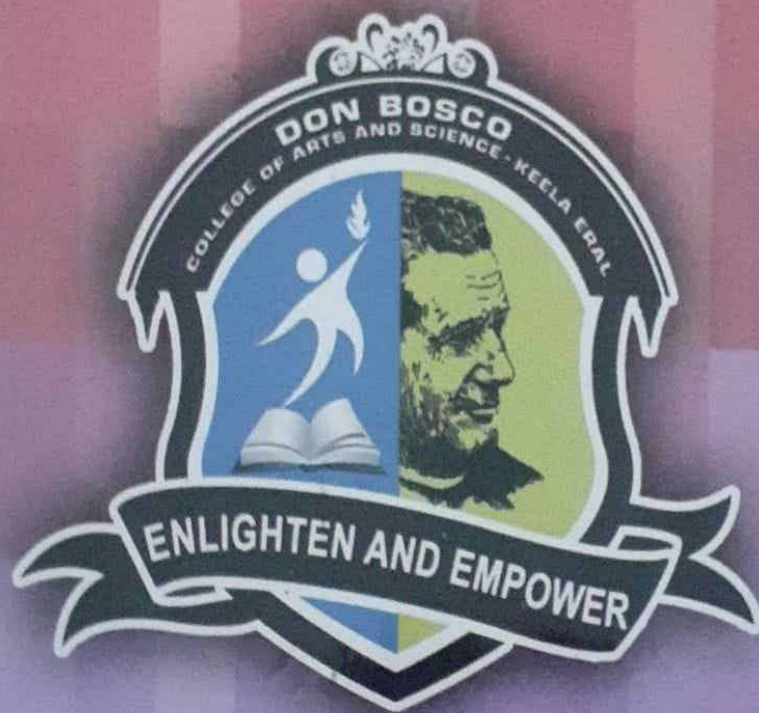


# **DON BOSCO**

## **COLLEGE OF ARTS AND SCIENCE**

A Christian Minority, Co-educational, Self-financing College  
Affiliated to Manonmaniam Sundaranar University - Tirunelveli

Keela Eral, Ettayapuram TK, Thoothukudi DT - 628 908.



# **HAND BOOK 2021-2022**



# DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL, ETTAYAPURAM TK., THOOTHUKUDI DT. - 628 908.  
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Name: .....

Register No: .....

Department: .....

**ACADEMIC CALENDAR 2021-2022**

This handbook should be brought to the college daily  
Mobile phones are not allowed in the college campus

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## 1. COLLEGE PROFILE

### 1.1 About Don Bosco

#### *Father and Educator of Youth*

John Bosco was born on 16<sup>th</sup> August 1815 at a little hamlet called Becchi, in northern Italy. He was the youngest son of Francesco Bosco and Margeret Occhiena. When John was two, his father died, and despite all odds, John wanted an education to become a priest. When he was nine, Bosco had the first of a series of dreams which would play an influential role in his work and outlook. The man in the dream said to him, "You will have to win these friends of yours not with blows, but with gentleness and kindness". At fourteen, he found a tutor. At fifteen, he began taking jobs of any kind to pay for lodging and school. At the age of twenty-six, in 1841, he realized his dream of becoming a priest.

Don Bosco's capability to attract numerous boys and adult helpers was connected to his "Preventive System of Education". He believed education to be a "matter of the heart" and said that the boys must not only be loved, but know that they are loved. His system of education was rooted on three components, namely, Reason, Religion and Loving Kindness.

Historians know him as a social innovator, saint and educator and common people claim him as a publisher and builder. Religious minded people claim him as a clairvoyant, visionary and prophet. Churchmen and psychologists wonder at the catalogue of his prophetic dreams and miracle. But his special mission was the care of youth. He gave them food, enriched their minds, taught them trades and filled their souls with peace and joy. The Church has proclaimed him a saint and the "Father and Teacher of Youth".

#### *Salesians of Don Bosco (SDB) in India*

Don Bosco founded a religious society of priests and brothers whom he called "Salesians". Today, they are known as the "Salesians of Don Bosco". Over the years, Don Bosco's works have multiplied and spread and today the Salesians are about 15,000, serving the youth in about 130 countries.

Don Bosco's followers arrived in India in the year 1906 and today their mission is spread in almost all the states of India with nearly 2400 Salesians working in 575 institutions for the welfare of the young people. Salesian works in India include a university, number of colleges and professional institutes, an academic school, technical institutions, youth centres, parishes and other youth related projects. Don Bosco is much loved in India and his system of education has transformed the lives of millions of young people.

## இளைஞர்களின் நண்பனும் வழிகாட்டியும்

ஜான்போஸ்கோ 1815 ஆகஸ்ட் 16ஆம் நாள் இத்தாலிநாட்டில் பெக்சி என்னும் குக்கிராமத்தில் பிறந்தார். அவர் பிரான்சில் போஸ்கோ மற்றும் மார்க்ரெட் ஆகியோரின் இளையமகனாக ஆவார். ஜான் இரண்டு வயது இருக்கும்போது அவரது தந்தை இறந்துவிட்டார். இளையமகனான மார்க்ரெட் நோய்வாய்ப்பட்ட மாமியார், ஒருகைக்குழந்தை மற்றும் இரண்டு மகன்களுடன் ஒரு பண்ணையில் வாழ்ந்துவந்தார்.

ஒன்பது வயதாக இருக்கும்போது போஸ்கோ ஒரு கனவு கண்டார். இளையோரை அன்பில் ஆட்கொள்ளவேண்டும் என அவருக்கு அருளப்பட்டது. 1841 ஆம் ஆண்டு அவரது 26வது வயதில் குருவாகத் திருநிலைப்படுத்தப்பட்டபோது தனது கனவு நனவானது. தொன்போஸ்கோ உணர்ந்தார்.

“இளையோர் மேல் அக்கறை உள்ள குருவாக இருக்கவிரும்புகிறேன்” என்று விருதுவாக்குடன் தமதுபணிவாழ்வைத் தொழிற்சாலை நகரமான தூரினில் முதலில் துவங்கினார். அவர் துவங்கியமுதல் மாணவர் இல்லம் ஒருபுறக்கணிக்கப்பட்ட கட்டிடத்தில் அமைந்திருந்தது. அந்த இல்லத்தில் கல்வியோடு தொழிற்கல்வியையும் கற்றுக்கொடுத்தார். அவரது பணியில் அவர் அன்னை மார்க்ரெட்டும், தன்னை இணைத்துக் கொண்டார்.

தொன்போஸ்கோ தமது மாணவர்களையும்; உதவியாளர்களையும், தம்முடையபணியில் ஈடுபடுத்தினார். “கல்வி என்பது இதயத்தைச் சார்ந்தது” என்பதை நம்பினார். அவருடைய கல்விமுறையானது மூன்று கூறுகளாக வேரூன்றப்பட்டது. அவையாவன: அறிவு, ஆன்மீகம் மற்றும் அன்பு.

வரலாற்று அறிஞர்கள் தொன்போஸ்கோவை சமூகஞானியாகவும், புனிதர் மற்றும் கல்வியாளராகவும் கருதுகின்றனர். பொதுமக்கள், அவரை ஒருஎழுத்தாளர் எனவும் ஆன்மீகவாதிகள் தொன்போஸ்கோவை சித்தர், மற்றும் தீர்க்கதரிசி என்றும் அழைப்பார்கள். திருச்சபையினரும் மற்றும் உளவியலாளர்களும் அவருடைய தீர்க்கதரிசனக் கனவுகள் மற்றும் அதிசயங்களைப் பற்றி ஆச்சரியப்படுகின்றனர்.

இளையோருக்கு வழிகாட்டும் பணியில் அவர் சிறந்துவிளங்கினார். இளைஞருடைய ஆன்மகுருவாக அவர்களில் மனஅமைதியும் மகிழ்ச்சியும் நிறைந்திருக்கச் செய்தார். திருச்சபை தொன்போஸ்கோவை புனிதராக அறிவித்து அவரை “இளைஞர்களின் தந்தையும் ஆசானாகவும்” பிரகடனப்படுத்தியது.

### தொன்போஸ்கோவின் சலேசியர்கள்

தொன்போஸ்கோ தோற்றிவித்த சலேசியசபைக் குருக்கள் மற்றும் சகோதரர்கள் ‘சலேசியர்கள்’ என்று அழைக்கப்படுகின்றனர். இன்றும் பலவருடங்களைக் கடந்து அவரது பணிகள் 130 நாடுகளில் 15000 க்கும் மேற்பட்ட சலேசியர்களைக் கொண்டு இளைஞர்களுக்குச் சேவை செய்துவருகின்றது.

தொன்போஸ்கோவின் சலேசியர்கள் 1906 ஆம் ஆண்டு இந்தியாவில் அடியெடுத்து வைத்தனர். சுமார் 2400 சலேசியர்கள் 575 நிறுவனங்களில் இந்தியாவிலுள்ள அனைத்து மாநிலங்களிலும் இளைஞர்களின் நலன்களுக்காகப் பணியாற்றி வருகின்றார்கள். பல்கலைக்கழகம், பள்ளிகள், கல்லூரிகள், தொழிற்கல்விநிறுவனங்கள், தொழில்நுட்பக் கல்லூரிகள், இளைஞர்கள் மையம், பங்குத்தளங்கள் மற்றும் இதர இளைஞர் தொடர்பானதிட்டங்கள் போன்ற எண்ணிலடங்கா பணிகளில் சலேசியர்கள் பணியாற்றிவருகின்றனர். இந்தியர்களால் பெரிதும் நேசிக்கப்பட்ட தொன்போஸ்கோவின் கல்விமுறைஎண்ணற்ற இளைஞர்களின் வாழ்க்கைமுறையை மாற்றியமைத்திருக்கின்றது.

## 1.2 History of the College

### **DON BOSCO COLLEGE OF ARTS AND SCIENCE (DBCAS)**

The Salesians of Don Bosco (SDB), constitute an international religious order, founded by St. John Bosco (1815 – 1888), commonly known as Don Bosco. A Catholic Priest of the 19th century Italy, Don Bosco is known and celebrated all over the world today, as the Father and Friend of youth, particularly the victims of poverty and neglect, facing various social, economic and moral challenges of a rapidly globalizing world. The SDBs numbering around 16,000 have their presences in 130 countries in all the five continents, engaged in various missions, inspiring, empowering and transforming – in short 'educating' the youth to be agents of social change. The Salesians are thus dedicated and committed to youth development for societal transformation and nation building.

With over 575 institutions in India and nearly 100 in Tamilnadu, the Salesians are engaged in a variety of missions including schools, colleges, technical institutes, youth centres and social work. The Salesian educational institutions are widely renowned for cultivating moral values, academic excellence, sports, games and cultural towards holistic development of mind and body.

The Salesian Province of Trichy, Tamil Nadu wanting to raise a monument for the bicentennial celebrations (2015) of the birth of this great saint and educator of youth, initiated its dream in 2013, founding the **DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, in THOOTHUKUDI DISTRICT**. It dedicates this higher educational institution to the youth of southern Tamil Nadu as a fitting memorial, braving the many challenges and difficulties. As quality in higher education is still remains elusive to the marginalized rural youth, the Don Bosco College of Arts and Science (DBCAS) is a Salesian passion and ambition to bring the youth to the portals of higher education and usher in an egalitarian society.

Don Bosco College of Arts and Science, KeelaEral was established in academic year 2013-14 by the Tiruchy Don Bosco Society. The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli.

The college offers the following courses of study:

## COURSES OFFERED (UG & PG)

Sl. No.	Major	Year of Establishment	Sanctioned Strength
1	B.A. (English)	2013	64
2	B.Com.	2013	64
3	B.C.A	2013	48
4	B.Sc. (Mathematics)	2013	48
5	B.B.A	2014	64
6	M.A. (English)	2014	30
7	B.A (Tamil)	2017	64

## CONTACT DETAILS

DESIGNATION	NAME	CONTACT
Secretary	Rev. Dr. S. Victor Antonyraj	9442044320
Principal	Rev. Dr. A. S. Joseph Charles	9790402888
Office Superintendent	Ms. C. Kulanthai Therase	6383236720
Vice Principal & HOD of Commerce	Mr. M. Prabhu	7811877818
Vice Principal & HOD of BCA	Mrs. V. Parvatha	9092280342
HOD of BBA	Dr. M. Rajee	9095125260
HOD of Tamil	Mrs. S. Theivarathina	7904068460
HOD of English	Rev. Fr. A. Thiviya Alexader	9176594592
HOD of Mathematics	Mrs. S. Anusuya	8754290353
College Bus - In charge	Mr. John Kennedy	9626052266
College Van - In charge	Mr. J. Paul Dhinakaran	9952522550
Hostel Warden (Girls)	Rev.Sr.Arockia Mary	8056496729
Hostel Warden (Boys)	Rev. Fr. M. Anthonysamy	9047060118



### 1.3 Vision and Mission of the College

#### **VISION**

To Enlighten and Empower the Youth Towards Personal and Social Transformation.

#### **MISSION**

1. To make higher education qualitative, inclusive, cost effective and accessible to the rural masses.
2. To exercise a preferential options in favour of the rural youth, especially the first generation learners and those of the weaker sections.
3. To facilitate the actualization of individual potential, integrating knowledge, skills, values and behavior and prepare the students to face global opportunities and challenges of a meaningful life and career.
4. To constantly pursue higher standards of excellence, integrity and credibility in all endeavors and form the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation.

### 1.4 Motto and Logo of The College

#### **Motto.**

“Enlighten and Empower” is the motto of the college. We enlighten the minds of the students with knowledge, and empower them towards personal and social transformation. We facilitate the actualization of potentials of the individual by integrating knowledge, skills, values and behavior.

## College Logo



Logo of our college consists of a Shield which has, a Student standing with a torch  
A Open book and Smiling face of Don Bosco.

The Smiling face of Don Bosco gives a welcome smile to the youngsters who are stepping into our college. The open book suggests that, the knowledge from the books is imparted to the students. With the knowledge they received from the college they enlighten the world that is symbolized by the torch in the hand of the students.

The College empowers the students, makes them Stronger and more Confident especially in Controlling their life and Claiming their rights.

## 2. ADMINISTRATIVE STRUCTURE OF THE COLLEGE

### 2.1 Managing Body

#### SECRETARY

Rev. Dr. S. Victor Antonyraj, SDB

#### PRINCIPAL

Rev. Dr. A. S. Joseph Charles, M.C.A, Ph.D. (UGC NET, SET)

#### VICE - PRINCIPALS

Mr. M. Prabhu M.Com., M.Phil., M.B.A., B.Ed., M.Com(F&C), (Ph. D) : Arts Departments

Ms. V. Parvatha M.C.A., M.Phil., (Ph. D) : Science Departments

#### CONTROLLER OF EXAMINATIONS

Ms. V. Parvatha M.C.A., M. Phil., (Ph. D)

### 2.2 College Governing Body

Rev. Fr. Agilan Sarprasadam SDB	: President
Rev. Fr. Arul Maran SDB	: Vice President
Rev. Fr. Amaladoss Samson SDB	: Treasurer
Rev. Dr. S. Victor Antonyraj SDB	: Secretary
Rev. Dr. A. S. Joseph Charles SDB	: Principal
Mr. M. Prabhu, M.Com., M.Phil., M.B.A., B.Ed., M.Com(F&C), (Ph.D.)	: Vice-Principal
Ms. V. Parvatha, M.C.A., M.Phil., (Ph. D)	: Vice-Principal
Rev. Fr. A. Thiviya Alexander, M.A., M.Phil., (Ph. D)	: Administrator
Rev. Fr. M. Antonysamy, M.Com., (Ph. D)	: Member
Rev. Fr. J. Paulsamy, SDB	: Member
Dr. M. Rajee, MBA., NET., SET., M.Phil., Ph.D.	: Staff (Teaching)
Ms. C. Kulanthai Therase, M.Com., M.Phil., D.Co.op.	: Staff (Non-Teaching)
Dr. R. Balasubramanian, MSU, Tirunelveli	: University Representative

### 2.3 List of Secretaries



**Rev. Fr. Amaladoss Samson**  
(2013-2017)



**Rev. Fr. Marcel Lincoln**  
(2017-2018)



**Rev. Dr. Amala Jeyarayan**  
(2018-2021)



**Rev. Dr. S. Victor Antonyraj**  
(2021 Onwards)

### 2.4 List of Principals



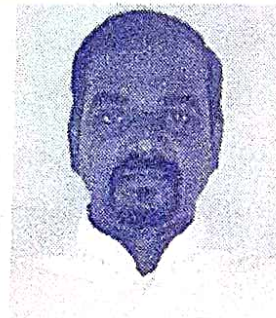
**Dr. P. Devanesan**  
(2013-2015)



**Rev. Dr. A. Amala Jeya Rayan**  
(2015-2018)



**Dr. S. Pious Missier**  
(2018-2021)



**Rev. Fr. Dr. A. S. Joseph Charles**  
(2021 Onwards)

## 2.5 Faculty Members

### TAMIL

Ms. S. Theivarathina, M.A., M.Phil., B.Lise., (Ph. D)	: HOD
Mr. T. Vigneswaran, M.A., M.Phil., D.A.E., NET., (Ph. D)	: Asst. Prof
Dr. E. Stalin, M.A., M.Phil., B.Ed., Ph.D.	: Asst. Prof
Mr. K. Maheshwaran, M.A., B.Ed., M.Phil., (Ph. D)	: Asst. Prof
Ms. V. Soundharya, M.A., M.Phil., D.G.T., (Ph. D)	: Asst. Prof

### ENGLISH

Rev. Fr. A. Thiviya Alexander, M.A., M.Phil., (Ph. D)	: HOD
Mr. A. Melwin, M.A., M.Phil., NET.	: Asst. Prof
Ms. J. Sudha, MA., M.Phil., M.Ed.,	: Asst. Prof
Ms. V. P. Sujeetha, MA., M.Phil.	: Asst. Prof
Ms. A. Infant Sheba, M.A.,	: Asst. Prof
Ms. S. Masilla Mathi Arasi, M.A., M.Phil.	: Asst. Prof
Mr. T. Rufus Vivin Pius, M.A., B.Ed.,	: Asst. Prof

### COMMERCE

Mr. M. Prabhu, M.Com., B.Ed., M.Com(F&C), M.Phil., M.B.A., (Ph. D)	: HOD
Ms. A. Ponmani, M.Com., M.Phil., (Ph. D)	: Asst. Prof
Dr. T. Ponceelia, M.Com., M.Phil., M.Ed., Ph. D.	: Asst. Prof
Rev. Fr. M. Anthonysamy, M.Com., (Ph. D)	: Asst. Prof
Ms. S. Ebziba, M.Com., M.Phil., (Ph.D)	: Asst. Prof

### COMPUTER APPLICATIONS

Ms. V. Parvatha, M.C.A., M.Phil., (Ph.D.)	: HOD
Rev. Dr. S. Joseph Charles, M.C.A., NET, SET, Ph.D.	: Asst. Prof
Dr. M. Sivasankari, M.Sc., M.Phil., PGDCA., Ph.D.	: Asst. Prof
Ms. S. Krishnaveni, M.Sc., M.Phil.,	: Asst. Prof

## **MATHEMATICS**

Ms. S. Anusuya, M.Sc., M.Phil., SET, (Ph. D)	: HOD
Rev. Fr. A. Peter Arokiaraj., M.Sc., (Ph. D)	: Asst. Prof
Rev. Fr. S. Gabriel Raja., M.Sc., (Ph. D)	: Asst. Prof
Ms. K. Ambika., M.Sc., B.Ed., SET., (Ph. D)	: Asst. Prof

## **BUSINESS ADMINISTRATION**

Dr. M. Rajee, M.B.A., NET, SET, M.Phil., Ph.D.	: HOD
Dr. R. Jayabharathi, M.B.A., Ph.D.	: Asst. Prof
Dr. R. Thanga Ganesh, M.B.A., M. Phil., Ph.D.	: Asst. Prof

## **PHYSICAL EDUCATION**

Mr. K. Ashok, B.Sc., B.PEd., M.PEd.,	: Physical Director
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## **LIBRARIAN**

Mr. S. Mohan Kumar, M.A., M. Lisc., M.Phil., NET, SET (Ph. D):	Librarian
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## **2.6 Administrative Staff Members**

Ms. C. Kulanthai Therase, M.Com., M.Phil., D.Co-Op.,	: Office Superintendent
Mr. A. Karuppasamy, B.Com., M.B.A.,	: Accountant
Mr. K. Balasubramanian B.A.,	: Office Attendant
Mr. G. Alex Michealraj, B.C.A.,	: Lab Assistant
Mr. P. Melvin, BA.,	: Office Assistant
Mr. J. Paul Dhinakaran	: Electrician
Mr. Jesuraja	: Scavenger

## **2.7 Committees & Clubs**

### **1. ACADEMIC COUNCIL**

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: HoD Commerce
Ms. V. Parvatha	: HoD BCA

Rev. Fr. A. Thiviya Alexander  
Dr. M. Rajee  
Ms. S. Theivarathina  
Ms. A. Anusuya

: HoD English  
: HoD BBA  
: HoD Tamil  
: HoD Mathematics

## **2. FINANCE COMMITTEE**

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Mr. A. Karuppasamy

: Secretary  
: Principal  
: Coordinator  
: Vice-Principal  
: Vice-Principal  
: Accountant

## **3. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Rev. Dr. A. S. Joseph Charles  
Dr. M. Rajee  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Ms. S. Theivarathina  
Ms. A. Anusuya

: Principal  
: Coordinator  
: HoD English  
: HoD Commerce  
: HoD BCA  
: HoD Tamil  
: HoD Mathematics

## **4. ADMISSION COMMITTEE**

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Ms. C. Kulanthai Therase

: Secretary  
: Coordinator  
: Administrator  
: Vice-Principal  
: Vice-Principal  
: HoD BBA  
: Office Superintendent

### **5. EXAMINATION CELL**

Rev. Dr. A. S. Joseph Charles	: Principal
Ms. V. Parvatha	: Coordinator
Ms. A. Ponmani	: Asst. Prof
Ms. V. Soundharya	: Asst. Prof
Ms. K. Ambika	: Asst. Prof
Dr. R. Thanga Ganesh	: Asst. Prof
Mr. T. Rufus Vivin Pius	: Asst. Prof
Mr. K. Balasubramanian	: Office Attendant

### **6. GRIEVANCE REDRESSAL COMMITTEE**

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: Vice- Principal
Ms. V. Parvatha	: Vice -Principal
Dr. M. Rajee	: Asst. Prof

### **7. SPORTS ADVISORY COMMITTEE**

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. K. Ashok	: Coordinator
Rev. Fr. S. Gabriel Raja	: Asst. Prof
Mr. M. Prabhu	: Vice- Principal
Mr. T. Vigneswaran	: Asst. Prof
Ms. V. Parvatha	: Vice- Principal
Ms. V. P. Sujeetha	: Asst. Prof

### **8. CAREER GUIDANCE & PLACEMENT CELL**

Ms. S. Krishnaveni	: Coordinator
Mr. T. Vigneswaran	: Asst. Prof
Mr. A. Melwin	: Asst. Prof

### **9. LIBRARY ADVISORY COMMITTEE**

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: Vice Principal



Ms. V. Parvatha  
Mr. K. Mohan Kumar  
Ms. A. Anusuya

: Vice Principal  
: Coordinator  
: HoD Mathematics

### 10. HOSTEL ADVISORY COMMITTEE

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. M. Anthonysamy  
Rev. Sr. P. Arockia Mary

: Secretary  
: Principal  
: Warden (Boys)  
: Warden (Girls)

### 11. ANTI-RAGGING COMMITTEE

Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Mr. K. Ashok

: Principal  
: Administrator  
: Vice -Principal  
: Vice -Principal  
: HoD BBA  
: Physical Director

### 12. DISCIPLINE & STUDENT WELFARE COMMITTEE

Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Mr. K. Ashok

: Principal  
: Administrator  
: Vice-Principal  
: Vice-Principal  
: HoD BBA  
: Physical Director

### 13. COMPLAINTS & REDRESSAL COMMITTEE

Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Mr. K. Ashok

: Principal  
: Administrator  
: Vice Principal  
: Vice Principal  
: HoD BBA  
: Physical Director

#### **14. ANTI-SEXUAL HARASSMENT CELL**

Rev. Dr. A. S. Joseph Charles	: Principal
Rev. Fr. A. Thiviya Alexander	: Administrator
Mr. M. Prabhu	: Vice -Principal
Ms. V. Parvatha	: Vice -Principal
Dr. M. Rajee	: HoD BBA
Mr. K. Ashok	: Physical Director

#### **15. DOCUMENTATION**

Rev. Dr. A. S. Joseph Charles	: Principal
Dr. R. Jayabharathi	: Coordinator
Ms. S. Theivarathina	: HoD Tamil
Dr. M. Sivasankari	: Asst. Prof
Mr. S. Mohan Kumar	: Librarian
Ms. A. Infant Sheba	: Asst. Prof

#### **16. STAFF WELFARE COMMITTEE**

Rev. Dr. S. Victor Antonyraj	: Secretary
Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: Coordinator
Ms. V. Parvatha	: Vice- Principal
Mr. A. Karuppusamy	: Accountant

#### **FIRST YEARS**

#### **17. ECO CLUB**

Ms. S. Theivarathina	: Coordinator
Mr. T. Rufus Vivin Pius	: Asst. Prof

#### **18. ROAD SAFETY PATROL (RSP)**

Dr. E. Stalin	: Coordinator
Mr. A. Melwin	: Asst. Prof

## SECOND YEARS

### 19. NSS

Mr. M. Prabhu  
Mr. K. Ashok  
Ms. J. Sudha

: Programme Officer  
: Physical Director  
: Asst. Prof

### 20. YOUTH RED CROSS (YRC)

Ms. A. Ponmani  
Mr. K. Maheswaran

: Coordinator  
: Asst. Prof

## THIRD YEARS

### 21. RED RIBBON CLUB (RRC)

Mr. T. Vigneswaran  
Ms. V. P. Sujeetha

: Coordinator  
: Asst. Prof

### 22. AWARENESS AND AICUF

Dr. T. Ponceelia  
Rev. Fr. A. Peter Arokiaraj

: Coordinator  
: Asst. Prof

### 23. FINE ARTS & MEDIA CLUB

Dr. M. Sivasankari  
Rev. Fr. S. Gabriel Raja  
Ms. A. Infant Sheba  
Ms. K. Ambika

: Coordinator  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof

### 24. QUIZ CLUB

Dr. R. Thanga Ganesh  
Dr. R. Jayabharathi  
Ms. S. Masilla Mathi Arasi

: Coordinator  
: Asst. Prof  
: Asst. Prof

## 25. WEBSITE & COLLEGE MAGAZINE COMMITTEE

Ms. S. Krishnaveni	: Coordinator
Ms. A. Anusuya	: Asst. Prof
Ms. A. Infant Sheba	: Asst. Prof
Mr. G. Alex Michaelraj	: Lab Asst.

## STUDENT SERVICES

### 26. SCHOLARSHIP & BOSCO FUND

Rev. Dr. S. Victor Antonyraj	: Secretary
Rev. Dr. A. S. Joseph Charles	: Principal
Mr. S. Mohan Kumar	: Coordinator
Mr. G. Alex Michealraj	: Lab Asst.
Mr. K. Ashok	: Physical Director

### 27. WOMEN'S CELL

Dr. M. Rajee	: Coordinator
Ms. A. Ponmani	: Asst. Prof
Ms. C. Kulanthai Therese	: Office Superintendent

### 28. DON BOSCO PAST PUPILS (ALUMINI)

Rev. Dr. S. Victor Antonyraj	: Secretary
Rev. Dr. A. S. Joseph Charles	: Principal
Rev. Fr. A. Thiviya Alexander	: Administrator
Dr. M. Sivasankari	: Coordinator
Mr. T. Vigneshwaran	: Asst. Prof
All HoDs	

### 29. CANTEEN AND STORE

Rev. Fr. A. Thiviya Alexander	: Coordinator
Rev. Fr. M. Antonysamy	: Asst. Prof
Mr. A. Martin	

**30. COLLEGE BUS**

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander

: Secretary  
: Principal  
: Administrator

**31. STAFF SECRETARY**

Ms. A. Anusuya

: HOD Mathematics

**32. COLLEGE CHRONICLES**

Ms. J. Sudha  
Ms. S. Masilla Mathi Arasi

: Coordinator  
: Asst. Prof

**33. EXTENSION DEPARTMENT (DB CARE)**

Rev. Fr. A. Thiviya Alexander  
Mr. A. Martin, D.C.A., B.Com.

: Administrator  
: Coordinator

**34. RELIGION AND ETHICS**

Rev. Fr. J. Paulsamy  
All HODs

: HOD

### 3. COURSE DETAILS

#### 3.1 Courses Offered

The College is a Self-Financing Institution and affiliated to Manonma Sundaranar University, Tirunelveli, and offers the following courses, leading to award of Bachelor and Master Degrees.

#### *Under Graduate Programmes*

1. B. A. TAMIL
2. B. A. ENGLISH
3. B. Sc MATHEMATICS
4. B. COM COMMERCE
5. B.B.A BUSINESS ADMINISTRATION
6. B.C.A COMPUTER APPLICATIONS

#### *Post-Graduate Programme*

1. M. A. ENGLISH

#### 3.2 Fee Structure for the Academic Year 2021-2022

S. No	Course		Total Annual Fee	Per Semester
1.	UG	B.A. Tamil	16200	8100
2.	UG	B.A. English	16200	8100
3.	UG	B.Com Commerce	18000	9000
4.	UG	B. Sc Mathematics	18000	9000
5.	UG	B.C.A Computer Applications	20000	10000
6.	UG	B.B.A Business Administration	17000	8500
7.	PG	M.A. English	22000	11000

### 3.3 Subjects and Codes

#### B. A. ENGLISH

Semester - I		Subject Code	Semester - II		Subject Code
1	Language - Tamil	C1TL11	1	Language - Tamil	C1TL21
2	Language - English I	C2EN11	2	Language - English II	C2EN21
3	Core - Professional English for Arts & Social Sciences I	CPSS11	3	Core - Professional English for Arts & Social Sciences II	CPSS21
4	Core - British Poetry	CMEN11	4	Core - British Drama	CMEN21
5	Core - Social History of England	CMEN12	5	Core - History of English Literature	CMEN22
6	Allied - Literary Forms	CAEN11	6	Allied - Modern English Grammar and Usage	CAEN21
7	Common - Environmental Studies	CEVS11	7	Common - Value Based Education	CVBE21

Semester - III		Subject Code	Semester - IV		Subject Code
1	Language - Tamil	A1TL31	1	Language - Tamil	A1TL41
2	Language - English	A2EN31	2	Language - English	A2EN41
3	Core - History of English Literature - I	AMEN31	3	Core - History of English Literature - II	AMEN31
4	Core - British Poetry	AMEN32	4	Core - British Drama	AMEN42
5	Allied - English Grammar and Usage	AMEN31	5	Chicano and Caribbean Literature	AAEN41
6	Skill Based Core - Phonetics & Spoken English	AMEN31	6	Skill Based Core - Eco English	ASEN41
7	Non-Major Elective - Introduction to Computers	AMEN32	7	Non-Major Elective - MS Word	ANCA42
8	Yoga	AYOG31	8	Computer for Digital Era	ACDE41
			9	Extension Activity NCC, NSS, YRC, YWF	A5EA41

Semester - V		Subject Code	Semester - VI		Subject Code
1	Core - Non Fiction	SMEN51	1	Core - Shakespeare	SMEN61
2	Core - Literary Critics & Approaches	SMEN52	2	Core - South Asian Literature in English	SMEN62
3	Core - World Literature in Translation	SMEN53	3	Core - Short Stories and One-Act Plays	SMEN63
4	Core - Canadian Literature	SMEN54	4	Core - Regional Literature in English	SMEN64
5	Major Elective - Women's Writing	SEEN5A	5	Major Elective - Comparative Literature	SEEN6C
6	Major Elective - Journalism & Mass Communication	SEEN5B	6	Major Elective - African Literature	SEEN6A
7	Skill Based Subject - Personality Development	SCSB5A			

### B. A. TAMIL

Semester - I		Subject Code	Semester - II		Subject Code
1	பொதுத்தமிழ்	CITL11	1	பொதுத்தமிழ்	CITL21
2	தகவல் தொடர்பு ஆங்கிலம்	C2EN11	2	தகவல் தொடர்பு ஆங்கிலம்	C2EN21
3	நன்னூல் - எழுத்தீகாரம்	CMTA11	3	நன்னூல் - சொல்லதீகாரம்	CMTA21
4	தொழிற் சார் ஆங்கிலம்	CPSS11	4	தொழிற் சார் ஆங்கிலம்	CPSS21
5	நாட்டுப்புறவியல்	CATA11	5	நாட்டுப்புறவியல்	CATA21
6	சுற்றுச்சூழல் கல்வி	CEVS11	6	சுற்றுச்சூழல் கல்வி	CVBE21

Semester - III		Subject Code	Semester - IV		Subject Code
1	பொதுத்தமிழ்	A1TL31	1	பொதுத்தமிழ்	A1TL41
2	பொது ஆங்கிலம்	A2EN31	2	பொது ஆங்கிலம்	A2EN41



3	யாப்பிலக்கணம்	AMTA31	3	அணியிலக்கணம்	AMTA41
4	சிறுநிலக்கியம்	AMTA32	4	நீதி இலக்கணம்	AMTA42
5	தலித்தியமும் பெண்ணியமும்	AATA31	5	அறிவியல் தமிழ்	AATA41
6	நாடகவியல்	ASTA32	6	தமிழர் மெய்யியல், தமிழர் மருத்தவியல்	ASTA41
7	கணினி ஓர் அறிமுகம்	ANCA32	7	கம்பியூட்டர் டிரைவ் எனா	ACDE41
8	யோகா	AYOG31	8	MS Word	ANCA42
			9	Extension Activity- NCC, NSS, YRC, YWF	A5EA41

Semester - V		Subject Code	Semester - VI		Subject Code
1	இலக்கணம் - அகப்பொருள்	SMTA51	1	இலக்கணம் - பறுப்பொருள்	SMTA61
2	காப்பிய இலக்கியம்	SMTA52	2	சமய இலக்கியம்	SMTA62
3	இலக்கிய வரலாறு	SMTA53	3	இலக்கிய வரலாறு	SMTA63
4	தமிழக வரலாறும் பண்பாடும்	SMTA54	4	தமிழக வரலாறும் பண்பாடும்	SMTA64
5	தொல்லியல்	SETA5A	5	இலக்கியத் திறனாய்வு	SMTA65
6	ஆளுமை மேம்பாடு	SCSB5A	6	தன் வரலாற்றியல்	SETA6B
7	குறு ஆய்வேடு	SMTA5B			

### B. SC MATHEMATICS

Semester - I		Subject Code	Semester - II		Subject Code
1	General Tamil-I	CITL11	1	General Tamil-II	CITL21
2	Communicative English	C2EN11	2	Communicative English	C2EN21
3	Calculus & Classical Algebra	CMMA11	3	Differential Equations & Analytical Geometry of Three Dimensions	CMMA21

4	Professional English for Physical Science-I	CPPS11	4	Professional English for Physical Science-I	CPPS21
5	Statistics-I	CAST11	5	Statistics-II	CAST21
6	Environmental Studies	CEVS11	6	Value Based Education	CVBE21

Semester - III		Subject Code	Semester - IV		Subject Code
1	Tamil	A1TL31	1	Tamil	A1TL41
2	English	A2EN31	2	English	A2EN41
3	Sequences and Series	AMMA31	3	Abstract Algebra	AMMA41
4	Introduction to Computers	AACM11	4	C Programming	AACMP1
5	Vector Calculus	ASMA3A	5	Trigonometry, Laplace Transforms and Fourier Series	ASMA4A
6	Introduction to Accountancy	ANCO3A	6	Financial Accounting	ANCO4A
7	Yoga	AYOG31	7	Computer for Digital Era	ACDE4A
			8	Extension Activity- NCC, NSS, YRC, YWF	A5EA41

Semester - V		Subject Code	Semester - VI		Subject Code
1	Abstract Algebra-II	SMMA51	1	Complex Analysis	SMMA61
2	Real Analysis-II	SMMA52	2	Number Theory	SMMA62
3	Statics	SMMA53	3	Graph Theory	SMMA63
4	Transforms and their applications	SMMA54	4	Dynamics	SMMA64
5	Discrete Mathematics	SMMA5B	5	Numerical Methods	SMMA65
6	Operations Research-I	SMMA5D	6	Fuzzy Mathematics	SMMA6B

Personality Development	SCSBSA	7	Operations Research-II	SMMA6D
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**B.COM (COMMERCE)**

Semester - I		Subject Code	Semester - II		Subject Code
1	General Tamil- I	CITL11	1	General Tamil- II	CITL21
2	General English -I	C2EN11	2	General English -II	C2EN21
3	Financial Accounting- I	CMCO11	3	Financial Accounting- II	CMCO21
4	Business Organisation	CMCO12	4	Principles of Management	CMCO22
5	Business Economics	CACO11	5	Marketing	CACO21
6	Environmental Studies	CEVS11	6	Value Based Education	CEVS21
7	Professional English-I	CPCM11	7	Professional English- II	CPCM21

Semester - III		Subject Code	Semester - IV		Subject Code
1	Advanced Financial Accounting -I	SMCO31	1	Advanced Financial Accounting -II	AMCO41
2	Business Statistics	SMCO32	2	Business Maths	AMCO42
3	Banking	SMCO33	3	Capital Market	AMCO43
4	Human Resource Management	SMCO34	4	Entrepreneurship Development	ASCO4A
5	Company Organization	SACO31	5	Imports & Exports Procedure	AMCO44
6	Business Communication	SSCO3A	6	MS word	ANCA4B
7	Introduction to Computer	SNCA3B	7	Computer Application in Business	AACO41
8	Yoga	AYOG31	8	Computer for Digital Era	ACDE41

			9	Extension Activity- NCC, NSS, YRC, YWF	A5EAA
Semester - V		Subject Code	Semester - VI		Subject Code
1	Corporate Accounting- I	SMCO51	1	Corporate Accounting- II	SMCO51
2	Cost Accounting	SMCO52	2	Management Accounting	SMCO52
3	Business Law	SMCO53	3	Industrial Law	SMCO53
4	Research Methodology	SMCO54	4	Auditing	SMCO54
5	Application of Tally in Accounting	SMCO5B	5	Retail Management	SECO5B
6	Personality Development	SSCB5A	6	Major project	SPCO61
7	Mini Project	SPCO51			

#### B.C.A. (COMPUTER APPLICATIONS)

Semester - I		Subject Code	Semester - II		Subject Code
1	Tamil	CITL11	1	Tamil	CITL21
2	English	C2EN11	2	English	C2EN21
3	Programming in C	CMCA11	3	Object Oriented Programming with C++	CMCA21
4	C Programming Lab	CMCAP1	4	Object Oriented Programming with C++ Lab	CMCAP2
5	Digital Design	CACA11	5	Mathematical Foundation for Computer Science	CACA21
6	Professional English for Physical Science-1	CPPS11	6	Professional English for Physical Science- II	CPPS21
7	Environmental Studies	CEVS11	7	Value Based Education	CVBE21

Semester - III		Subject Code	Semester - IV		Subject Code
1	Java Programming	AMCA31	1	Visual Basic	AMCA41
2	Financial accounting	AMCA32	2	E-Commerce	AMCA42
3	Introduction to Internet with HTML	AMCA33	3	Resource Management Techniques	AMCA43
4	Java Programming Lab	AMCAP3	4	Visual Basic Lab	AMCAP4
5	Data Structure	AACA31	5	Accounting Software- Tally	AACA41
6	Data Structure Lab	AACAP3	6	Tally Lab	AACAP4
7	Programming with PHP and MySQL	ASCA31	7	Microprocessor	ASCA41
8	Fundamentals of Statistics-I	ANMA32	8	Fundamentals of Statistics - II	ANMA42
9	Yoga	AYOG31	9	Computer for Digital Era	ACDE41
			10	Extension Activity- NCC, NSS, YRC, YWF	A5EA41

Semester - V		Subject Code	Semester - VI		Subject Code
1	Software Engineering	SMCA51	1	Operating Systems	SMCA61
2	Web Technology	SMCA52	2	Computer Networks	SMCA62
3	RDBMS	SMCA53	3	Computer Graphics	SMCA63
4	RDBMS Lab	SMCAP5	4	Graphics Lab	SMCAP6
5	Multimedia	SECA5D	5	Software Project Management	SECA6B
6	Mini Project	SMCA5P	6	Major Project	SMCA6P
7	Personality Management	SCSB5A			

## B.B.A. (BUSINESS ADMINISTRATION)

Semester - I		Subject Code	Semester - II		Subject Code
1	Tamil	CITL11	1	Tamil	CITL21
2	Communicative English	C2EN11	2	Communicative English	C2EN21
3	Professional English for Commerce and Management	CPCM11	3	Professional English for Commerce and Management-II	CPCM21
4	Principles of Management	CMBA11	4	Managerial Economics	CMBA21
5	Business Statistics	CABA11	5	Business Mathematics	CABA21
6	Environmental Studies	CEVS11	6	Value Based Education	CEVS21

Semester - III		Subject Code	Semester - IV		Subject Code
1	Financial Accounting	AMBA31	1	Cost and Management Accounting	AMBA41
2	Organizational Behaviour	AMBA32	2	Production and Operations Management	AMBA42
3	Business Mathematics	AMBA33	3	Marketing Management	AMBA43
4	International Business Management	AMBA34	4	Human resource management	AMBA44
5	Business Law	AABA31	5	Research Methodology	AABA41
6	Computer Applications in Business	ASBAP1	6	Effective Employability Skills	
7	NME- Introduction to Computer	ANCA32	7	MS Word	ANCA42
8	Yoga	AYOG31	8	Computer for Digital Era	ACDE41

		9	Extension Activity- NCC, NSS, YRC, YWF	A5EA41
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Semester - V		Subject Code	Semester - VI		Subject Code
1	Personality Development	SMBA51	1	Retail Management	SMBA61
2	Case Analysis	SMBA52	2	Financial Management	SMBA62
3	Marketing Management	SMBA53	3	Human Resource Management	SMBA63
4	Management Accounting	SMBA54	4	Entrepreneurship	SEBA6A
5	Research Methodology	SCSB5A	5	Major Project	SMBA6P
6	Production Management	SEBA5A			
7	Mini Project	SMBA5P			

### M. A. ENGLISH

Semester - I		Subject Code	Semester - II		Subject Code
1.	Core - British Poetry	CENC11	1.	Core - British Non-Fiction	CENC21
2.	Core - British Drama	CENC12	2.	Core - Indian English Literature - II	CENC22
3.	Core - Indian English Literature I	CENC13	3.	Core - American Literature II	CENC23
4.	Core - American Literature I	CENC14	4.	Core - Canadian Literature	CENC24
5.	Core - African Literature	CENC15	5.	Core - Shakespeare	CENC25
6.	Elective - Literature and Pandemics	CENE1B	6.	Core - Literary Theory I	CENC26

### 3.4 Academic Evaluation System

The controller of examinations of the MANONMANIAM SUNDARAM UNIVERSITY conducts the university examinations. The rules and regulations of the university in this regard are strictly followed by the college. Setting of question papers and valuing of answer scripts are undertaken by the university, which declares the results subsequently. The students will pay the examination fees to the university as per university norms.

Internal Marks 25 + External Marks 75 = Total Marks 100

#### Internal Evaluation (25 Marks)

Internal I - 1.00 Hour  
Internal II - 1.00 Hour 20 Marks  
Internal III - 1.00 Hour

Assignment & Attendance 5 Marks

1. The two best scores of three internals are taken into consideration.
2. Marks are rewarded for the seminars, assignments and attendance percentage.

#### External Evaluation (75 Marks) (3.00 Hours)

Question Pattern (Total Marks: 75)

Part-A: (10X1=10 Marks) Answer All Questions

Part-B: (5X5=25 Marks) Answer All Questions, choosing either (a) or (b)

Part-C: (5X8=40 Marks) Answer All Questions, choosing either (a) or (b)

UG	Grade	LEGENDS		
S.No.	Percentage of Marks	Letter Grade	Grade Point	Performance
1	90 - 100	O	10	Outstanding
2	80 - 89	A+	9	Excellent
3	70 - 79	A	8	Very Good
4	60 - 69	B+	7	Good
5	50 - 59	B	6	Above Average
6	40 - 49	C	5	Pass
7	0 - 39	RA	-	Re Appear
8	Absent	AA	-	Absent



PG S.No.	Grade Percentage of Marks	Letter Grade	LEGENDS	
			Grade Point	Performance
1	90 - 100	O+	10	Outstanding
2	80 - 89	O	9	Excellent
3	70 - 79	A+	8	Very Good
4	60 - 69	A	7	Good
5	55 - 59	B+	6	Above Average
6	50 - 54	B	5	Pass
7	0 - 49	RA	-	Re Appear
8	Absent	AA	-	Absent

Now the university has changed the mark system into grade system. The details are mentioned above

The students who fail in the university examinations can apply for revaluation as per university norms.

The students who fail in the university examinations can appear again for examination as per university norms.

#### 4. SPECIAL FEATURES AND ACTIVITIES

The activities focus on institutional goals, such as building and sustaining community on campus as well as student retention. As campus become more diverse, students desire an environment in which they feel connected to others and to the College. These activities provide a place for students to come together, discuss pertinent ideas and issues, and accomplish common goals. Within this community, where students feel comfortable with one another, learning and development are enhanced and student retention is positively impacted.

##### 1. SPECIAL CLASSES FOR SLOW LEARNERS

The students of our college come from various backgrounds. It always happens that some students need extra care and support in their learning process. Therefore, the college offers special coaching classes for the weak students/slow learners.

## 2. BRIDGE COURSE

A bridge course for newly admitted students is conducted every year before commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at school level and subjects that they will be studying in the Graduation level.

## 3. CERTIFICATE COURSE

A certificate course is the shortest course of study. It is also the least expensive type of academic credential. Certificates consist of courses that help one to develop career competency in a single subject. Certification courses are basically worked for those students who are not able to avail degree programs. These certificate courses last for one to three months of duration.

## 4. ADD-ON COURSE

The add-on course classes do not disrupt the student's academic schedule and are comfortably held after their class hours. They will have to undertake two papers per semester. With the effective and round-the-clock tutelage of our accomplished professors, these courses equip the students with multiple skills that make them an asset to the competitive globe that awaits them outside their cocoons.

## 5. ONLINE COURSES

Online courses typically have an asynchronous, or self-paced, portion. Staff & Students complete coursework on their own time but still need to meet weekly deadlines, a format that offers flexibility for staff & students. National Programme on Technology Enhanced Learning (NPTEL) online courses are open to everyone. These courses are aimed at college students (any engineering or science stream).

## 6. CAREER GUIDANCE

Once the students complete their degree, they are thrown into the competitive world of job market. They need to be fit to compete. And so, to enhance the employability the final year students are given special coaching in soft-skills and personality development for facing competitive exams and interviews.

## 7. ASSOCIATIONS

Each department forms an association which offers additional opportunities and a space for student initiative for planning and organizing academic/co-curricular events. These activities are intended to broaden the knowledge of their subjects, facilitate exposure to recent developments in the field and learn the relevant skills and attitudes for pursuing higher studies or career options. The following are the various associations in the college.

1. Bosco English Literary Association – BELA (Department of English)
2. Windows Run - WIN-R (Department of Computer Applications)
3. Don Bosco Association of Mathematics – DAMS (Department of Mathematics)
4. Bosco Commerce – BOSCOM (Department of Commerce)
5. Bosco Business Apex (Department of Business Administration)
6. Muthamizh Mandram (Department of Tamil)

## 8. CLUBS AND GROUPS

The students are expected to participate in the club activities to develop their talents and use them for the society. The students are encouraged and invited to join anyone of the clubs. The various clubs are listed here below:

### 1. Environment Club (Green and Clean Brigades)

Clean and green environment is the need of the hour. To sustain humanity on our planet, we need to build responsible communities that recognize the importance of conserving energy and environment. Green Brigade Club plays a very important role in creating environmental awareness amongst the future generation. Students in this club brainstorm ways to conserve energy and keep the surroundings clean at school and neighbourhood. They are also exposed to field activities such as Nature Trails, Quiz and Poster Designing, etc., so as to create enthusiasm regarding issues pertaining to Plants/Forest/Wildlife/Bio-diversity and Nature.

#### Activities

Environmental awareness programmes such as Air Pollution, Plastic free Society, Water Conservation, Pond Cleaning, Tree Plantations and Cycle Rally.

To reduce the use of plastic in the community.

### 2. Red Ribbon Club (RRC)

The Red Ribbon Club is a voluntary on-campus intervention program for students. The programme organized by RRC addresses the knowledge, attitude and behavior of the youths in the interrelated areas of Voluntary Blood Donation, as demanded by their age, environment, and life style.

#### Activities

Blood Donation camp

Medical Camp

### 3. National Service Scheme (NSS) Unit

The NSS unit at college level is the grass-root unit. The NSS centre keeps co-ordination with the community, administration, student volunteers and Programme Officer through this unit only. A college is allotted NSS units according to the strength of students. The strength of a unit is 100 active NSS volunteers.

#### Activities

NSS village camp

Coordination with voluntary organizations.

### 4. Youth Red Cross (YRC)

The Youth Red Cross is a group activity organized within a college and the teacher is the recognized leader and called programme officer of the group. Indian Red Cross Society youth groups should be established at colleges, universities and community levels targeting age group 18-30 years.

#### Activities

To conduct social and health awareness programs.

To encourage the students to extend their humanitarian services to the society.

### 5. Road Safety Patrol (RSP)

The road safety patrol is a service to mankind that ensures an accident-free life. The idea of the students helping the police to regulate traffic was introduced by the Government that it was not possible to depute a police officer for each and every student.

#### Activities

Traffic warden Officers shall promote rallies, traffic rules awareness.

### 6. Media Club

Media Club engages students who exhibit interest and talent in photography, video editing, filming, music and dance. Students are given the opportunity to develop their skills through training programs such as video editing, short film projects, photography courses, exhibitions, field trips and competitions.

#### Activities

To explore the way social media has been used within institution such as education, commerce, the state and religion.

## 7. AICUF and Awareness

All India Catholic University Federation (AICUF) is a students' movement formed to develop leadership skills and increase social awareness. We are born into an unjust society and we are determined not to leave it as we have found it.

### Activities

To help students evolve spirituality that has humanization as its core, through involvement and reflection.

To enable Christian students to play a prophetic role in their communities through a critical understanding of their faith, drawing inspiration from the Gospels, the Eucharist and their prayer.

## 8. Women's Cell

The Cell has both the faculty and students of the College as its members and works with an aim to create a gender sensitized community within campus as well as in the society. It has been organising varied academic, technical, medical, cultural and social events for the upliftment of women and spread the real importance of gender equality in the society through college students.

### Activities

The women's cell organizes workshops and lectures on all issues concerning women.

## 9. Fine Arts Club

Fine Arts Club is functioning in the college to bring out the artistic talent among the students. Students are identified in the area of Vocal Music, Instrumental Music, Mimicry, Solo Dance, Group Dance, Drama, Folk Song, Short Film, Acting etc., and offered training to improve their skills in Fine Arts.

### Activities

To conduct the competition to the students in various arts activities.

## 10. Quiz Club

Quiz Club is a unique and exciting way to motivate, inspire, encourage and reward children in their quest for knowledge and provide them with the opportunity to celebrate their achievements as part of a high profile, national competition. The

main objective of quiz club is to popularize quizzing activities among students and to encourage them to take part in all competitive examination at state and central level.

#### Activities

To conduct Inter-collegiate and Intra-collegiate competitions.

### 11. Kalam Readers Club

Kalam Readers club is an activity where a group of friends read the books within a period, then gather together to discuss it (everyone has their own copy). Essentially, practice combined with a habit, a non-judgemental time where students are encouraged to read and love reading.

#### Activities

Every member in the club shall review a book and share its values with the other members.

### 12. Student Counselling and Mentoring

Qualified and experienced youth counsellors are available to guide, counsel and empower the students. The students are encouraged to make use of the services of the counsellors, with prior appointment. Mentoring is to accompany the student in his/her life in the college. Faculties are appointed mentors of students. The mentors meet the mentees both individually and as a group, follow up their growth and help them to handle their duties and to face the challenges arising in their academic and personal lives.

### 13. Rural Camp

The second year students are given opportunity for one week of rural camp. This is aimed at providing the students training and opportunities in assuring social responsibility. This gives an opportunity for the students to share the lives of the rural poor and to interact with children and youth. These interactions would motivate the rural children and youth for pursuing higher education.

### 14. Placement Cell

The Placement Cell plays a crucial role in locating job opportunities for Undergraduates and Post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. The Placement Cell operates throughout the year to facilitate contacts between companies and graduates.

### 16. Religion and Ethics

Once a week religion and ethics sessions are offered to the students. In a multi-religious context, the students are given an opportunity to learn religious and moral values. Catechism classes are given for the Catholic students while the others are given moral value education. We aim at knowledge and respect of not only one's own religion but also of other religions. It is an effort to create not mere religious people but persons of spirituality.

### 16. Extension Department (DBCARE)

A special feature of the college is the extension department named DBCARE which stands for Don Bosco College Action for Rural Empowerment. The students are involved in the college reach-out programmes for the empowerment of the rural people. The students are expected to spend one hour every week for such activities which are regularly monitored by the respective HOD's.

### 17. Bosco Student Solidarity (BOSS) Fund

Bosco Student Solidarity (BOSS) Fund is a collective, voluntary initiative of the DBCAS student community as an expression of their solidarity with fellow students in need. Every student contributes a minimum of Rs.10/- and every staff Rs.100/- every month towards this fund and the money thus collected is deposited in a special account and operated by the Secretary, Principal and a Student Counsellor, towards assisting the deserving students. The Students Council takes charge of the monthly collection under the supervision of the Head of the Departments.

### 18. Parent Teachers Association (PTA)

A Parent Teachers Association is functioning effectively in the college. It has representatives from the staff and parents. The PTA helps the college administration in quite a few ways. The general body meeting of PTA is held once a year usually in March. Parents/Guardians meet the respective class-in-charge every semester to discuss the performance and progress of their children. Common issues related to student progress are discussed and decided in the annual Parent Teacher Meeting.

### 19. Don Bosco Past Pupils

All the past students of the college become the members of the DON BOSCO PAST PUPILS. They also form part of the Don Bosco Past Pupils network at the Province and at the National levels. All the department level, alumni meetings are conducted as per convenience. The Annual Don Bosco Past Pupils meet is conducted on January every year.

## 5. INFRASTRUCTURE & FACILITIES

- (1) **Library:** 8136 books are available. The digitized library regularly stacks journals as well.
- (2) **Computer Lab:** 43 latest configured systems with internet connectivity.
- (3) **Language Lab:** 24 updated systems with skilled software.
- (4) **Accommodation:** Bosco Boy's Hostel is available for male students whose native places are located afar. Auxilium Girl's Hostel is available in the next campus for female students. It is owned and maintained by the Salesian sisters. The seats are limited and offered only to girls from far.
- (5) **Transportation:** The College is located adjacent to the four lane national highway. Government and private buses are available to board in frequent intervals. College buses are operated to Thoothukudi, Taruvaikulam, Kamanayakkanpatti and Vilathikulam.
- (6) **Reverse Osmosis(RO) Water:** Water purified by reverse osmosis method is available at various places inside the campus for students at all times.
- (7) **Wi-Fi:** The internet connectivity is available in all places inside the campus for access of information which is strictly firewalled and limited to educational purposes. The LAN is set up in every department staffroom for better range and quicker access.
- (8) **Sports:** The campus includes a vast playground with courts for different sports under proper maintenance.

## 6. SCHOLARSHIP DETAILS

1. **Scholarship for SC / ST Students:** SC/ST Scholarship sanctioned by the Director of Adi-Dravidar Welfare Department can cover all the non-refundable fees to be paid by students of the scheduled caste and scheduled tribes and SC-Christian.
2. **Scholarship for Minority Students:** Minority Scholarship awarded by the Central Government on the basis of marks scored in the higher secondary examination. The eligible students should contact the Scholarship Desk and apply for the scholarship by submitting the Income, Community and Nativity certificate.
3. **Farmers Scholarship:** Farmers Scholarship sanctioned for the children of the



farmers.

4. **Labour Welfare Scholarship:** Labour Welfare Scholarship sanctioned by the Labour Welfare Department of TamilNadu.

5. **Child Labour Scholarship:** Scholarship sanctioned Post Metric Scholarships under Ministry of Labour & Employment for Either of the parent of the students should be working under Beedi, Iron Ore Manganese & Chrome Ore Mines, Limestone & Dolomite Mines, Cine worker with at least six months service.

6. **First Generation Graduate Scholarship:** Scholarship sanctioned by TamilNadu Government for the student should be a first graduate from their family.

7. **Handicapped Scholarship:** Scholarship sanctioned by District Handicapped Welfare Department for the Physically Challenged students.

8. **Free Education Scheme Scholarship:** Scholarship sanctioned by District Backward Classes and Minorities Welfare for the BC/ MBC/DNC students only.

9. **Don Bosco Scholarship:** Scholarship sanctioned by the College Management for the following Applicant only

1. An Orphan (or) Semi-orphan.

2. Abandoned by the parents and looked after by a Guardian.

3. Sri Lankan Tamils residing at Rehabilitation Camps.

4. The first graduate from the family.

5. Economically (or) socially poor.

10. **Work scholarship** is an innovative program of our college. In this scheme, small work is allotted to the students and remuneration is given to their work. Under this Scheme around 200 students are getting remuneration every year.

Education loan scheme to poor students to complete their course.

Boss (Bosco student solidarity fund) is a charity foundation established out of the generous contribution from the staff & students.

11. **Jindal Scholarship:** Jindal Scholarship sanctioned by Sitaram Jindal Foundation

## 7 GENERAL RULES AND REGULATIONS

### 7.1 College Schedule

Timing	Period
09.30 a.m. – 10.15 a.m.	I
10.15 a.m. – 11.00 a.m.	II
11.00 a.m. – 11.15 a.m. BREAK	
11.15 A.M. – 12.00 P.M.	III
12.00 P.M. – 12.45 PM	IV
12.45 P.M – 1.30 P.M - LUNCH	
1.30 P.M. – 2.15 P.M	V
2.15 P.M. – 3.00 P.M	VI

### 7.2 Code of Conduct

#### General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of institution, and to preserve the goodwill and reputation of the college.

1. All students, whether inside or outside the classroom, shall stand in silence during the Prayer. They should not be found talking or walking when the College Prayer is on.
2. Students, both boys and girls, should come to the College decently dressed. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HODs.
4. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel block, playgrounds and other such places inside the college campus.

5. While moving from one class to another, strict silence must be observed.

6. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.

7. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.

8. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.

9. Use of cellphones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cellphones would be confiscated, if students are found using them inside the classroom.

10. Possession of cellphones inside the examination hall is strictly banned. Bringing and keeping cellphones, cash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cellphones and other valuables at the time of University examinations.

11. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.

12. Students shall not involve in any form of ragging inside or outside the College campus.

13. The Institution does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the Principal.

14. Students should remit course fees in time. Students who do not remit the fees even after the last date of payment of fees with fine Rs. 100.

15. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.

16. Students should not make any payments to anybody without the knowledge and consent of the HOD/Principal.

17. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the HOD/Principal.

18. No student shall enter the College Office except on business and at the stipulated time.

19. Students are expected to hand over to the College Office any property found in any place inside the campus.

20. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.

21. Every student should possess Identity Card with his/her photo affixed on a duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting business in the bank, college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gate.

22. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell (as mentioned in this Hand Book) for getting their grievances addressed.

### **Code of Conduct and Professional Ethics for Staff in the College.**

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. They shall be strictly honest and impartial in their official dealings.
2. Every teaching and Non-Teaching staffs shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. Their academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment / examination / valuation work assigned to them by the College/University authorities.
4. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to them by the University authorities.
5. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. They shall also discourage such tendencies

among their colleagues and students.

Every teacher shall help the College authorities in enforcing and maintaining discipline among students.

Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, thesis, etc., He should not indulge in over-making, under making or other attempts at victimization on any ground. No teacher shall resort to unauthorized use of College resources or facilities for personal, commercial, political or other purpose not related to the College.

No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of their duties.

No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he in any manner force their subordinates or students against their will for the canvassing of his election.



## 8. ACADEMIC CALENDER AUGUST 2021

Date	Day	Day Order	Events
01	Sun		
02	Mon		
03	Tue		
04	Wed		Farewell to Dr. Pious Missier
05	Thu		Local Holiday
06	Fri		Staff-Orientation
07	Sat		
08	Sun		
09	Mon	1.1	Online Class Beginning for 2 & 3 Years
10	Tue	1.2	
11	Wed	1.3	Inauguration of the Academic Year 2021-22
12	Thu	1.4	
13	Fri	1.5	
14	Sat	--	
15	Sun	--	INDEPENDENCE DAY
16	Mon	1.6	DON BOSCO'S BIRTH DAY
17	Tue	2.1	
18	Wed	2.2	
19	Thu	2.3	
20	Fri	--	Muharam Holiday
21	Sat	2.4	
22	Sun	--	
23	Mon	2.5	
24	Tue	2.6	
25	Wed	3.1	
26	Thu	3.2	
27	Fri	3.3	
28	Sat		
29	Sun	--	Holiday
30	Mon	--	
31	Tue	3.4	Krishna Jayanthi Holiday

**Working Days: 16 (16)**

Date	Day	Order	Events
01	Wed	3.5	
02	Thu	3.6	↑
03	Fri	4.1	↓
04	Sat	4.2	↓
05	Sun	--	Teachers Day Celebration with staff
06	Mon	4.3	Teacher's Day
07	Tue	4.4	↓
08	Wed	4.5	World Forgiveness Day
09	Thu	4.6	World Literacy Day
10	Fri	---	
11	Sat	5.1	Vinayagar Chaturthi
12	Sun	--	Bharathi Memorial Day
13	Mon	5.2	
14	Tue	5.3	
15	Wed	5.4	
16	Thu	5.5	
17	Fri	5.6	
18	Sat	6.1	
19	Sun	--	
20	Mon	6.2	
21	Tue	6.3	
22	Wed	6.4	
23	Thu	6.5	
24	Fri	6.6	NSS DAY
25	Sat	7.1	
26	Sun	--	
27	Mon	7.2	World Tourism Day
28	Tue	7.3	
29	Wed	7.4	World Heart Day
30	Thu	7.5	Staff Review Meeting

Working Days: 25 (41)

# OCTOBER 2021

Date	Day	Day Order	Events
01	Fri	7.6	Exam Fees Without Penalty- Portal Opening
02	Sat	--	Gandhi Jayanthi
03	Sun	--	World Nature Day
04	Mon	8.1	Common Assembly
05	Tue	8.2	
06	Wed	8.3	
07	Thu	8.4	Unveiling of Thiruvalluvar Statue
08	Fri	8.5	
09	Sat	8.6	World Postal Day
10	Sun	--	
11	Mon	9.1	First Internal Exam UG , PG I Year Exam
12	Tue	9.2	First Internal Exam UG , PG I Year
13	Wed	9.3	First Internal Exam UG , PG I Year Exam Fees With Penalty- Portal Opening
14	Thu	--	Ayutha Pooja
15	Fri	--	Vijaya Thasami
16	Sat	--	World Food Day
17	Sun	--	
18	Mon		
19	Tue	--	Miladi Nabi
20	Wed	9.4	Exam Fees With Penalty- Portal Closing
21	Thu	9.5	Second Internal Exam ( UG II and III Year )
22	Fri	9.6	Second Internal Exam ( UG II and III Year )
23	Sat	10.1	
24	Sun	---	
25	Mon	10.2	Extraordinary Visit, Common Assembly
26	Tue	10.3	Ext. Visit, 2nd Internal Exam ( II and III Year )
27	Wed	10.4	Second Internal Exam ( UG II and III Year )
28	Thu	10.5	Second Internal Exam ( UG II and III Year )
29	Fri	10.6	Department Review Meeting
30	Sat	11.1	Staff Review Meeting
31	Sun		

Working Days: 20 (61)



## NOVEMBER 2021

Date	Day	Dsy Order	Events
01	Mon	11.2	Feast of All Saints
02	Tue	11.3	
03	Wed	11.4	All Souls Day
04	Thu	--	DEEPAVALI Holiday
05	Fri	11.5	
06	Sat	11.6	
07	Sun	--	
08	Mon	12.1	
09	Tue	12.2	
10	Wed	12.3	
11	Thu	12.4	
12	Fri	12.5	
13	Sat	12.6	Second Internal Exam ( UG I Year )
14	Sun	---	Nehru Birth Day -Children's Day
15	Mon	13.1	Second Internal Exam ( UG I Year )
16	Tue	13.2	Second Internal Exam ( UG I Year )
17	Wed	13.3	Second Internal Exam ( UG I Year )
18	Thu	13.4	Second Internal Exam ( UG I Year )
19	Fri	13.5	Second Internal Exam ( UG I Year )
20	Sat	13.6	Second Internal Exam ( UG I Year )
21	Sun	---	World Fisheries Day
22	Mon	14.1	Third Internal Exam ( UG II and III Year )
23	Tue	14.2	Third Internal Exam ( UG II and III Year )
24	Wed	14.3	Third Internal Exam ( UG II and III Year )
25	Thus	14.4	Third Internal Exam ( UG II and III Year )
26	Fri	14.5	Third Internal Exam ( UG II and III Year )
27	Sat	14.6	Third Internal Exam ( UG II and III Year )
28	Sun	---	Third Internal Exam ( UG II and III Year )
29	Mon	15.1	National Flag Day- Staff Review Meeting
30	Tue	15.2	

Working Days: 25 (86)

DECEMBER 2021

Date	Day	Day Order	Events
01	Wed	15.3	
02	Thu	15.4	World Pollution Prevention Day
03	Fri	15.5	
04	Sat	15.6	Last Working Day For II & III Year
05	Sun		The Immaculate Conception of Mary
06	Mon	16.1	
07	Tue	16.2	
08	Wed	16.3	Commencement of University Examination for UG II & III year Students
09	Thu	16.4	Third Internal Exam (UG I Year)
10	Fri	16.5	Third Internal Exam (UG I Year)
11	Sat	16.6	Third Internal Exam (UG I Year)
12	Sun		Third Internal Exam (UG I Year)
13	Mon	17.1	Third Internal Exam (UG I Year)
14	Tue	17.2	Third Internal Exam (UG I Year)
15	Wed	17.3	Third Internal Exam (UG I Year)
16	Thu	17.4	Third Internal Exam (UG I Year)
17	Fri	17.5	Third Internal Exam (UG I Year)
18	Sat	17.6	International Migrants Day
19	Sun		
20	Mon	18.1	
21	Tue	18.2	
22	Wed	18.3	National Mathematics Day
23	Thu	18.4	
24	Fri	18.5	
25	Sat		Christmas
26	Sun		
27	Mon	18.6	
28	Tue	19.1	Practical Exam for I UG & PG
29	Wed	19.2	
30	Thu	19.3	
31	Fri	19.4	Staff Review Meeting

Working Days 26(112)

## JANUARY 2022

Date	Day	Day Order	Events
	Sat	--	Happy New Year
01	Sun	--	
02	Mon	1.5	Re-Opening for UG II & III Year
03	Tue	1.6	
04	Wed	2.1	University Exam for UG & PG I year Students
05	Thu	2.2	
06	Fri	2.3	
07	Sat	2.4	
08	Sun	--	
09	Mon	2.5	
10	Tue	2.6	
11	Wed	3.1	National Youth Day / Swamy Vivekanandar
12	Thu	3.2	
13	Fri	--	Pongal Holiday
14	Sat	--	Uzhavar Thirunal Holiday
15	Sun	--	Kaanum Pongal Holiday
16	Mon	--	DBCAS ALUMNI MEET
17	Tue	--	Thai Poosam Holiday
18	Wed	3.3	Re-Opening for UG & PG I Year
19	Thu	3.4	
20	Fri	3.5	
21	Sat	3.6	
22	Sun	--	
23	Mon	4.1	
24	Tue	4.2	
25	Wed	--	Republic Day Holiday
26	Thu	4.3	Test 1 - Unit 1 & ½ of Unit 2
27	Fri	4.4	Test 1 - Unit 1 & ½ of Unit 2
28	Sat	4.5	/Staff Review Meeting
29	Sun	--	
30	Mon	--	Feast of St. John Bosco
31			

Working Days : 19 (19)

## FEBRUARY 2022

Date	Day	Day Order	Events
01	Tue	4.6	
02	Wed	5.1	
03	Thu	5.2	
04	Fri	5.3	
05	Sat	5.4	
06	Sun	--	
07	Mon	5.5	FIRST INTERNAL TEST
08	Tue	5.6	FIRST INTERNAL TEST
09	Wed	6.1	FIRST INTERNAL TEST
10	Thu	6.2	FIRST INTERNAL TEST
11	Fri	6.3	FIRST INTERNAL TEST
12	Sat	--	
13	Sun	--	
14	Mon	6.4	FIRST INTERNAL TEST
15	Tue	6.5	FIRST INTERNAL TEST
16	Wed	6.6	
17	Thu	7.1	
18	Fri	7.2	
19	Sat	7.3	
20	Sun	--	World Social Justice Day
21	Mon	7.4	World Mother Language Day
22	Tue	7.5	Test II - ½ of Unit 2 & Unit 3
23	wed	7.6	Test II - ½ of Unit 2 & Unit 3
24	Thu	8.1	Test II - ½ of Unit 2 & Unit 3
25	Fri	8.2	Departmental Review Meeting
26	Sat	8.3	
27	Sun	--	
28	Mon	8.4	Staff Review Meeting/National Science Day

**Working Days: 23 (42)**

*The best way to find yourself is to lose yourself in the service of others-Mahatma Gandhi*

## MARCH 2022

Date	Day	Day Order	Events
01	Tue	9.1	
02	Wed	9.2	
03	Thu	9.3	
04	Fri	9.4	
05	Sat	9.5	
06	Sun	--	
07	Mon	9.6	
08	Tue	10.1	Women's day Celebration/WOMEN'SDAY
09	Wed	10.2	Test III - Unit 4
10	Thu	10.3	Test III - Unit 4
11	Fri	10.4	Test III - Unit 4
12	Sat	10.5	
13	Sun	--	
14	Mon	10.6	2nd INTERNAL TEST / International PI Day
15	Tue	11.1	SECOND INTERNAL TEST
16	Wed	11.2	SECOND INTERNAL TEST
17	Thu	11.3	SECOND INTERNAL TEST
18	Fri	11.4	SECOND INTERNAL TEST
19	Sat	11.5	SECOND INTERNAL TEST
20	Sun	--	World Forestry Day
21	Mon	11.6	
22	Tue	12.1	
23	Wed	12.2	
24	Thu	12.3	
25	Fri	12.4	
26	Sat	12.5	
27	Sun	--	
28	Mon	12.6	Test IV - Unit 5
29	Tue	13.1	Test IV - Unit 5
30	Wed	13.2	Test IV - Unit 5
31	Thu	13.3	Staff Review Meeting

Working Days: 26 (68)

**APRIL 2022**

Date	Day	Day Order	Events
01	Fri	13.4	
02	Sat	13.5	Ugadi (Telugu New year)
03	Sun	13.6	
04	Mon	14.1	THIRD INTERNAL EXAM
05	Tue	14.2	THIRD INTERNAL EXAM
06	Wed	14.3	THIRD INTERNAL EXAM
07	Thu	14.4	THIRD INTERNAL EXAM
08	Fri	14.5	THIRD INTERNAL EXAM
09	Sat	14.6	
10	Sun	--	
11	Mon	15.1	THIRD INTERNAL EXAM
12	Tue	15.2	THIRD INTERNAL EXAM
13	Wed	15.3	
14	Thu	--	Maundy Thursday/ Dr. Ambethkar Birthday
15	Fri	--	Good Friday
16	Sat	--	Holy Saturday
17	Sun	--	Easter Sunday
18	Mon	15.4	Commencement of Practical Exam
19	Tue	15.5	
20	Wed	15.6	
21	Thu	16.1	
22	Fri	16.2	
23	Sat	16.3	
24	Sun	--	
25	Mon	16.4	
26	Tue	16.5	
27	Wed	16.6	
28	Thu	17.1	
29	Fri	17.2	
30	Sat	17.2	Staff Review Meeting

**Working Days: 21 (89)**

## MAY 2022

Date	Day	DayOrder	Events
01	Sun		May - Day
02	Mon	17.3	Last Working day for II & III Year Students
03	Tue	17.4	
04	Wed	17.5	
05	Thu	17.6	
06	Fri	18.1	
07	Sat	18.2	
08	Sun		
09	Mon	18.3	
10	Tue	18.4	
11	Wed	18.5	
12	Thu	18.6	
13	Fri	19.1	Last Working day for I Year Students
14	Sat		
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun		
30	Mon		Staff Review Meeting
31	Tue		

Working Days:11 (100)

## 9. ACADEMIC PERFORMANCE

### 9.1 Student's Progress

### ACADEMIC PERFORMANCE

(ODD SEMESTER)

Name of the Student: \_\_\_\_\_

Class In-charge: \_\_\_\_\_

Subject	Intnal I	Internal II	Internal III	Parent's Sign	HOD Sign

- Leaves Taken:** \_\_\_\_\_
- Class Attention:** \_\_\_\_\_
- Class Work:** \_\_\_\_\_
- General Behaviour:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## ACADEMIC PERFORMANCE

(EVEN SEMESTER)

Name of the Student:

Class In-charge:

Subject	Intnal I	Internal II	Internal III	Parent's Sign	HOD Sign

Leaves Taken:  
 Class Attention:  
 Class Work:  
 General Behaviour:

Remarks:

## 9.2. LIBRARY USAGE RECORD

Four books in a month

Date	Book	Author	Category	Staff In-Charge	Librarian

# LIBRARY USAGE RECORD

Four books in a month

Date	Book	Author	Category	Staff In-Charge	Librarian

# LIBRARY USAGE RECORD

Four books in a month

Date	Book	Author	Category	Staff In-Charge	Librarian

## LIBRARY USAGE RECORD

Four books in a month

Date	Book	Author	Category	Staff In-Charge	Librarian

## 10. ANNEXURE

### 10.1 List of University Rank Holders

DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL, THOOTHUKUDI DIST - 628 908

#### UNIVERSITY RANK HOLDER DETAILS

S. No	Students Name	Department	BATCH	Subject	University Rank Position
1	CHRISTPHER S	B.SC. MATHS	2013 - 2016	PART II - ENGLISH	14
2	MARIA SUTHISH I	B.SC. MATHS	2013 - 2016	PART I - TAMIL	19
3	THIRUMALMURUGAN C	B.SC. MATHS	2014 - 2017	PART I - TAMIL	17
4	KASTHURITHILAGAMP	BCA	2014 - 2017	MAJOR	6
5	DENISH A	BA ENGLISH	2015 - 2018	PART II - ENGLISH	13
6	SEETHA LAKSHMI V	BA TAMIL	2017 - 2020	MAJOR	2
7	ISAI LAKSHMI	BCA	2018 - 2021	MAJOR	9

## 10.2. THE CONSTITUTION OF INDIA

### PREAMBLE

We, the people of India,

Having solemnly resolved to constitute India into a Sovereign social-secular democratic republic and to secure to all its citizens; Justice, social, economic and political; Liberty of thought, expression, belief, faith and worship; Equality of status and of opportunity; And to promote among the masses Fraternity assuring the dignity of the individual and The unity and integrity of the nation; In our constituent assembly on this twenty sixth day of November, 1949, Do hereby adopt, enact and give to ourselves this constitution.

நாம் இந்திய மக்கள் உறுதிக் கொண்டு முறைப்படி தீர்மானித்து இந்தியாவை ஓர் இறையாண்மை சமூகத்துவ சமயசார்பற்ற ஜனநாயக குடியரசாக கட்டமைத்திட, மற்றும் இதன் எல்லா குடிமக்களுக்கும் சமூக, பொருளாதார மற்றும் அரசியல் நீதி, எண்ணம், கருத்து, பக்தி, நம்பிக்கை, மற்றும் வழிபாடு தன்செயலுரிமை படிநிலை மற்றும் வாய்ப்பு சமத்துவம் ஆகியன உறுதிசெய்திடமற்றும் தனிநபர் கண்ணியத்தையும், தேசிய ஒற்றுமை மற்றும் ஒருமைப்பாட்டையும் உறுதிப்படுத்திட அனைவரிடத்திலும் உடன்பிறப்புணர்வை ஊக்குவித்திட, இந்த 1949 நவம்பர் இருபத்தி ஆறாம் நாள் நம்முடைய அரசியல் நிர்ணய சபையில் உருவாக்கப்பட்ட இந்த அரசியல் அமைப்பு முறைமையை, இதன்படி ஏற்று, சட்டமாக்கி நமக்கு தருகிறோம்.

### PLEDGE

India is my country; all Indians are my brothers and sisters /I love my country, and I am proud of its rich and varied heritage /I shall always strive to be worthy of it /I shall give my parents, teachers and all elders respect /and treat everyone with courtesy, /To my country and my people /I pledge my devotion in their well being and prosperity alone lies my happiness.

## 10.4. PRAYERS

### LORD'S PRAYER

Our Father /who art in heaven /Hallowed be thy name /Thy kingdom come /Thy will be done /on earth as it is in heaven /Give us this day our daily bread /and forgive us our trespasses /as we forgive those who trespass against us /and lead us not into temptation /but deliver us from evil - Amen.

### COLLEGE PRAYER

God our Father and Mother /Creator of all things /true source of light and wisdom /we thank you for giving us this new day /We offer ourselves to you / bless all of us / give us the grace to understand / the lessons being taught in our College / Help us to be good citizens / and loving children of Don Bosco - Amen.

### PRAYER FOR PEACE

Lord, make me an instrument of your peace;  
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. Amen.

- St. Francis of Assisi



## தமிழ்த்தாய் வாழ்த்து

நாருங் கடலுடுத்த நிலமடந்தை கெழிலொழுகும்  
நாருங் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
அத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தம-  
முணங்கே!  
உன்சீரிளமைத் திறம்வியந்து செயல்மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!  
மனோன்மணியம் பெ.சுந்தரனார்

## 10.5. NATIONAL ANTHEM

Jana gana mana adinayaka jaya he  
Bharatha bhagya vidhata  
Punjaba Sindhu Gujarata Maratha  
Dravida Utakala Vanga  
Vindhya Himachala Yamuna Ganga  
Uchhala Jaladhi taranga  
Tava Shubha name jage  
Tave Shubha asisha mage  
Gahe tavae jaya gatha  
Jana gana mangala – dayaka jaya he  
Bharatha bhagya vidhata  
Jaya he jaya he jaya he  
Jaya jaya jaya jaya he

- Rabindranath Tagore

நாட்டுப்பண் (தமிழில்)  
 நிறங்களும் மொழிகளும் ஆயிரம் இருந்தாம்  
 மனங்களில் பாரதத் தாயே!  
 வடக்கே விரிந்த தேசாயிமானம்  
 தெற்கில் குமரியில் ஒலிக்கும்!  
 இனம் மத வேற்றுமை உடையில் இருந்தாம்  
 இதயத்தில் ஒற்றுமை பொங்கும்!  
 உலகினில் எத்திசை அலைந்தாம்  
 இறுதியில் இந்தியர் நாமே!  
 குருதியில் முவ்ரணம் தானே!  
 நிறமோ மொழியோ எதுவாய் இருந்தாம்  
 நிரந்தரம் பாரதத் தாயே!  
 வாழ்க வாழ்க வாழ்க  
 என்றென்றும் நீ வாழ்க!

### COLLEGE ANTHEM

Let's gather together  
 And sing the praises of DBCAS  
 Don Bosco our father  
 Gave us this gift, DBCAS

Chorus

We love you dear DBCAS  
 In you we learn and grow  
 God bless you dear DBCAS  
 For now and ever more

Enlighten, Empower  
 With love, reason and heavenly grace  
 Inspire and lead us  
 We'll make the world a better place

**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.

**There shall be showers of blessing**  
This is the promise of love  
There shall be season refreshing  
Sent from the savior above  
Showers of blessing,  
Showers of blessing we need  
Mercy drops round us are falling  
But for the Showers we plead.

**Rejoice in the Lord Always**  
And again I say rejoice  
Rejoice, rejoice and again  
I say rejoice - 2  
Rejoice in the Lord always  
And again I say rejoice

தொன்போஸ்கோ பண்  
வாழ்க தூய தொன் போஸ்கோ  
வாழிய வாழ்கவே  
வாழ்வின் வழியைக் காட்டி  
வானகம் சேர்ப்பாயே (வாழ்க)

1. இறை அழைப்பினை ஏற்ற இந்த உலகினிலே  
இறை வார்த்தையின் வழியில்  
எந்நாளும் எப்போதும்  
இப்பாரினில் வாலிபர்  
வாழ்ந்திட உழைத்தீரே

கேலி எதிர்ப்பு அச்சுறுத்தல் தடை சட்டம் 1997  
(TAMIL NADU PROHIBITION OF RAGGING ACT - 1997)

அச்சுறுத்தல் கேலி செய்தல் (ரேகிங்) என்பது:

1. (அ) கல்வி நிறுவனங்களில் அச்சுறுத்தல், ஒழுங்கு முறைகளற்ற தவறான வழிகளில் ஒருவரை உடல் ரீதியாகவோ (அல்லது) மன ரீதியாகவோ காயப்படுத்துதல், பயமுறுத்துதல், அவமானப்படுத்துதல், மனதினை வேதனைப்படுத்துமாறு நடந்து கொள்ளுதல் போன்ற காரியங்களில் ஈடுபடுவது.  
(ஆ) பிற மாணவர்களைக் கோபமுட்டி, இழிவுபடுத்தும் வண்ணம் எள்ளி நகையாடி புண்படுத்துதல்.  
(இ) பிற மாணவர்களைச் செய்ய முடியாத (அல்லது) செய்யத்தகாத காரியங்களை செய்யச் சொல்லி வற்புறுத்துதல்.
2. கல்வி நிறுவனங்களில், பிறரை அச்சுறுத்திக் கேலி செய்தல் (ரேகிங்) என்பது வழக்குத் தொடர்வதற்குரிய குற்றமாகும். (அதாவது இக்குற்றத்தில் ஈடுபடுபவர்களை எந்தவித அதிகாரப்பூர்வ உத்தரவும் இல்லாமல் கைது செய்யும் உரிமை ஒரு காவல் துறை அதிகாரிக்கு உண்டு)
3. அச்சுறுத்தல் கேலி செய்தல் (ரேகிங்) என்பது கல்வி நிறுவனங்களின் உள்ளேயும், வெளியேயும் முழுவதுமாகத் தடை செய்யப்பட்டதாகும்.
4. ஒருவர் இக்காரியத்திற்கு நேரடியாகவோ (அல்லது) மறைமுகமாகவோ உடனடி பட்டாலோ, இக்குற்றத்தைச் செய்வருக்குத் துணையாக இருந்து இக்குற்றம் மேலும் வளரும்படிச் செய்தாலோ, அச்சுறுத்திக் கேலி செய்தல் (ரேகிங்) சட்டத்தின் படி இரண்டு ஆண்டு கால அளவு சிறைத் தண்டனையோ (அல்லது) 10,000 ரூபாய் அபராதத் தொகையோ கட்ட வேண்டிய தண்டனைக்கு உள்ளாவார்.
5. இச்சட்டத்தின் நான்காவது பிரிவின்கீழ் மேலே கூறப்பட்டுள்ள தண்டனையைப் பெறும் மாணவர்கள் தான் கல்வி கற்கின்ற கல்வி நிறுவனத்திலிருந்து உடனடியாக நீக்கப்படலாம். ஒரு சில மாணவர்கள் பிற கல்வி நிறுவனங்களில் சேர்க்கப்படாமலும் போகலாம்.
6. அச்சுறுத்திக் கேலி செய்தல் (ரேகிங்) மூலம் பாதிக்கப்பட்ட ஒரு மாணவர் தான் சார்ந்திருக்கும் கல்வி நிறுவனத்தின் தலைமை அதிகாரியை அணுகும் போது (அல்லது) அக்கல்வி நிறுவனத்தின் பொறுப்பாளரை அணுகும்போது அவர்கள் அக்குற்றத்தை விசாரணை செய்து தவறு செய்த மாணவரை அக்கல்வி நிறுவனத்திலிருந்து இடைநீக்கம் செய்யலாம்.
7. பாதிக்கப்பட்ட மாணவர் கல்வி நிறுவனத்தின் தலைமையாளரிடமோ (அல்லது) கல்வி நிறுவனத்தின் பொறுப்பாளரிடமோ பிறர் அச்சுறுத்திக் கேலி செய்தால் (ரேகிங்) தனக்கு ஏற்பட்ட பாதிப்பினை எடுத்துக் கூறியும், அவர்கள் அக்குற்றத்தை விசாரிக்கவில்லை என்றாலோ (அல்லது) புறக்கணித்தாலோ சம்பந்தப்பட்ட கல்வி நிறுவனப் பொறுப்பாளரும், கல்வி நிறுவனத் தலைவரும் அச்சுறுத்திக் கேலி செய்தல் (ரேகிங்) குற்றத் தடுப்புச் சட்டம் - 1997, பிரிவு - நான்கின்படி தண்டிக்கப்படலாம். பாதிக்கப்பட்ட மாணவர்கள் தங்கள் புகாரினை தெரிவிக்க இலவச அழைப்பு எண்: 1800 180 5522 என்ற எண்ணை பயன்படுத்திக் கொள்ளலாம்.

கேலி செய்தல் (RAGGING) தொடர்பாக மாணவர்களின் உறுதிமொழி

1. நான் \_\_\_\_\_ (த.:பெ.தா.:பெ.பா.:பெ.) உச்ச நீதிமன்றத்தால் அதிகாரப் பூர்வமாகச் சட்டமாகச் சட்டமாக்கப்பட்டுள்ள 2009-ஆம் ஆண்டு முதல் அமல்படுத்தப்பட்டுள்ள ரேகிங் எனப்படும் அச்சுறுத்தி கேலி செய்கின்ற அபாயகரமான செயல்பாடுகளைப் பற்றி முழுமையாக அறிந்து கொண்டேன்.

2. என்னுடைய மகன்/மகள் பாதுகாப்பில் இருக்கும் நபர் இப்படிப்பட்ட விஷயங்களைச் செயல்களில் ஈடுபடமாட்டார் என்று இதன் மூலம் உறுதியளிக்கிறேன்.

3. என்னுடைய மகன்/மகள் இப்படிப்பட்ட தவறான காரியத்தில் தாங்கள் அவன்/அவள் மீது எடுக்கும் பல்கலைக்கழக அறிவிக்கப்பட்டுள்ள சட்டப்படியான நடவடிக்கைகளுக்கு இதன் மூலம் உறுதியளிக்கிறேன்.

பெயர் : \_\_\_\_\_ கையொப்பம் : \_\_\_\_\_  
 முகவரி: \_\_\_\_\_ நாள் : \_\_\_\_\_

கேலி செய்தல் (RAGGING) தொடர்பாக மாணவர்களின் உறுதிமொழி

1. நான் \_\_\_\_\_ (த.:பெ.தா.:பெ.பா.:பெ.) திருமதி \_\_\_\_\_ உச்ச நீதிமன்றத்தால் அதிகாரப் பூர்வமாகச் சட்டமாக்கப்பட்டுள்ள ரேகிங் எனப்படும் அச்சுறுத்தி கேலி செய்கின்ற அபாயகரமான செயல்பாடுகளைப் பற்றி முழுமையாக அறிந்து கொண்டேன்.

2. பல்கலைக்கழக மானியக் குழுவின் 2009-ஆம் ஆண்டு அதிகாரப்பூர்வ அறிவிக்கப்பட்ட, உயர்கல்வி நிறுவனங்களில் பின்பற்றப்பட வேண்டிய விதிமுறைகளைப் பெற்றுக் கொண்டதோடு அதனை கடைபிடித்தும் வருகிறேன்.

3. நான் உறுதிமொழி தருவது என்னவென்றால்,

4. அ) நான் அச்சுறுத்தி கேலி செய்தல் மற்றும் அதுசார்ந்த பிற விடும்பத்தான காரியங்களில் ஈடுபடமாட்டேன்.

ஆ) நான் அச்சுறுத்திக் கேலி செய்வதில் பங்குபெறவும், பரவச்செய்ய வளரச் செய்யவும் மாட்டேன்.

இ) நான் பிறரைப் புண்படுத்தும் வகையில் உடல் மற்றும் மனத்தீங்கினையும் செய்யமாட்டேன்.

4. நான் மாணவர்களை அச்சுறுத்தி கேலி செய்தால், மேலே குறிப்பிடப்பட்ட பல்கலைக்கழக மானியக்குழுவின் ஒழுங்கு முறைகளுக்குப் புறம்பாக நடத்த தண்டனைக்கு உள்ளாவேன் என்று உறுதியளிக்கிறேன்.

5. மேலும் இது தொடர்பாக நான் இதுவரை எந்த நிறுவனத்திடம் இருந்து வெளியேற்றப் படவோ அல்லது சேர்க்கை மறுக்கப்படவோ இல்லை என்று இது மூலம் தெரிவித்துக் கொள்கிறேன்.

பெயர் : \_\_\_\_\_ கையொப்பம் : \_\_\_\_\_  
 முகவரி: \_\_\_\_\_ நாள் : \_\_\_\_\_

**ODD SEMESTER - TIME TABLE (2021-2022)**

Day Order	1 <sup>st</sup> Hour 9.30am to 10.15am	2 <sup>nd</sup> Hour 10.15am to 11.00am	(11.00am to 11.15am) Break		3 <sup>rd</sup> Hour 11.15am to 12.00pm	4 <sup>th</sup> Hour 12.00pm to 12.45pm	(12.45pm to 01.30pm) Lunch Break		5 <sup>th</sup> Hour 1.30pm to 2.15pm	6 <sup>th</sup> Hour 2.15pm to 3.00pm
	1		NT							
2										
3		NT			NT					
4										
5		NT							NT	
6										

## EVEN SEMESTER - TIME TABLE (2021-2022)

Day Order	1 <sup>st</sup> Hour 9.30am to 10.15am	2 <sup>nd</sup> Hour 10.15am to 11.00am	(11.00am to 11.15am) Break		3 <sup>rd</sup> Hour 11.15am to 12.00pm	4 <sup>th</sup> Hour 12.00pm to 12.45pm	(12.45pm to 01.30pm) Lunch Break			5 <sup>th</sup> Hour 1.30pm to 2.15pm	6 <sup>th</sup> Hour 2.15pm to 3.00pm
1											
2											
3											
4											
5											
6											



# DON BOSCO

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