thaddeus S M.Sc., M.Phil., Ph.D., SLET (Principal)

Dr Clement King Ph.D

Mr Kriushanth M M.C.A., (Ph.D)

Mr Dhamodharan G M.C.A., SET

Mr Naveen A M.Sc., M.Phil.

### **Department of Computer Science**

Mr Dhamodharan G M.C.A., SET

Mr Immanuel S M.Sc., M.Phil.

Mr Shinoj Robert R B.Com., M.C.A

Mr Manivannan T M.Sc., M.Phil

Ms Vanisree D M.C.A., M.Phil.

Ms Vasantha Rani G M.Sc., M.Phil.

### **Department of Computer Applications**

Mrs Jayamary A M.Sc., PGDCA., M.Phil, B.Ed.

Mr Clamentarunjerry S M.C.A., M. Phil.

Mr Amuthan S M.C.A., M.Phil.

Mrs Arockia Johnsi Rani J M.C.A.

Mr Arul M M.Sc., M.Phil., B.Ed.

Mr Sriram R M.C.A.

Mrs Priyadharshini S M.C.A.

Mr Baskar M M.C.A., M.Phil., SET

Mr John Benetic G M.Sc., B.Ed.

## **STUDENT ASSOCIATIONS**

### **Technology for Life (Computer Applications)**

<b>President</b>	Mr Arul M
<b>Vice President</b>	Mrs Arockia Johnsi Rani J
<b>Secretary</b>	Mr Clinton Vela J (3CAA)
<b>Joint Secretary</b>	Mr Praveen Prasanth S (3CAB)
<b>Treasurer</b>	Ms Jemofer Mary A (3CAB)



### Students@IT (UG Computer Science)

<b>President</b>	Ms Vanisree D
<b>Vice President</b>	Mr Manivannan T
<b>Secretary</b>	Mr Alex Carmel Raj D (3CS)
<b>Joint Secretary</b>	Ms Sindhu M (3CS)
<b>Treasurer</b>	Mr Muhammad (3CS)

### Students@IT (PG Computer Science)

<b>President</b>	Mr Kriushanth M
<b>Vice President</b>	Mr Dhamodharan G
<b>Secretary</b>	Mr Arun Kumar N (5CS)
<b>Joint Secretary</b>	Mr Jaya Kumar A (5CS)

### EXTENSION ACTIVITIES

Competency Centre	BICS InfoTech (BIIT, BOSCO-ITS)
Youth Clubs	1. Jesus Youth, 2. Newman 3. Bosco Fine Arts, 4. Digital Arts 5. Bosco NSS, 6. Blue Cross 7. Citizens Consumer Forum, 8. DB Music
Tech Clubs	Freedom Soft
Bosco Outreach	

### RESEARCH AND DEVELOPMENT

- CEETLE (Computer-based Education Environment for Teaching, Learning and Evaluation)
- E-Learning, Big Data, Software Engineering, Semantic Technology, Security, networking.

## **SCHOOL OF BUSINESS**

### **VISION**

To equip students for business leadership through a rich curriculum, innovative pedagogy, continuous mentoring and holistic development.

### **MISSION**

To impart education that aims at honing analytical abilities, decision making techniques and interpersonal skills which enhance student's professional ability to face the challenges of a dynamic environment in the corporate and social world.

### **STRATEGIES**

1. Prepares students for degree examinations by imparting fundamental knowledge and skills of the subject-domain.
2. Develop overall personality, team spirit, co-operation and co-ordination among learners.
3. Student to develop competitive spirit among the learners.
4. Motivate the students to participate in various activities, programs and competition.
5. Organize seminars and workshops, to equip the learners with knowledge and skills required in competitive environment.
6. Assist learners in pursuing higher and professional studies.

### **PROGRAMMES OF STUDY**

#### **Degree (Thiruvalluvar University)**

B.Com. (Computer Applications)

B.B.A. (Business Administration)

#### **Diploma**

Entrepreneurship Development

Financial Accounting & Tally

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## FACULTY MEMBERS

### Department of Commerce

Dr Rajendran V M.Com., M.Phil., Ph.D  
 Dr Thirupathy A M.Com.,MBA.,M.Phil., Ph.D.  
 Mr Arockianathan, M.Com., M.Phil., SET.  
 Mrs. Nalini P M.Com., MBA., M.Phil.

### Department of Management Studies

Dr. Vetrivelen D MBA., M.Phil., NET.  
 Fr Sagayaraj K L MBA  
 Mr Murugan G MBA., M.Phil., SET  
 Mr Karthick S M.B.A., M.Phil.  
 Ms Preethi Priya Malar A MBA., M.Phil., (Ph.D)

## STUDENT ASSOCIATIONS

### Commerce Association

<b>President</b>	Dr Thirupathy
<b>Vice President</b>	Mr Arockianathan
<b>Secretary</b>	Mr Lourdu Samy S (3CO)
<b>Joint Secretary</b>	Ms Princy Dayana L (3CO)
<b>Treasurer</b>	Mr Vasanth V (3CO)

### Management Association

<b>President</b>	Mr Murugan G
<b>Vice President</b>	Mr Karthick S
<b>Secretary</b>	Mr Wilbert Sagaya Raj A (3MS)
<b>Joint Secretary</b>	Mr Shakila S (2MS)
<b>Treasurer</b>	Mr Syed Wasim Akram A (3MS)

## EXTENSION ACTIVITIES

Competency Centre                      8. Rotaract , 9. Red Ribbon  
 Entrepreneurship Centre              10. Electoral Literacy  
 Youth Clubs                                11. Small Savings

Bosco Outreach

## DEPARTMENT OF ENGLISH

### VISION

A center for academic excellence, professional expertise, and contextual research in English studies (Literature and Language)

### MISSION

Promoting an intellectual climate through artistic creation and innovation, inculcating among students a critical reading of the self and society with the aim of developing them as responsible and socially sensitive citizens.

### STRATEGIES

1. Enhance proficiency in English language skills (i.e. LSRW) of all students.
2. Promote an ambience for historical investigation of texts
3. Create a nuanced understanding of canonical and non-canonical literary and other cultural texts
4. Provide ambience for creativity crucial to English studies through theater production
5. Equip students with the requisite language and literary knowledge and skills that will make them effective in choice of their career.

### PROGRAMMES OF STUDY

#### Degree (Thiruvalluvar University)

B.A. (English)

M.A. (English)

#### Diploma

Research Methodology (Specialization: English Literature)

Technical Writing

## **FACULTY MEMBERS**

Mr Sam Surya S M.A., B.Ed., PGDTS, NET (Head)  
 Mrs Rekha R M.A., M.Phil., B.Ed., PGDTS  
 Ms Syed Mubeen Taj Begam AM.A., B.Ed.  
 Mrs Kalpana B M.A., B.Ed.  
 Mr Sureshraj R M.A., M.Phil  
 Mr John Vincent A M.A., M.Phil., PGDTS  
 Ms Pricilla S M.A., M.Phil  
 Mr Madhan P M.A., M.Phil  
 Mr Amal Raj B M.A  
 Mr Alish George M.A  
 Mr Johnson Prabhakaran J M.A, M. Phil

## **ENGLISH LITERARY ASSOCIATION**

It is a student platform to organize sessions to improve communicative English through peer learning and guidance from resource persons.

### **UG Association**

<b>President</b>	Mr Madhan P
<b>Vice-President</b>	Ms Pricilla S
<b>Secretary</b>	Ms Shoba Mary C (3EN)
<b>Joint Secretary</b>	Mr Godson Danny R (2EN)
<b>Treasurer</b>	Mr Srikanth S (3EN)

### **PG Association**

<b>President</b>	Mrs Rekha R
<b>Secretary</b>	Mr. Martinraj A (5EN)
<b>Treasurer</b>	Ms Ashwini S (5EN)

## **EXTENSION ACTIVITIES**

Competency Centre	Communicative English Academy
Youth Clubs	12. Bosco Volunteers, 13. Red Cross 14. Literacy Club, 15. Green Hills
Bosco Outreach	16. Creative Writing

## DEPARTMENT OF MATHEMATICS

### VISION

An excellent study house to pursue mathematics with enthusiasm and commitment

### MISSION

Develop mathematical skills and aptitude among the students by promoting a joyful environment for learning mathematics to acquire higher degree and/or employment.

### STRATEGIES

1. Strengthen the learning through participation in the classroom, student oriented seminars, and other related activities
2. Develop the ability to interpret critical, numerical and graphical data
3. Develop students' problem-solving skills.
4. Develop critical thinking skills of the students.
5. Develop the student's ability to intelligently communicate mathematical results in both a written and oral format.
6. Encourage staff members participation in professional development activities.

### PROGRAMMES OF STUDY

#### Degree (Thiruvalluvar University)

B.Sc. (Mathematics)

#### Diploma

Computing for Mathematics (Mat Lab & Latex)



**FACULTY MEMBERS**

Mr Victor A M.Sc., M. Phil., B.Ed. (Head)

Mr Avinash N M.Sc., NET, PGDCA

Ms Suganya R M.Sc., M.Phil

Mrs Shakila C V M.Sc., M.Phil., B.Ed.

Mr Aldring J M.Sc., M.Phil.

Ms Vinitha R M.Sc., B.Ed,

Ms Julie Mattiena M M.Sc., M.phil, B.Ed

**MATHEMATICS ASSOCIATION**

We encourage the students to use the opportunities effectively by participating in all competitions held.

<b>President</b>	Ms Suganya R
<b>Vice-President</b>	Mr Aldring J
<b>Secretary</b>	Ms Tamizhisai K (3MA)
<b>Joint Secretary</b>	Mr Design A (2MA)
<b>Treasurer</b>	Mr Abishek A (3MA)

**EXTENSION ACTIVITIES**

Youth Clubs 17. AICUF

Bosco Outreach

## DEPARTMENT OF TAMIL

### தொலைநோக்கு

ஏலகிரி மலையில் தமிழை வளர்க்கும், கலாச்சாரத்தை வெளிப்படுத்தும் ஓர் தனித்துவ இயக்கம்.

### காரணிகள்

மாணவர்களுக்கு தமிழ் இலக்கண, இலக்கியங்களைத் தெளிவுற அறிய செய்வதோடு, ஏலகிரி மலைவாழ் மக்களின் கலாச்சார பண்பாடுகளைத் தொய்வின்றி ஆய்வுசெய்து தமிழ்ச் சமூகத்திற்குப் புலப்படுத்துதல்.

### அணுகுமுறை

மாறுபட்ட பழைய மரபுக்கூறுகளைப் பதிவு செய்தல்; பின்தங்கிய மலைவாழ் மக்களின் வாழ்வாதாரங்களையும், பழக்கவழக்கங்களையும் வெளிக்கொணர்தல்; களஆய்வின் வழி தகவல்களும் ஆதாரங்களும் சேகரித்தல்; நூலாகப் பதிவு செய்து வெளியிடல்; தேசியக் கருத்தரங்கம் நடத்துதல்.

### நடுவர்கோன் வேதநாயகம் தமிழ் மன்றம்

தூய தமிழில் பேசுவதோடு, தாய்மொழியைக் காத்தல், முத்தமிழைப் போற்றல் முதலியன நோக்கமாக அமைகிறது. இயல், இசை, நாடகம் குறித்துத் தனித்தனி சொற்பொழிவு நிகழ்த்துதல், சுழற்சி சொற்பொழிவு நிகழ்த்துதல்.

### ஆய்வுத் திட்டங்கள்

ஏலகிரி மக்களின் வழக்குச் சொற்களை ஆய்தல்; ஏலகிரிஜவ்வாது மலைவாழ் மக்களின் பண்பாட்டுக்கூறுகளும் கூத்துவடிவமும் ஒப்பு நோக்கல்.

### வழங்கப்படும் பாடங்கள்

இளங்கலை அடிப்படைத் தமிழ்

இளங்கலை சிறப்புத் தமிழ்

### துறைப் பேராசிரியர்கள்

முனைவர் சு. இராஜா M.A., B.Ed., M.Phil., Ph.D., NET.

முனைவர் அ. குமார் M.A., B.Ed., M.Phil., Ph.D..

### NADUVARKONVEDANAYAGAM TAMIL MANTRAM

<b>President</b>	Dr Kumar A
<b>Vice-President</b>	Dr Raja S
<b>Secretary</b>	Ms Metilda Mary S (2MA)
<b>Joint Secretary</b>	Ms Sowmiya S (2EN)
<b>Treasurer</b>	Mr Riyazbasha M (2CS)

### EXTENSION ACTIVITIES

Youth Clubs

18. Alternative Theatre

19. Media Forum

Bosco Outreach

# ACADEMIC DEPARTMENTS

### Promoting interest for sports and game among all students

To develop physical and mental caliber of the students that leads to healthy personalities with strong leadership aptitude to excel in the society.

1. Identify potential players.
2. Practice for various competitions.
3. Conduct regular coaching session
4. Participate in competitions at various levels.

Mr R. Ramkumar M.P.Ed, M.Phil, NET

Youth Club 20. Sports

## UNDER - GRADUATE PROGRAMMES

Apart from the regular degree programme, the College provides holistic formation and all-round skills to the students, as a set of life cum career oriented courses under Integrated Education and Professional Education schemes. Religious Education is offered as an internal course for all students in selected semesters. The objective is for the students to appreciate religion and practice it meaningfully.

Courses of Integrated education are obligatory for all. Professional education courses are choice-based.

### P R O G R A M M E S T R U C T U R E

<b>Life Education</b>	<ul style="list-style-type: none"> <li>• Information Literacy</li> <li>• Communicative English</li> <li>• Life Skills</li> <li>• Physical Education</li> <li>• Social Education</li> <li>• GK &amp; Professional Aptitude</li> <li>• Religion/Ethics</li> </ul>
<b>Vocational Education</b>	<ul style="list-style-type: none"> <li>• Employability Skill Development</li> <li>• Diploma in Software Technology</li> <li>• Diploma in Graphics and Multimedia</li> <li>• Diploma in Web Design and Maintenance</li> <li>• Diploma in Hardware and Networking</li> <li>• Diploma in Office Automation</li> <li>• Diploma in Financial Accounting (Tally)</li> </ul>

# E R E S T R U C T U R E P R O G R A M M E

## UNDER GRADUATE PROGRAMME STRUCTURE (CBCS PATTERN)

Part	Category	B.Sc. Computer Science			B.Sc. Mathematics			BCA		BBA		B.COM(CA)		B.A. English	
		CRS	CDS		CRS	CDS		CRS	CDS	CRS	CDS	CRS	CDS	CRS	CDS
I	Tamil/Other Languages	4	16		4	16		2	8	2	8	2	8	4	16
II	English	4	16		4	16		2	8	2	8	2	8	4	16
III	Core Courses	8	35		18	66		12	49	19	73	19	73	15	57
	Allied (Odd Semester)	2	8		2	10		2	8	2	10	2	8	2	8
	Allied (Even Semester)	2	10		2	10		2	12	2	10	2	12	2	12
	Core Practical	8	22					8	24						
	Allied Practical	1	2												
IV [a]	Tamil (Basic) Advanced Tamil	2	4		2	4		2	4	2	4	2	4	2	4
[b]	Skill-based Subjects	4	12		3	12		4	12	4	12	4	12	4	12
[c]	Foundation Courses														
	<i>Environment Studies</i>	1	2		2	2		1	2	1	2	1	2	1	2
	<i>Value Education</i>	1	2		2	2		1	2	1	2	1	2	1	2
	<i>Soft Skills</i>	1	1		1	1		1	1	1	1	1	1	1	1
V	Extension Activities	1	1		1	1		1	1	1	1	1	1	1	1
	<b>Total</b>	<b>42</b>	<b>140</b>		<b>40</b>	<b>140</b>		<b>41</b>	<b>140</b>	<b>40</b>	<b>140</b>	<b>40</b>	<b>140</b>	<b>40</b>	<b>140</b>

## POST-GRADUATE PROGRAMMES

M.Sc. Computer Science with effective from 2018 – 2019				
Subject	Papers	Credits	Marks	Total Marks
Main	12	41	100	1200
Elective	3	9	100	300
Main Project	1	20	20	200
Mini Project	1	2	100	100
Main Practical	8	16	100	800
Compulsory Paper	1	2	100	100
<b>Total</b>	<b>21</b>	<b>90</b>		<b>2700</b>

M.A English with effective from 2018 – 2019				
Subject	Papers	Credits	Marks	Total Marks
Main	16	76	100	1600
Elective	4	12	100	400
Compulsory Paper	1	2	100	100
<b>Total</b>	<b>21</b>	<b>90</b>	<b>-</b>	<b>2100</b>

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## **ARIVAGAM ( KNOWLEDGE CENTER)**

Arivagam provides learning and digital access environment for all. It includes Print Library (10000+ books), Digital Library (30000 + e-books), Internet Browsing Centre, Media Library (images and video) and Virtual Museum.

### **Working Hours**

Weekdays	8.45 a.m. to 7.45 p.m.
Saturdays	9.00 a.m. to 12.00 p.m.
Holiday	9.00 a.m. to 12.00 p.m.
Normal period of lending	: 10 days
Number of books for UG	: 2
Number of books for PG	: 4
Number of books for M.Phil/Ph D	: 4
Photocopying	: 1.30 p.m. to 3.30 p.m.

While entering and leaving Arivagam, a student must register. Books, notebooks, files, purses, etc., may not be taken into Arivagam by the members. Such materials must be left at the property counter. Only sheets of papers shall be taken inside. The centre is not responsible for any loss of property at the counter. Laptops must always be with the owner and can not be left at the property counter. Borrowed books must be returned on the due date. All books must be returned before the end of the academic year.

For books returned late, an overdue charge of Rs.2.00 per book per day is collected. This charge will be raised to Rs.3.00 per day after a week.

All materials overdue by more than 2 months or not returned is declared lost. The member concerned must replace the book within a week.

If not, the cost of the book shall be charged to the borrower at the current price. If the book is not in print, cost of similar book shall be charged. In addition, the member has to pay a service charge of Rs.20. The said borrower is not allowed to use Arivagam till the sum is paid.

After using books for reference in Arivagam, the books shall be left on the reading table. All books will be replaced in their proper place by the staff.

All members must show the identity card (ID) to the duty-staff, when requested. No one may bring non-members into Arivagam.

No book is to be lent or taken out of the reference room. Only books from the stack room are lent to the members.

Members shall take due care of books and library furniture. Any marking, underlining or annotating of books is strictly forbidden. A member who is held responsible for any damage/defacement of books or other library property has to compensate for the loss.

Absolute silence is observed in Arivagam. Those who do not comply with, will not be allowed to use the facilities.

Politeness, good order and cooperation are expected from all members to optimize the utilization of the centre.

Interdepartmental books shall be returned within a month. In case, they are required by the concerned department, they may be recalled by the staff.

### **GUEZOU COMPUTING CENTRE**

Computing Centre has a strong foundation on recent technologies and provides adequate info structure for all practicals. Besides the regular course activities conducted by the Departments, GCC provides facilities for the students to maintain personal laptops and use them on need basis as per the stipulated norms of the college.

## COMMUNICATIVE ENGLISH ACADEMY

It is an extension of the English Department with a dedicated team of language counsellors. The intent is to develop communicative English skills among the students and thus prepare them for the global job market..

The key functions of the Academy are: Theory Sessions, Lab Sessions, LSRW assessment, Language Card follow-up, group discussions and Language Token processing.

## BICS INFOTECH (BIIT AND BOSCO-ITS)

BICS InfoTech, the professional education wing of the college, is the extension of the School of Computing. It conducts professional diploma courses to provide technical and/or professional skills to the students. Employability is the driving force for every programme of study. The Institute has two wings namely BIIT (Bosco Institute of Information Technology) which provides introductory technology training for UG students and BOSCO-ITS (Bosco Information Technology Services) to for PG students or graduates. Students pay a nominal fee for BIIT courses. BOSCO-ITS get a project.

## ENTREPRENEURSHIP CENTRE

The College seeks projects from the Government of India to provide entrepreneurship training for the students. The College intends to develop an EDC, as a competency centre of the School of Business.

A student must involve in at least 160 hours of extension activities in a span of six semesters. The student's performance is evaluated by staff representatives along with the Head of the respective department on the following parameters.

- 40% for active participation in Youth Club Activities
- 10% for exemplary awards/Certificates/Prizes.
- 50% for participation in Village Reach-out Camp

The above activities are conducted outside the academic working hours.

Every student is a member of one of the *youth clubs* of the college. Every student must also participate in the village Outreach Programme (*Bosco Outreach*). A student may also involve in other extension activities initiated by the College.

### **YOUTH CLUBS**

The college promotes twenty-one clubs (groups) of global, national or local significance. Each Club upholds a dimension of life such as sports, social, voluntarism, spirituality, ecology, fine arts and likewise. Clubs facilitate the integral formation of the students. Clubs organize programmes in the neighborhood as department-extension activity. Each Club has a staff representative as animator. The vision, mission and goal setting of the clubs are revisited every year, guided by the animators.

### Methodology for Club Meetings

- Begin with an **open sharing** among members, of their life experience. This should be based on the vision and objectives of the Club.
- **Examine the sharing** in the light of time-tested principles and laws of the society and nature.
- **Go beyond** the immediate causes and motives which pretend to justify certain injustices.
- Take **strong decisions** which include programs and activities which members try to live out as individuals and collectively. This brings out the desired change both among members and in the wider society.

### Youth Clubs **Office-Bearers**

#	Name	Animator	President
1	Jesus Youth	Mr Clament Arunjery	Mr S Maria Arul Prakash (3 MA)
2	Newman	Mr Shinoj Robert R	Mr Thomas Alwa Edison (3CS)
3	Bosco Fine Arts	Mr Immanuel S	Mr Dhillip P (3MA)
4	Digital Arts	Mr Naveen A	Mr Kashmir Raj C (3CS)
5	Bosco NSS	Mr Sri Ram R	Mr Haris Chander P K (3CS)
6	Blue Cross	Ms Vasantha Rani G	Mr Arun Praveen Raj S (3BA)
7	Citizen's Consumer	Mr Amuthan S	Mr Mohammed Rayyan S R (3CS)
8	Rotaract	Mr Murugan G	Mr. A. Syed Wasim Akram (3MS)
9	Red Ribbon	Mr Karthick S	Ms Roseline Felcitta D (3EN)
10	DB Music	Mr John Benetic G	Mr Maria Dinesh J (3MS)
11	Small Savings	Mrs Sylvia B	Mr Vivek karan M (3CO)
12	Bosco Volunteers	Mr Suresh Rajan R	Mr John Paul Raj D (3MS)
13	Red Cross	Mrs Kalpana B	Mr Sathish Kumar A (3MA)
14	Literacy	Mr Amal Raj B	Ms Sumaiya M (3CS)
15	Green Hills	Mr John Vincent A	Ms Elakkia M (3CAB)
16	Creative Writing	Ms Pricilla S	Mr Prem kumar P (2EN)
17	AICUF	Mr Aldring J	Ms Sindhu M (3CS)
18	Alternative Theatre	Dr Kumar A	Ms Agila S (3CAB)
19	Media Forum	Dr Raja S	Mr Vasanth S (3CS)
20	Sports	Mr Ram kumar R	Mr Edwin Gilbert Raj M (3MA)
21	Electoral Literacy Club	Mr Arockianathan A	Mr Mohammad Saqib K S (3CAB)

### **BOSCO OUT-REACH**

Every student has a direct village reach-out applying some scientific and systematic methods to know a village from multiple perspectives. This is realized by three-days camp when the students stay in a village and have face-to-face interaction with the children and the people. Further, the students make at least three visits to the target-village and adopt some development programs with people's participation. These initiatives cultivate a community sense among the students and enriches them with social and managerial skills.

### **IGNOU STUDY CENTRE**

The centre provides opportunities for the college students to take up additional study programmes along with their regular studies from Indira Gandhi National Open University (Special Study Centre:2544D)

- **DTS** (Diploma in Tourism Studies)
- **CCLBL** (Certificate in Co-operation, Co-operative Law & Business Laws)
- **CFE** [Certificate in Functional English (Basic Level)]
- **M.Sc.** (Diploma in Creative Writing in English)

## EDUCATION SCHOLARSHIP

Students are assisted to avail every possible scholarship from the Government of India and Tamilnadu.

Scholarship Name	Sanctioning Body	Eligibilities
National Merit Scholarship	Director of Collegiate Education (Chennai)	On merit basis
Post-Matric Scholarship for SC/ST Hindus & Christians	District <i>Adi Dravidar</i> Welfare Officer (Vellore)	Students of Scheduled Caste and Tribal (both Hindus and Christian Converts)
Merit Scholarship for SC/ST Securing above 1000 marks ( <i>Cut-off to be fixed by Govt.</i> )	District <i>Adi Dravidar</i> Welfare Officer (Vellore)	Students of SC/ST/SCC who scored more than 1000 marks in +2 and 60% and above in Degree and Postgraduate Degree Courses
Political Sufferers, Defense Personnel / Ex-Service Men's Children Scholarship	Director of Collegiate Education (Chennai)	Children of defense service personnel
Scholarship to Children of Freedom Fighters	Director of Collegiate Education (Chennai)	Children of Freedom Fighters
National Loan Scholarship	District <i>Adi Dravidar</i> Welfare Office, Vellore	Students of SC/ST, both Hindus and Christian Converts
Post-Matric Scholarship for Minority Students	Commissioner of Minority Welfare, Chennai	Students belonging to Minority Religion and Language
Farmer's Scholarship	<i>Tashildar</i> of Respective Region	Students of Farmers possessing Farmer's Social
Scholarship for Differently Abled	National Handicapped Finance and	Students with disabilities
Indira Gandhi Scholarship for Single Girl Child for P.G. Programme	U.G.C.	Single Girl Child

*To help the bright and hardworking students, numerous scholarships such as Don Bosco Education Scholarship, Fr Guezou Student Service Scholarship, Don Bosco Education Merit Scholarship, IVDP Orphan and Semi-orphan Scholarship are offered by the College.*

### **E-LEARNING ENVIRONMENT**

Computer-based Education Environment for Teaching, Learning and Evaluation (CEELTE) platform is a blended eLearning environment to improve the teaching and learning process in Don Bosco College by increasing the students' accessibility to educational resources, services, computing devices and software applications. CEETLE is an integrated platform with Web Server and Lab-wide Wi-Fi Connectivity that creates personalized learning environment for the students.

### **SPIRITUALITY CENTRE**

Christ the Redeemer Chapel is an architectural landmark at Don Bosco, Yelagiri Hills. Its simplicity evokes tranquility and the inner feeling for God's presence. The chapel is open during college hours. Students and staff of all faiths are welcome to a quiet and prayerful time in the Chapel. The mortal remains of Fr Francis Guezou SDB was laid to rest here on January 29th 2009.

### **CANTEEN AND SAFE DRINKING WATER**

Reverse Osmosis (RO) treated drinking water plant donated by IVDP, Krishnagiri. A non-government organization provides safe and healthy drinking water facility for all in the campus. Light refreshments are available at the **Comer Café**, the college canteen at reasonable rates. Students are advised to maintain decorum in the canteen and not to buy things on credit.



## SPORTS AND GAMES

Open playgrounds namely, basketball and volley ball courts (for girls and boys separately) and a soccer playground provides apt environment for indoor and outdoor entertainment, besides the trekking opportunity atop the Yelagiri hills.

## HOSTELS

The College has hostels on campus for boys and girls separately. Papa Duhayon hostel for boys and Arockia Annai Hostel for girls accommodates nearly 250 students. PG Students, both boys and girls, are accommodated in Joachim Villa and Ennagam respectively. The hostels have all facilities for study, recreation and common living. Savio Mess, the Hostel Canteen serves subsidized meals for hostel inmates and guests.

## TRANSPORT

Transport department functions in the college to provide transport facility to students and staff from various places. This service is offered to ensure hassle-free and safe transportation for those who commute from the plains.

## HEALTH STATION

College has a dispensary with a professional nurse to attend to the emergent health care of the students.

## EDUCATIVE AND PASTORAL PLAN

### 1. Education to Faith

- To deepen one's faith in God through various spiritual exercises and input sessions.
- To facilitate every Christian to grow in the new life that has been given to him/her in baptism.

### 2. Education and Culture

- To inculcate the art and skill of life-long learning and application of acquired knowledge.
- Culture embraces everything in the life of a people. To promote a campus culture (elaborated below) which in turn helps every student to conceive and develop **their** relationships with nature, with each other and with God.
- We promote systematic media education as a powerful means for developing young people's critical and creative abilities with regard to media. Every young person needs to be well equipped with the tools to communicate effectively.

### 3. Groups and Social Experience

- College promotes and animates multiple groups for formation and social action. Every student is a member of the twenty one youth groups. The students are encouraged to participate in state-level and national forums and movements.
- We educate to a sense of moral, professional and social responsibility. With human rights as a frame of reference, inclusion, tolerance, and respect for diversity permeate college life, leaving little room for discrimination.

#### 4. Vocational Guidance

- Vocational guidance is the crown of our educational and pastoral activity. The college provides a preparation for life choices, with appropriate advice and encouragement. We do it by attending to the guidance of the young in a double direction: towards the maturing of their human and spiritual vocation, and more specifically towards the realization of the particular profession of each one.
- We help youngsters to understand that each one's existence is a vocation, because he/she is called to live according to the image and likeness of God between the human person and the world.

**Note:** The strategies to be used to achieve the above set goals and action plan to realize the objectives are worked out by the staff and the students at the beginning of the year at the college, department and youth club level as **Salesian Educative Pastoral Plan (SEPP)**.

## CAMPUS CULTURE

Campus Culture refers to a set of characteristics, values, traditions, customs, religion, habits, attitudes, language, etc., which give identity to a group of people or to a particular place (campus).

**Don Bosco College Campus is...**

### GOD-CENTRED

We live a world that promotes primarily material welfare, turning a deaf ear to the voice of God in creation. We are living in a general culture that gradually eclipses the presence of the Divine. God is invoked only for one's needs and emergencies.

<i><b>Faith in God:</b></i>	: (by believing in the existence of God who is the Creator...)
<i><b>Love</b></i>	: (by a sincere love of the neighbor, especially those in need...)
<i><b>Spirituality</b></i>	: (by promoting inter-relatedness and unity...)
<i><b>Morality</b></i>	: (by forming consciences sensitive to right and wrong...)

### SELF-DRIVEN

People get used to a life of dependency. Early in life we depend on our parents and later as we grow, on our elders and on the institutions. We find it difficult to move out of such an attitude of dependency. We need to move towards self-driven attitude.

<i><b>Self-Driven</b></i>	: (by taking responsibility, sense of belonging, taking initiative)
<i><b>Self-Reliance</b></i>	: (by inculcating hard-work,

earn-and-learn programs...)

***Time-Consciousness*** : (by conscious time management, punctuality...)

***Health Awareness*** : (by faithful daily physical exercise, attention paid to one's health)

### GREENER

Yelagiri Hills is becoming polluted due to the onslaught of tourists. There are more than 50 restaurants, lodges, and hotels on this hill-station. There is water scarcity. When we walk on the side roads, we see so much of plastic thrown around.

***Nature Friendly*** : (by making the campus green by planting of more trees...)

***Nature Responsible*** : (by sparingly using the natural resources like water, fire wood)

***Life of Simplicity*** : (by avoiding the use of plastics and other harmful wastes...)

***Nature Sensitive*** : (by bringing awareness to people and through action plan...)

### TRUST-FILLED AND FREE

In a situation of fear hardly an individual grows to be a mature human being. Persons need an ambient that is trust-filled where they can express their views freely and get the assistance for the personal problems from their elders.

***Trust-Filled*** : (by evoking confidence and freedom to express grievances...)

***Group Activities*** : (by a sincere participation in group activities...)

- Sense of Respect*** : (by respecting people and up holding human dignity...)
- Sense of Fellowship*** : (by fostering in us a sense of fraternity and equality...)

**SOCIALLY CONSCIOUS**

We are social beings. In a world rampant with individualism, we have to inculcate in us a sense of responsibility towards each other. Our actions mutually influence each other. We need to be conscious of this social responsibility.

- Socially Conscious*** : (by encouraging reach-out programs and social action...)
- Gender-Sensitivity*** : (by having respect for all, especially women in the campus)
- Disciplined Life*** : (by inculcating in students the need for a disciplined life...)
- Sense of Equality*** : (by taking people as equals in our dealing with them...)

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## ATTENDANCE

1. The College functions between 8:45 AM and 4:00 PM. Five hours of regular classes and additional ninety minutes of **additional courses**.
2. Attendance is taken for every scholastic exercise, be it lecture or practical class of any kind prescribed by the college time table.
3. Late comers are not be admitted to the classroom without the explicit approval of the Deputy Principal/ the Vice Principal. Penalty is levied on latecomers.
4. No student shall absent from the college without submission of leave letter. Application for leave must be made to the Head of the Department, countersigned by Parent/Guardian/Warden. When the absence is due to unforeseen causes, an application for leave must be submitted on return. In case of sickness, medical certificate should be produced to the HOD. (Note: Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his / her absence).
5. All students must be present on the re-opening date of every semester. Those absent will be levied a fine. No leave will be allowed (except in special cases), for the days prefixed or suffixed to any stretch of holidays.
6. In special cases like sports, camps and other official works assigned by the college, the Vice Principal/ Deputy Principal may grant free attendance. Certificate of attendance should be submitted to the college office immediately after the event.
7. Those who lack 75% attendance will not be allowed to appear for the semester examinations. Those who have less than 55% attendance must repeat the semester.
8. Those who are absent without proper approval from the Head of the Department needs to pay a penalty non-compliance fee.

9. Any student who is absent continuously for more than 5 days without submitting leave letter should meet the Principal/Deputy Principal, with the parents guardians before joining the class.

#### **EXAMINATION SYSTEM**

10. There are two components in the evaluation of every semester namely Continuous Internal Evaluation (CIE) and Semester Examination (SE). The CIE takes place during the course of the semester and the Semester Examination shall be conducted at the end of each semester by Thiruvalluvar University.
11. Students will not be allowed to appear for CIE tests/ university examinations, if they fail to bring Identity Card. Hall Ticket is also required for semester examinations. A student who resorts to malpractice in an internal CIE test will be given zero mark for that test.
12. Grievances in matters regarding CIE are attended to by the course teacher and Head of the Department. Grievances in matters regarding the end semester examination are presented to the Controller of Examinations in the University through the Head of the Department and the Principal.

#### **DRESS CODE**

13. Boy-students are to wear trousers and tucked-in shirts with collar. T-shirts of any kind is prohibited. Girl-students are expected to wear chudidhar.
14. All students should wear identity cards (easily noticeable) certified up-to-date, when they are in the campus and when they represent the college in any forum. A student must produce it to the duly appointed security guards on-duty at the gates for entry and exit.



## CAMPUS LANGUAGE

15. The medium of instruction and language of communication is English. Students are expected to converse always in English. Those who violate this language rule are dealt seriously.

## STUDENT DISCIPLINE

### C O D E O F C O N D U C T

16. Students shall conduct themselves in such a manner as not to bring discredit to the college or to themselves. The good name of the college is in the hands of the students and the college authorities will not allow any student to defame it.
17. Students should be courteous and gracious towards staff members. Any disrespect shown to them will be considered as a serious offence.
18. Students are expected to conduct themselves inside and outside the college as gentle persons and maintain the honor and dignity of the academic community to which they belong.
19. During working hours, the students cannot leave the campus without permission.
20. Use of mobile phone is not allowed in the college premises between 8.45 a.m. and 4.00 p.m. The offenders will be fined Rs. 1,000/- and mobile phones will be confiscated for the whole year.
21. Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.
22. Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.
23. Students who come drunk or in possession of liquor or any drug will either be dismissed or suspended or debarred.

24. Any student found to be indifferent or careless in one's work or whose conduct is detrimental to the best interest of the college, may at any time be suspended or dismissed from the institution with forfeiture of the fees paid.
25. Any college fine, by whomsoever imposed, must be paid to the Student Welfare fund account of the college.
26. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without the explicit permission of the Principal. Severe action will be taken on the erring students.
27. No student shall be a member of any association not-connected with the college, without the permission of the Principal nor shall a student take part in any antisocial and subversive activities.
28. Students are forbidden to remove or tamper with the furniture of the college. Severe action will be taken against such students and the loss shall be made good. If the offender is not traceable, a collective fine will be imposed.
29. Smoking, littering and defacing the walls and furniture are punishable offences.
30. Whoever directly or indirectly indulges, participates, abets or propagates ragging within or outside the college, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine, which may extend to Rs. 10,000 (Vide L.No. 5/2/Ragging/3/A-III/2000/2003 dated 21.07.2000 University of Madras).
31. According to Section 5 Chapter VII of Madras Educational Rules, "Any student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution".

32. Graduate and undergraduate students on the rolls of college are forbidden to take active part in political agitation directed against the authority of the Government. Principal may further, at his discretion, forbid students to engage prominently in any public movement.

### **CERTIFICATES**

33. The original certificates submitted by students at the time of admission shall be returned when a student completes his/her study programme or earlier if a student must leave the college. Production of no-due certificate to the office is a must to issue the certificates.
34. Students are advised to keep with them photocopies of their certificates before submitting the originals to the office. Requisition for original certificates once submitted in the office will not be entertained.
35. Any student, past or present, who needs to get Conduct, Bonafide, Transfer or Study Certificate must apply to the Principal in the prescribed form. The Issue of Certificate requires a minimum processing time of 24 hours after the request is submitted. Original certificates will be given only in person.

### **HOSTELS**

36. Students in general are expected to reside with their parents, with guardians approved by their parents or in College Hostels. There are four hostels : Papa Duhayon for UG-Boys, Don Bosco Hostel for UG Boys, Arockia Annai for UG-Girls, Joachim Villa for PG-Boys and Ennagam for PG-Girls.

37. Students admitted to College hostel, shall abide by the rules and regulations of the Hostel. Absence from the hostel at night without permission is a serious offence. It leads to dismissal from the hostel immediately. A student dismissed from the college loses automatically his enrolment in the Hostel.

#### **TO PARENTS / GUARDIANS**

38. Parents / Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children / wards.
39. Parents / Guardians are advised to check, in person with HODs / Vice Principal regarding the attendance of their children / wards. For every semester, parents meeting is organized by the management. The parents are advised to attend these meetings to know about the performance of their children.

## QUALITY POLICY

We strive continuously to improve quality with updated systems and technologies as per NAAC guidelines, so that all stakeholders are delighted with our services and bring out their best, inspired by the core values of the college.

## QUALITY OBJECTIVES

1. Obtain Student Satisfaction of 80% and above.
2. Obtain pass percentage of 95% and above in each semester for every class of students
3. Improve teaching and learning process by at least 0.5% based on the evaluation obtained from the students, faculty and program coordinators at the end of every semester.
4. Ensure that 90% and above of the students who complete their degree programme every year are placed in suitable jobs within six months after the completion of the program.
5. Enhance resources (books, journals, articles, CD-ROMs, web sources) of Arivagam by at least 15% every year.
6. Publish a minimum of one research paper per year by each faculty member of every department as primary author
7. Conduct at least a single conference/workshop/seminar by each department in an academic year.
8. Conduct at least a single reach-out program for the neighborhood by each department
9. Increase the effectiveness of CEETLE platform by 0.5% every year.
10. Impart minimum of 40 hours formal training on average to every staff member in an academic year.
11. Resolve stakeholder complaints within a week.
12. Respond to stakeholder enquiries within 24 hours.
13. Ensure that 100% of purchased critical items meet

	<b>Medal</b>	<b>Criteria</b>
<b>Undergraduate Programmes</b>	Joacquim Guezou Medal	1 <sup>st</sup> in I Semester
	Josephine Guezou Medal	1 <sup>st</sup> in II Semester
	Papa Duhayon Medal	1 <sup>st</sup> in III Semester
	Fr Francis Guezou (Anabond) Medal	1 <sup>st</sup> in IV Semester
	Fr Varghese Menacherry SDB Medal	1 <sup>st</sup> in V Semester
	Fr Louis Panikulangara Medal	1 <sup>st</sup> in VI Semester
	Fr Maria Arockiaraj Medal (Founding Director-BICS InfoTech)	1st in UG Degree (Arts Stream)
	Fr Francis Guezou Golden Jubilee Medal	1st in UG Degree (Science Stream)
	Archbishop Louis Matthias Medal	1 <sup>st</sup> in I Semester
<b>Postgraduate Programmes</b>	Mr Stanislaus Ernoult Medal (Former President - Association of Friends of Fr Guezou)	1 <sup>st</sup> in II Semester
	Mr Leo Maria Francis Medal (First English Professor- Don Bosco College)	1 <sup>st</sup> in III Semester
	Fr Stanislaus Swamikannu Medal (First Rector - Don Bosco College)	1 <sup>st</sup> in IV Semester
	Fr Francis Guezou Diamond Jubilee Medal	1 <sup>st</sup> in PG Degree

## M E D A L & A W A R D S

## FR FRANCIS GUEZOU FOUNDATION

The main objective of Fr Francis Guezou foundation is to build a community of past pupils of Don Bosco, friends of Fr. Guezou, well-wishers and benefactors of Don Bosco Centre, founded by Fr. Francis Guezou. It seeks continuously ways to serve humanity at large, particularly those associated with Don Bosco Centre. Members of the foundation play a vital role as ambassadors to propagate the mission and the values of Don Bosco Centre in their workplace, families and society.

It includes all alumni of Don Bosco Centre namely past pupils of Guezou Illam, BICS Info Tech and Don Bosco College from the inception of the respective institution. The alumni are motivated to realize their social responsibility by contributing best practices and resources. They involve in knowledge sharing, resource mobilization and creation of placement opportunities for the young who emerge out of Don Bosco Centre.

This foundation functions to mobilize funds for scholarships to be distributed to the deserving students from all available sources including government, private and corporate institutions. These sponsorships may be disbursed as service scholarship, merit scholarship etc.

This foundation acts as a mediator between the management and all stakeholders disseminating regularly the news and events of the center.

The foundation connects the alumni of BICS InfoTech, Don Bosco College and Guezou Illam via [www.guezoufoundation.org](http://www.guezoufoundation.org) which is useful for all to update their information and social involvements. Using this web platform, the foundation cherishes the significant events in the life of every member such as birth, wedding and special achievements.

Date	Day	JUNE 2018	***	DO
1	FRI	Theatre Workshop Begins	WD	
2	SAT		HD	
3	SUN		HD	
4	MON	Orientation - First Year Students	WD	
5	TUE	English for Life Course Begins (First Year)	WD	
6	WED	Faculty Orientation (Salesian Identity)	WD	
7	THU	Faculty Orientation (Processes and Tools)	WD	
8	FRI	Annual Plan Review (Dept, Quality, SEPP)	WD	
9	SAT		WD	
10	SUN		HD	
11	MON	TLE Workshop - 1	WD	
12	TUE	TLE Workshop - 2	WD	
13	WED	Faculty Orientation (Pedagogy & Soft Skills)	WD	
14	THU	World Blood Donor Day	WD	
15	FRI	RAMZAN	HD	
16	SAT		HD	
17	SUN		HD	
18	MON	INAUGURATION - ACADEMIC YEAR	WS	
19	TUE		WS	
20	WED		WS	1
21	THU	International Yoga Day/Dental Care Camp (RR & RC)	WS	2
22	FRI		WS	3
23	SAT	Faculty Orientation;	WD	
24	SUN		HD	
25	MON		WS	4
26	TUE		WS	5
27	WED	INAUGURATION - Associations & Youth Clubs	WS	6
28	THU		WS	1
29	FRI		WS	2
30	SAT	English for Life Course Ends	WS	3
			Mon	Sem
		Working Days Only (no class)	12	12
		Working Days Only (with class)	11	11
		Holidays	7	7
		Total Days	30	30

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<b>C A L E N D A R - 2 0 1 8</b>	<b>Date</b>	<b>Day</b>	<b>JULY 2018</b>	<b>***</b>	<b>DO</b>
	1	SUN	Media Workshop (Year 3)	HD	
	2	MON		WS	4
	3	TUE	St Thomas, the Apostle Feast	WS	5
	4	WED		WS	6
	5	THU	Environment Day (Green Hills)	WS	1
	6	FRI	Bosco Outreach (SoC - UG II)	WS	2
	7	SAT	Life Skills (Year 3)/Staff Orientation	WD	
	8	SUN		HD	
	9	MON	Orientation Programme (PG)	WS	3
	10	TUE		WS	4
	11	WED	World Population Day (Blue Cross)	WS	5
	12	THU		WS	6
	13	FRI	Family Visit - Hostels	HD	
	14	SAT	Family Visit - Hostels	HD	
	15	SUN	Family Visit - Hostels	HD	
	16	MON		WS	1
	17	TUE		WS	2
	18	WED		WS	3
	19	THU		WS	4
	20	FRI	ICCP-2018/Bosco Outreach (English & Maths)	WS	5
	21	SAT	ICCP-2018	HD	
	22	SUN	ICCP-2018	HD	
	23	MON		WS	6
	24	TUE	Question Papers Due - CIET 1	WS	1
	25	WED		WS	2
	26	THU		WS	3
	27	FRI	Bosco Outreach (SoB - UG II)/Career Guidance (Yr3)	WS	4
	28	SAT	Career Guidance (Yr 3)	HD	
	29	SUN		HD	
	30	MON		WS	5
	31	TUE		WS	6
				<b>Mon</b>	<b>Sem</b>
			Working Days Only (no class)	1	13
			Working Days Only (with class)	21	32
			Holidays	9	16
			Total Days	31	61

Date	Day	AUGUST 2018	***	DO
1	WED	CIE Test I/Provincial Visitation Day 1	WS	1
2	THU	CIE Test I/Provincial Visitation Day 2	WS	2
3	FRI	CIE Test I/Provincial Visitation Day 3	WS	3
4	SAT	National Seminar - Drama (Tamil)	HD	
5	SUN		HD	
6	MON	Career Guidance - NPCC Survey (Year 3)	WS	4
7	TUE		WS	5
8	WED		WS	6
9	THU	World Youth Day (AICUF)	WS	1
10	FRI		WS	2
11	SAT	<b>SPORTS DAY</b>	WS	3
12	SUN		HD	
13	MON		WS	4
14	TUE		WS	5
15	WED	<b>INDEPENDENCE DAY / ASSUMPTION</b>	HD	
16	THU		WS	6
17	FRI	CIE Test 1 - Performance Review	WS	1
18	SAT	Fr.Guezou Memorial Football Tournament	HD	
19	SUN	Fr.Guezou Memorial Football Tournament	HD	
20	MON	Photo Session - Final Year Students	WS	2
21	TUE	Photo Session - Staff Members	WS	3
22	WED	<b>BAKRID</b>	HD	
23	THU		WS	4
24	FRI		WS	5
25	SAT	Parents Meeting (Day Scholars)/Staff Orientation	WD	
26	SUN	Parents Meeting (Hostellers)	HD	
27	MON		WS	6
28	TUE		WS	1
29	WED	Annual Debate	WS	2
30	THU		WS	3
31	FRI		WS	4
			<b>Mon</b>	<b>Sem</b>
		Working Days Only (no class)	1	14
		Working Days Only (with class)	22	54
		Holidays	8	24
		Total Days	31	92

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Date	Day	SEPTEMBER 2018	***	DO
1	SAT	IMPULSE 2018 (Fine Arts)	WS	5
2	SUN	KRISHNA JAYANTHI	HD	
3	MON		WS	6
4	TUE		WS	1
5	WED	Teachers Day	WS	2
6	THU		WS	3
7	FRI		WS	4
8	SAT	COMFEST 2018	WS	5
9	SUN		HD	
10	MON		WS	6
11	TUE		WS	1
12	WED		WS	2
13	THU	GANESH CHATURTHI	HD	
14	FRI		HD	
15	SAT		HD	
16	SUN		HD	
17	MON		WS	3
18	TUE	Question Papers - CIE Test 2	WS	4
19	WED	TOWER 2018	WS	5
20	THU	BOS.CON 2018	WS	6
21	FRI	MUHARRAM/Annual Retreat for Students	HD	
22	SAT	Annual Retreat for Students	WD	
23	SUN		HD	
24	MON		WS	1
25	TUE	CIE Test 2	WS	2
26	WED	CIE Test 2	WS	3
27	THU	CIE Test 2/ Tourism Day ( )	WS	4
28	FRI	Industry Visit (Final Year Students)	WS	5
29	SAT	Life Skills (Year 2)	WD	
30	SUN	BIBLE DAY (Newman Club)	HD	
			Mon	Sem
		Working Days Only (no class)	2	16
		Working Days Only (with class)	19	73
		Holidays	9	33
		Total Days	30	122

Date	Day	OCTOBER 2018	***	DO
1	MON		WS	6
2	TUE	GANDHI JAYANTHI	HD	
3	WED		WS	1
4	THU	Math Fest (Intra)	WS	2
5	FRI	CIE Test 2 - Performance Review	WS	3
6	SAT	Life Skills (Year 1)/Staff Annual Retreat	WD	
7	SUN		HD	
8	MON		WS	4
9	TUE		WS	5
10	WED		WS	6
11	THU	Seminar (Creative Writing Club)	WS	1
12	FRI		WS	2
13	SAT	Question Papers Due - CIE Test 3	WS	3
14	SUN		HD	
15	MON	World Students Day	WS	4
16	TUE	World Food Day (Red Cross)	WS	5
17	WED	No Due Certificate- Submission	WS	6
18	THU	AYUDHA POOJA	HD	
19	FRI	VIJAYADASHAMI	HD	
20	SAT		HD	
21	SUN		HD	
22	MON		WS	1
23	TUE		WS	2
24	WED	United Nations Day (Rotaract)	WS	3
25	THU	CIE Model Examination	WS	4
26	FRI		WS	5
27	SAT		WS	6
28	SUN		HD	
29	MON		WS	1
30	TUE		WS	2
31	WED		WS	3
			Mon	Sem
		Working Days Only (no class)	1	17
		Working Days Only (with class)	22	95
		Holidays	8	41
		Total Days	31	153

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<b>C A L E N D A R - 2 0 1 8</b>	<b>Date</b>	<b>Day</b>	<b>NOVEMBER 2018</b>	<b>***</b>	<b>DO</b>
	1	THU	All Saints Day	WS	4
	2	FRI	All Souls Day	WS	5
	3	SAT	CIE Publication	WS	6
	4	SUN		HD	
	5	MON		HD	
	6	TUE	<b>DEEPAVALI</b>	HD	
	7	WED		HD	
	8	THU		WD	
	9	FRI		WD	
	10	SAT		HD	
	11	SUN		HD	
	12	MON		WD	
	13	TUE		WD	
	14	WED	Childrens Day	WD	
	15	THU		WD	
	16	FRI		WD	
	17	SAT		HD	
	18	SUN		HD	
	19	MON		WD	
	20	TUE		WD	
	21	WED	<b>MILAD-UN-NABI</b>	HD	
	22	THU		WD	
	23	FRI		WD	
	24	SAT		HD	
	25	SUN		HD	
	26	MON		WD	
	27	TUE		WD	
	28	WED		WD	
	29	THU		WD	
	30	FRI		WD	
				<b>Mon</b>	<b>Sem</b>
			<b>Working Days Only (no class)</b>	16	33
			<b>Working Days Only (with class)</b>	3	98
			<b>Holidays</b>	11	52
			<b>Total Days</b>	<b>30</b>	<b>183</b>

Date	Day	DECEMBER 2018	***	DO
1	SAT	Staff Orientation	WD	
2	SUN		HD	
3	MON	EVEN SEMESTER BEGINS	WS	1
4	TUE	World Aids Day (Red Ribbon)	WS	2
5	WED	World Soil Day	WS	3
6	THU		WS	4
7	FRI		WS	5
8	SAT	Immaculate Conception BVM	HD	
9	SUN		HD	
10	MON	International Human Rights Day	WS	6
11	TUE		WS	1
12	WED		WS	2
13	THU		WS	3
14	FRI		WS	4
15	SAT	World Press Freedom Day(Media Forum)	WS	5
16	SUN		HD	
17	MON		WS	6
18	TUE		WS	1
19	WED		WS	2
20	THU		WS	3
21	FRI		WS	4
22	SAT	Christmas Celebration	WS	5
23	SUN		HD	
24	MON		HD	
25	TUE	CHRISTMAS DAY	HD	
26	WED		HD	
27	THU		HD	
28	FRI		HD	
29	SAT		HD	
30	SUN		HD	
31	MON		HD	
			Mon	Sem
		Working Days Only (no class)	1	1
		Working Days Only (with class)	17	17
		Holidays	13	13
		Total Days	31	31

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<b>C A L E N D A R - 2 0 1 9</b>	<b>Date</b>	<b>Day</b>	<b>JANUARY 2019</b>	<b>***</b>	<b>DO</b>
	1	TUE	NEW YEAR DAY	HD	
	2	WED		HD	
	3	THU	College Re-opens	WS	6
	4	FRI	Question Papers - CIE Test 1	WS	1
	5	SAT		WS	2
	6	SUN		HD	
	7	MON		WS	3
	8	TUE		WS	4
	9	WED		WS	5
	10	THU		WS	6
	11	FRI		WS	1
	12	SAT	Muthamiz Vizha/ Pongal Celebration	WS	2
	13	SUN	BHOGI	HD	
	14	MON	PONGAL	HD	
	15	TUE	THIRUVALUVAR DAY	HD	
	16	WED	UZHAVAR THIRUNAL	HD	
	17	THU		WS	3
	18	FRI		WS	4
	19	SAT		WS	5
	20	SUN		HD	
	21	MON	CIE Test 1	WS	6
	22	TUE	CIE Test 1	WS	1
	23	WED	CIE Test 1	WS	2
	24	THU		WS	3
	25	FRI		WS	4
	26	SAT	REPUBLIC DAY	HD	
	27	SUN	General Body Meeting of Alumni	HD	
	28	MON		WS	5
	29	TUE	X Death Anniversary of Fr Francis Guezou SDB	WS	6
	30	WED		WS	1
	31	THU	DON BOSCO, Father & Patron of the Young	HD	
				<b>Mon</b>	<b>Sem</b>
			Working Days Only (no class)	0	1
			Working Days Only (with class)	20	37
			Holidays	11	24
			Total Days	31	62

Date	Day	FEBRUARY 2019	***	DO
1	FRI	BOS.LIT 2019 (English)	WS	2
2	SAT	BOS.LIT 2019 (English)	HD	
3	SUN		HD	
4	MON		WS	3
5	TUE	CIE Test 1 - Performance Review	WS	4
6	WED		WS	5
7	THU		WS	6
8	FRI	Intra-collegiate Creative Writing Competition	WS	1
9	SAT	State-level Workshop (SoC)	WS	2
10	SUN		HD	
11	MON		WS	3
12	TUE		WS	4
13	WED		WS	5
14	THU		WS	6
15	FRI	MEST 2019 (SoB)	WS	1
16	SAT		HD	
17	SUN		HD	
18	MON		WS	2
19	TUE		WS	3
20	WED		WS	4
21	THU		WS	5
22	FRI	RHO-2019	WS	6
23	SAT	Campus Placement Drive (in campus)	WS	1
24	SUN		HD	
25	MON		WS	2
26	TUE	CIE Test 2	WS	3
27	WED	CIE Test 2	WS	4
28	THU	CIE Test 2	WS	5
			Mon	Sem
		Working Days Only (no class)	0	1
		Working Days Only (with class)	22	59
		Holidays	6	30
		Total Days	28	90

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<b>C A L E N D A R - 2 0 1 9</b>	<b>Date</b>	<b>Day</b>	<b>MARCH 2019</b>	<b>***</b>	<b>DO</b>
	1	FRI	World Consumer Day (Citizen Consumer Club)	WS	6
	2	SAT	<b>HOSTEL DAY</b>	HD	
	3	SUN		HD	
	4	MON		WS	1
	5	TUE		WS	2
	6	WED	Ash Wednesday	WS	3
	7	THU		WS	4
	8	FRI	World Womens Day (NSS)	WS	5
	9	SAT		WS	6
	10	SUN		HD	
	11	MON	Valediction- Academic Associations & Youth Clubs	WS	1
	12	TUE	Question Papers - CIE Test 3	WS	2
	13	WED		WS	3
	14	THU	No Due Certificate-Submission	WS	4
	15	FRI		WS	5
	16	SAT	<b>COLLEGE DAY</b>	WS	6
	17	SUN		HD	
	18	MON		WS	1
	19	TUE		WS	2
	20	WED		WS	3
	21	THU		WS	4
	22	FRI		WS	5
	23	SAT		WS	6
	24	SUN		HD	
	25	MON		WS	1
	26	TUE		WS	2
	27	WED	<b>CIE MODEL Examination</b>	WS	3
	28	THU		WS	4
	29	FRI		WS	5
	30	SAT		WS	6
	31	SUN		HD	
				<b>Mon</b>	<b>Sem</b>
			<b>Working Days Only (no class)</b>	0	1
			<b>Working Days Only (with class)</b>	25	84
			<b>Holidays</b>	6	36
			<b>Total Days</b>	<b>31</b>	<b>121</b>

Date	Day	APRIL 2019	***	DO
1	MON		WS	1
2	TUE		WS	2
3	WED		WS	3
4	THU		WS	4
5	FRI	CIE Publication	WS	5
6	SAT	Telugu New Year/Annual Retreat for the Staff	HD	
7	SUN		HD	
8	MON		WD	
9	TUE		WD	
10	WED		WD	
11	THU		WD	
12	FRI		WD	
13	SAT		HD	
14	SUN	PALM SUNDAY	HD	
15	MON		WD	
16	TUE		WD	
17	WED	MAHAVIR JAYANTHI	HD	
18	THU	HOLY THURSDAY	HD	
19	FRI	GOOD FRIDAY	HD	
20	SAT	HOLY SATURDAY	HD	
21	SUN	EASTER SUNDAY	HD	
22	MON		WD	
23	TUE		WD	
24	WED		WD	
25	THU		WD	
26	FRI		WD	
27	SAT		HD	
28	SUN		HD	
29	MON		WD	
30	TUE		WD	
			Mon	Sem
		Working Days Only (no class)	14	15
		Working Days Only (with class)	5	89
		Holidays	11	47
		Total Days	30	151

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<b>T I M E  T A B L E</b>	<b>ODD SEMESTER</b>						
	<b>Day Order</b>	<b>1 9.10</b>	<b>2 10.05</b>	<b>3 11.15</b>	<b>4 12.10</b>	<b>5 1.45</b>	<b>6 2.45</b>
	<b>I</b>						
	<b>II</b>						
	<b>III</b>						
	<b>IV</b>						
	<b>V</b>						
	<b>VI</b>						
	<b>EVEN SEMESTER</b>						
	<b>Day Order</b>	<b>1 9.10</b>	<b>2 10.05</b>	<b>3 11.15</b>	<b>4 12.10</b>	<b>5 1.45</b>	<b>6 2.45</b>
	<b>I</b>						
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