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# DON BOSCO COLLEGE OF ARTS AND SCIENCE

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Keela Eral, Ettayapuram Tk, Thoothukudi Dt- 628 908

Accredited with 'B' grade by NAAC (1st cycle)  
(Affiliated to Manonmaniam Sundaranar University-Tirunelveli)

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## ACADEMIC CALENDAR 2024-2025

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

## STUDENT PROFILE

Name : .....

Date of Birth : .....

Gender : .....

Aadhar Number : .....

Blood Group : .....

Department : .....

College Roll No : .....

University Reg-No : .....

Father's/Guardian's Name : .....

Mother's Name : .....

Profession of

Parents/Guardian : .....

Parent's Contact Number : .....

Residential Address : .....

.....

.....

I have read all the rules of the college as contained in the college Hand Book and agree to abide by them and will co-operate with the college.

Signature of the Parent/Guardian

Signature of the Student

# CONTENTS...

S. NO	CONTENTS	PAGE NO
<b>1.</b>	<b>COLLEGE PROFILE</b>	<b>05</b>
	1.1 About Don Bosco	05
	1.2 History of the College	09
	1.3 Vision and Mission of the College	12
	1.4 Motto, Goals, Objectives and Logo of the College	12
	1.5 List of University Rank Holders	14
<b>2.</b>	<b>ADMINISTRATIVE STRUCTURE OF THE COLLEGE</b>	<b>15</b>
	2.1 Managing Body	15
	2.2 College Governing Body	15
	2.3 List of Secretaries	17
	2.4 List of Principals	18
	2.5 Faculty Members	19
	2.6 Administrative Staff Members	21
	2.7 Committees and Clubs	22
<b>3.</b>	<b>COURSE DETAILS</b>	<b>29</b>
	3.1 Courses Offered	29
	3.2 Fee Details	29
	3.3 Academic Evaluation System	30

<b>4.</b>	<b>SPECIAL FEATURES AND ACTIVITIES</b>	<b>32</b>
	4.1 Special Classes for Slow Learners	32
	4.2 Bridge Courses	32
	4.3 Certificate Courses	32
	4.4 Add-On Courses	33
	4.5 Online Courses	33
	4.6 Career Guidance	33
	4.7 Associations	33
	4.8 Clubs and Forums	34
<b>5.</b>	<b>INFRASTRUCTURE AND FACILITIES</b>	<b>41</b>
<b>6.</b>	<b>SCHOLARSHIP DETAILS</b>	<b>42</b>
<b>7.</b>	<b>GENERAL RULES AND REGULATION</b>	<b>45</b>
	7.1 Code of Conduct	45
<b>8.</b>	<b>ACADEMIC CALENDAR</b>	<b>54</b>
<b>9.</b>	<b>ACADEMIC PERFORMANCE</b>	<b>66</b>
	9.1 Student's Progress	66
	9.2 Library Usage Records	67
<b>10.</b>	<b>ANNEXURE</b>	<b>71</b>

# 1. COLLEGE PROFILE

## 1.1 About Don Bosco

### *Father and Educator of Youth*

John Bosco was born on 16th 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, he realized his dream of becoming a priest in 1841.

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 out all over the world. Today the Salesians are about 14,232 members, serving the youth in about 134 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, academic schools, technical institutions, youth centers, 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**

ஜான் போஸ்கோ 1815 ஆகஸ்ட் 16ஆம் நாள் இத்தாலி நாட்டில் பெக்கி என்னும் குக்கிராமத்தில் பிறந்தார். அவர் பிரான்சிஸ் போஸ்கோ மற்றும் மார்க்ரெட் ஆகியோரின் இளையமகன் ஆவார். ஜான் இரண்டு வயது இருக்கும் போது அவரது தந்தை இறந்து விட்டார். விதவையான மார்க்ரெட், நோய்வாய்ப்பட்ட மாமியார், ஒரு கைக்குழந்தை மற்றும் இரண்டு மகன்களுடன் ஒரு பண்ணையில் வாழ்ந்து வந்தார்.

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

”இளையோர்மேல் அக்கறை உள்ள குருவாக இருக்க விரும்புகிறேன்” என்ற விருதுவாக்குடன் தமது பணிவாழ்வைத் தொழிற்சாலை நகரமான தூரினில் முதலில் துவங்கினார். அவர் துவங்கிய முதல் மாணவர் இல்லம் ஒரு புறக்கணிக்கப்பட்ட கட்டடத்தில் அமைந்திருந்தது. அவர் அந்த இல்லத்தில் கல்வியோடு தொழிற்கல்வியையும் கற்றுக் கொடுத்தார். அவரது பணியில் அவரது அன்னை மார்க்ரெட்டும் தன்னை இணைத்துக் கொண்டார்.

தொன் போஸ்கோ தமது மாணவர்களையும், உதவியாளர்களையும், தம்முடைய பணியில் ஈடுபடுத்தினார். “கல்வி என்பது இதயத்தைச் சார்ந்தது” என்பதை நம்பினார். அவருடைய கல்விமுறையானது மூன்று கூறுகளாக வேரூன்றப்பட்டது. அவையாவன: அறிவு, ஆன்மீகம் மற்றும் அன்பு.

வரலாற்று அறிஞர்கள், தொன் போஸ்கோவை சமூக ஞானியாகவும், புனிதர் மற்றும் கல்வியாளராகவும் கருதுகின்றனர். பொதுமக்கள், அவரை ஒரு எழுத்தாளராகவும் மற்றும் ஆன்மீக எண்ணம் கொண்டோர் தொன் போஸ்கோவை சித்தர், மற்றும் தீர்க்கதரிசி என்றும் அழைப்பார்கள். திருச்சபையினரும் மற்றும் உளவியலாளர்களும் அவருடைய தீர்க்கதரிசனக் கனவுகள் மற்றும் அதிசயங்களைப் பற்றி ஆச்சரியப்படுகின்றனர்.

இளையோரை வழிகாட்டும் பணியில் அவர் சிறந்துவிளங்கினார். இளைஞருடைய ஆன்மகுருவாக அவர்களில் மனஅமைதியும் மகிழ்ச்சியும் நிறைந்திருக்கச் செய்தார். திருச்சபை தொன் போஸ்கோவை புனிதராக அறிவித்து அவரை ”இளைஞர்களின் தந்தையும் ஆசானாகவும்” பிரகடனப்படுத்தியது.

### தொன்போஸ்கோவின் சலேசியர்கள்

தொன் போஸ்கோ தோற்றிவித்த சலேசியசபைக் குருக்கள் மற்றும் சகோதரர்கள் “சலேசியர்கள்” என்று அழைக்கப்படுகின்றனர். இன்றும் பல வருடங்களைக் கடந்து அவரது பணிகள் 134 நாடுகளில் 14232 சலேசியர்களைக் கொண்டு இளைஞர்களுக்குச் சேவை செய்துவருகின்றது.

தொன் போஸ்கோவின் சலேசியர்கள் 1906ஆம் ஆண்டு இந்தியாவில் அடியெடுத்து வைத்தனர். சுமார் 2400 சலேசியர்கள் 575 நிறுவனங்களில் இந்தியாவிலுள்ள அனைத்து மாநிலங்களிலும் இளைஞர்களின் நலன்களுக்காகப் பணியாற்றி வருகின்றார்கள். பல்கலைக்கழகம், கல்லூரிகள், தொழிற்க்கல்வி நிறுவனங்கள், தொழில்நுட்பக் கல்லூரிகள், பள்ளிகள், இளைஞர்கள் மையம், பங்குத்தளங்கள் மற்றும் இதர இளைஞர் தொடர்பான திட்டங்கள் போன்ற எண்ணிலடங்கா பணிகளில் சலேசியர்கள் பணியாற்றி வருகின்றனர். இந்தியர்களால் பெரிதும் நேசிக்கப்பட்ட தொன் போஸ்கோவின் கல்விமுறை எண்ணற்ற 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 14,232 have their presences in 134 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 centers 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, Tamilnadu 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 Tamilnadu 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, Keela Eral 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)**

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

**CONTACT DETAILS**

<b>DESIGNATION</b>	<b>NAME</b>	<b>CONTACT NUMBERS</b>
Secretary	Rev. Dr. P. Rajadevan	8300058877
Principal	Dr. M. Prabhu	7811877818
Academic Coordinator	Rev. Fr. A. Peter Arokiaraj	9791098795
Exam Coordinator	Mrs. V. Parvatha	9092280342
Office Superintendent	Ms. C. Kulanthai Therase	6383236720
HoD of Tamil	Dr. G. Tamilarasi	8681891277
HoD of English	Rev. Fr. A. Thiviya Alexander	9176594592
HoD of Commerce	Dr. M. Prabhu	7811877818
HoD of Business Administration	Rev. Dr. M. Anthonysamy	9047060118
HoD of Computer Applications	Dr. M. Sivasankari	6379310932
College Bus- In charge	Mr. J. John Kennedy	9626052266
Hostel Warden(Girls)	Rev. Sr. A. Gracy Rani	9500253288
Hostel Warden (Boys)	Rev. Fr. A. Thomas Arokiasamy	9585271928

### **1.3 Vision and Mission of the College**

#### **VISION**

Don Bosco College of Arts and Science, inspired by divine and human values, envisage enlightenment and empowerment of the youth towards personal and social transformation.

#### **MISSION**

- To make higher education qualitative, inclusive, cost effective and accessible to the rural masses.
- To exercise a preferential options in favour of the rural youth, especially the first generation learners and those of the weaker sections.
- 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.
- 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, Goals, Objectives 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.

#### **Goals:**

- To maintain unique Academic Excellence.
- To inculcate academic ethics.
- To equip the students with global competencies. To bring out the inner power and potential in youth and channelize them towards nation-building.

- To engage in relevant research activities.
- To promote community – oriented programmes.

### Objectives:

- To groom intellectually competent, professionally efficient, socially responsible and morally upright persons through holistic and innovative educational system of Don Bosco.
- To ensure and support quality physical infrastructure for promoting effective academic interplay.
- To help students develop competence, commitment and compassion.
- To collaborate with institutions and execute subject – based projects to develop rural India.
- To equip the students with employability skills.

### 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 are 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.

## 1.5 List of University Rank Holders

### UNIVERSITY RANK HOLDER DETAILS

S. No	Students Name	Department	BATCH	Subject	University Rank Position
1	CHRISTOPHER S	B. Sc MATHS	2013 – 2016	PART II - ENGLISH	14
2	MARIA SUTHISH I	B. Sc MATHS	2013 – 2016	PART I - TAMIL	19
3	THIRUMAL MURUGAN C	B. Sc MATHS	2014 - 2017	PART I - TAMIL	17
4	KASTHURI THILAGAM P	BCA	2014 - 2017	MAJOR	6
5	DENISH A	B. A ENGLISH	2015 - 2018	PART II - ENGLISH	13
6	SEETHA LAKSHMI V	B. A TAMIL	2017 - 2020	MAJOR	2
7	ISAI LAKSHMI B	BCA	2018 - 2021	MAJOR	9
8	ISHWARYA A	BCA	2020 -2023	MAJOR	14

## **2. ADMINISTRATIVE STRUCTURE OF THE COLLEGE**

### **2.1 Managing Body**

#### **SECRETARY**

**Rev. Fr. Dr. P. Rajadevan, M.A., B.Ed., M.Phil., Ph.D.,**

#### **PRINCIPAL**

**Dr. M. Prabhu,**

**M.Com., M.Phil., M.B.A., B.Ed., M.Com (F&C)., Ph.D.,**

#### **ACADEMIC COORDINATOR**

**Rev. Fr. A. Peter Arokiaraj, M.Sc., (Ph.D).,**

#### **VICE - PRINCIPAL**

**Mrs. S. Theivarathina,**

**M.A., M.Phil., B.LISe.,(Ph.D)., : Culturals & Programme  
Coordinator**

#### **CONTROLLER OF EXAMINATIONS**

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

### **2.2 College Governing Body**

**Rev. Fr. S. Agilan Sarprasadam, SDB : President**

**Rev. Fr. P. Xavier Michael, SDB : Vice President**

**Rev. Fr. S. Amaladoss Samson, SDB : Treasurer**

**Rev. Fr. Dr. P. Rajadevan, SDB : Secretary**

**Dr. M. Prabhu : Principal**

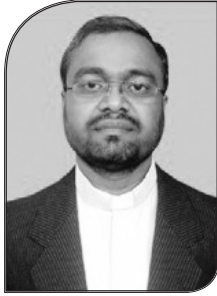
**Rev. Fr. M. Arul Raj SDB : Administrator**

**Rev. Fr. A. Peter Arokiaraj SDB : Academic  
Coordinator**

<b>Mrs. S. Theivarathina</b>	: Vice Principal (Cultural & Programme Coordinator)
<b>Mrs. V. Parvatha</b>	: Controller of Examinations
<b>Rev. Fr. A. Thiviya Alexander</b>	: Member
<b>Rev. Fr. A. Thomas Arockiasamy SDB</b>	: Member
<b>Dr. M. Sivasankari</b>	: IQAC Coordinator
<b>Ms. C. Kulanthai Therase</b>	: Staff (Non- Teaching)
<b>Dr. B. Sundara Kannan,</b> MSU, Tirunelveli	: University Representative



## 2.3 List of Secretaries



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

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

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**Rev. Dr. A. Amala Jeya Rayan**  
(2018-2021)



**Rev. Dr. S. Victor Antonyraj**  
(2021-2024)

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**Rev. Fr. Dr. P. Rajadevan**  
(2024 onwards)

## 2.4 List of Principals



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

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**Rev. Dr. A.S. Joseph Charles**  
(2021- 2022)

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

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**Dr. R.D. Thilaga**  
(2022 - 2024)

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



**Dr. M. Prabhu**  
(2024 onwards)

## 2.5 Faculty Members

### TAMIL

**Dr. G. Tamilarasi,**

M.A., M.Sc(Psy), M.Ed., NET, Ph. D : HOD

**Mrs. S. Theivarathina,**

M.A., M.Phil., B.LISc., (Ph. D) : Asst. Prof

**Mr. S. Iyyappan,**

D.T.Ed., M.A., B.Ed., M.Phil., NET, (Ph. D) : Asst. Prof

**Rev. Fr. Thomas Louis,**

M.A., M.Phil., NET : Asst. Prof

**Dr. M. Mahesh Kumar**

D.T.Ed., M.A., M.Phil., Ph.D : Asst. Prof

**MR. K. Marshal Joshua Allan,**

M.A., NET : Asst. Prof

### ENGLISH

**Rev. Fr. A. Thiviya Alexander,**

M.A., M.Phil., (Ph.D) : Asst. Prof & HoD

**Mr. K. Mahendran,**

M.A., M.Phil., NET : Asst. Prof

**Ms.V.P. Sujeetha,**

M.A., M.Phil. B.Ed : Asst. Prof

**Mr. A. Arputharaj,**

M.A., M.Phil. : Asst. Prof

**Ms. R. Antony Sowmiya,**

M.A., B.Ed.:Asst. Prof.

**Mr. B. Vinoth**

M.A., B.Ed. : Asst.Prof.

**Ms. P. Rama**

M.A.

### COMMERCE

**Dr. M. Prabhu,**

M.Com., M.Phil., M.B.A., B.Ed., M.Com (F&C), Ph.D. : Asst. Prof, & HoD

**Mr. B. Karthick,**  
M.Com., (Ph.D) : Asst. Prof

**Mr. M. Maharaja,**  
M.Com., M.Phil., (Ph.D) : Asst. Prof

**Mrs. N. Janaki,**  
MBA., M.Phil. : Asst. Prof

### **COMPUTER APPLICATIONS**

**Dr. M. Sivasankari,**  
M.Sc., M.Phil., PGDCA., Ph.D.: Asst. Prof, & HoD

**Mrs. V. Parvatha,**  
MCA., M.Phil., (Ph.D) . : Asst. Prof

**Rev. Fr. Dr. S. Alexander Suresh,**  
M.Sc., M.Phil., Ph.D.: Asst. Prof

**Rev. Fr. Dr. A.S. Joseph Charles,**  
MCA., NET., SET., Ph.D. : Asst. Prof

**Ms. M. Keerthana,**  
M.Sc.: Asst. Prof

**Mr. M. Puthiyavan**  
MCA, Lab Assistant

### **BUSINESS ADMINISTRATION**

**Rev. Fr.Dr.M.Anthonysamy,**  
M.Com., Ph.D. Asst. Prof & HoD

**Mrs. D. Kanmani,**  
M.B.A., M.Phil. : Asst.Prof.

**Ms. S.Shenbagavalli**  
M.B.A. : Asst. Prof.

**Ms. A. Antony Jacquelin**  
M.B.A. : Asst. Prof.

## **LIBRARIAN**

**Mr. S. Mohan Kumar,**

M.A., M. LISc., M.Phil., NET, SET., (Ph.D)., : Librarian

## **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. R. Sahayaraj,**

B.A ., Office Assistant

**Mr. K. Balasubramanian**

Office Attender

**Mr. A. Jesuraja**

Scavenger

## **Committees and Clubs**

### **1. ACADEMIC COUNCIL**

**Dr. M. Prabhu**

**Rev. Fr. A. Peter Arokiaraj**

HoDs, Vice Principal, Exam Coordinator

### **2. FINANCE COMMITTEE**

**Rev. Fr. Dr. P.Rajadevan**

**Rev. Fr. A.Peter Arokiaraj**

**Dr. M. Prabhu**

**Rev. Fr. M. Arul Raj**

**Mr. A. Karuppasamy**

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

**Rev. Fr. Dr. P.Rajadevan**

**Dr. M. Prabhu**

**Rev. Fr. A. Peter Arokiaraj**

**Rev. Dr. S. Alexander Suresh**

**Rev. Dr. M. Anthonysamy**

**Dr. M. Sivasankari** : Coordinator IQAC  
**Mr. B. Karthick** : Criterion -1 Coordinator  
**Mrs. V. Parvatha** : Criterion -2 Coordinator  
**Dr. M. Prabhu** : Criterion -3 Coordinator  
**Mr. S. Mohan Kumar** : Criterion -4 Coordinator  
**Dr. G. Tamilarasi** : Criterion -5 Coordinator  
**Dr. M. Maheshkumar** : Criterion -6 Coordinator  
**Mr. M. Maharaja** : Criterion -7 Coordinator

#### **4. STUDENTS COUNCIL ADVISORS**

**Dr. M. Prabhu**  
**Mrs. V. Parvatha** : Coordinator  
**Mr. M. Maharaja**  
**Ms. A. Anthony Jacquin**  
**Ms. V. P. Sujeetha**  
**Mrs. S. Theivarathina**

#### **5. EXAMINATION CELL**

**Dr. M. Prabhu**  
**Mrs. V. Parvatha** :Exam Coordinator  
**Ms. S. Shenbagavalli**  
**Mr. B. Karthick**  
**Mr. S. Iyyappan**  
**Ms. V. P. Sujeetha**  
**Mr. K. Balasubramanian**

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

**Dr. M. Prabhu**  
**Rev. Fr. A. Peter Arokiaraj**  
**Mrs. V. Parvatha**  
**HoDs**

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

**Dr. M. Prabhu**  
**Rev. Fr. Dr. A. Anthonysamy**: Coordinator  
**Mr. K. Marshal Joshua Allan**  
**Ms. R. Antony Sowmiya**  
**HoDs & Vice Principal**

**8. CAREER GUIDANCE AND PLACEMENT CELL**

**Dr. M. Prabhu**

**Mrs. D. Kanmani : Coordinator**

**Mr. K. Marshal Joshua Allan**

**9. LIBRARY ADVISORY COMMITTEE**

**Dr. M. Prabhu : Coordinator**

**Mr. S. Mohan Kumar**

**HoDs**

**10. HOSTEL ADVISORY COMMITTEE**

**Rev. Fr. Dr. P.Rajadevan**

**Dr. M. Prabhu**

**Rev. Fr. Thomas Arokiasamy : Warden Boys Hostel**

**Bro. P. Antony :Sub Warden Boys Hostel**

**Rev. Sr. A. Gracy Rani : Warden Girls Hostel**

**11. ANTI-RAGGING COMMITTEE**

**Dr. M. Prabhu (Principal)**

**Rev. Fr. Dr. S. Alexander Suresh (Coordinator)**

**Rev. Fr. A. Peter Arokiaraj (Academic Coordinator)**

**Rev. Fr. Dr. M. Anthonysamy**

**Mrs. S. Theivarathina**

**Dr. M. Sivasankari**

**Rev. Fr. A. Thiviya Alexander**

**12. DISCIPLINE AND STUDENT WELFARE COMMITTEE**

**Dr. M. Prabhu**

**Rev. Fr. A. Peter Arokiaraj: Coordinator**

**Rev. Fr. A. Thivya Alexander**

**Mr. S. Mohan Kumar**

**VP & HoDs**

**13. COMPLAINTS AND REDRESSAL COMMITTEE**

**Dr. M. Prabhu**

**Rev. Fr. A. Peter Arokiaraj : Coordinator**

**VP & HoDs**

**14. ICC (Internal Complaints Committee)**

**Mrs. V. Parvatha (Coordinator)**

**Mrs. S. Theivarathina**

**Dr. M. Sivasankari**

**Dr. G. Tamilarasi**

**Ms. C. Kulanthai Therase**

**Mrs. D. Kanmani**

**15. ANTI-DRUG CLUB**

**Rev. Fr. Dr. M. Anthonysamy (Coordinator)**

**Mr. S. Mohankumar**

**Mr. M. Maharaja**

**Mr. S. Iyyappan**

**Mas. V. Manimanthiram (Student)**

**Mas. A. Malaimani (Student)**

**16. STAFF WELFARE COMMITTEE**

**Rev. Fr. Dr. P. Rajadevan**

**Dr. M. Prabhu**

**Rev. Fr. A. Peter Arokiaraj**

**Rev. Fr. M. Arul Raj**

**Mr. A. Karuppasamy**

**17. ADMISSION COMMITTEE**

**Rev. Fr. Thomas Arockiasamy: Coordinator**

**Rev. Dr. Antonysamy**

**Dr. M. Prbhu**

**Dr. G. Tamilarasi**

**Ms. N. Janaki**

**Mr. S. Mohan Kumar**

**Mr. S. Iyyappan**

**Mr. M. Maharaja**



**CLUBS  
FIRST YEAR**

**ECO – CLUB**

**Ms. M. Keerthana : Coordinator**  
**Rev. Fr. M. Arul Raj**  
**Mr. B. Vinoth**  
**Ms. S. Shenbagavalli**

**ROAD SAFETY PATROL (RSP)**

**Mr. B. Karthick: Coordinator**  
**Ms. A. Antony Jacquelin**  
**Mrs. D. Kanmani**

**SECOND YEAR**

**NSS / Electoral Literacy Club**

**Mr. S. Iyyappan : Coordinator**  
**Ms. R. Antony Sowmiya**

**YOUTH RED CROSS (YRC)**

**Dr. Mahesh Kumar : Coordinator**  
**Mrs.N. Janaki**  
**Mrs.V . Parvatha**

**THIRD YEAR RED RIBBON CLUB (RRC)**

**Mr. A. Arputharaj: Coordinator**  
**Mr. M. Maharaja**  
**Ms. P. Rama**

**AWARENESS AND AICUF**

**Rev. Fr. Dr. M. Anthonysamy : Coordinator**  
**Mr.K.Marshal Joshua Allan**  
**Ms. V.P. Sujeetha**  
**Ms. R. Antony Sowmiya**

### **FINE ARTS AND MEDIA CLUB**

**Rev. Fr. A. Thivya Alexander: Coordinator**

**Dr. M. Sivasankari**

**Ms. S. Shenbagavalli**

**Ms. N. Janaki**

**Mr. M. Maharaja**

**Dr. M. Mahesh kumar**

**Ms. R. Antony Sowmiya**

### **QUIZ CLUB**

**Mr. K. Mahendran : Coordinator**

**Mr. B. Vinoth**

**Ms. S. Shenbagavalli**

### **WEBSITE MANAGEMENT**

**Rev. Fr. Dr. S. Alexander Suresh : Coordinator**

**Mr. M. Maharaja**

**Mr. S. Iyyappan**

**Mr. R. Sahayaraj**

**Mrs. S. Theivarathina**

**Mr. M. Puthiyavan**

### **E-CELL (ENTREPRENEURSHIP AND INNOVATION)**

**Mrs. D. Kanmani: Coordinator**

**Mrs. S. Theivarathina**

**Mr. B. Vinoth**

**Ms. M. Keerthana**

### **CERTIFICATE COURSES**

**Rev. Fr. A. Peter Arokiaraj**

**Dr. G. Tamilarasi : Coordinator**

**A. Antony Jacquelin : Asst. Coordinator**

**VP & HoDs**

### **STUDENT SERVICES**

#### **SCHOLARSHIP AND BOSCO FUND (SC/ST, Minority and OBC)**

**Dr. M. Prabhu**

**Rev. Fr. Dr. P. Rajadevan**

**Rev. Fr. A. Thomas Arockiyasamy : Coordinator**

**Rev. Fr. M. Arul Raj**  
**Mr. S. Mohan Kumar**  
**Bro. P. Antony Fernades**

**WOMEN'S CELL**

**Ms. V.P. Sujeetha :Coordinator**  
**Mrs. D. Kanmani**  
**Ms. S. Shenbgavalli**  
**Ms. P. Rama**  
**Ms. C. Kulanthai Therase**

**DON BOSCO PAST PUPILS (ALUMNI)**

**Rev. Fr. A. Thiviya Alexander - Delegate**  
**Dr. M. Prabhu**  
**Rev. Fr. M. Arulraj**  
**Dr. M. Sivasankari : Staff Coordinator**  
**Mr. Arputharaj**  
**Ms. Rama**  
**HoDs & VP**

**CANTEEN AND STORE**

**Rev. Fr. M. Arul Raj**  
**Rev. Fr. A. Thomas Arockiyasamy**  
**Dr. M. Prabhu**

**COLLEGE BUS**

**Rev. Fr. Dr. P. Rajadevan**  
**Dr. M. Prabhu**  
**Rev. Fr. M. Arul Raj**  
**Mr. K. Karuppasamy**  
**Mr. S. Mohan kumar**  
**Mis. S. Theivarathina**  
**Mr. J. Kennedy**

**STAFF SECRETARY**

**Mr. M. Maharaja**

**COLLEGE CHRONICLES & DOCUMENTATION**

**Mrs .S.Thivarathina : Coordinator**  
**Mr. K. Mahendran**

**Ms.N.Janaki**  
**Ms.R.Antony Sowmiya**  
**Ms.A.Antony Jacquelin**

**EXTENSION DEPARTMENT**

**Rev. Fr. M. Arul Raj**  
**HoDs**

**RELIGION, ETHICS AND DB CARE**

**Rev. Fr. C. George Chinappan SDB**  
**HoDs**

**MAGAZINE, E-NEWS LETTER AND ACADEMIC  
CALENDER**

**Rev. Fr. A.Thomas Arockiyasamy: Coordinator**  
**Mr. K. Marshal Joshua Allan**  
**Ms.R. Antony Sowmiya**  
**Ms. S. Shenbagavalli**  
**Mr. R. Sahayaraj**  
**Mr. M. Puthiyavan**

**ATTENDANCE MONITORING**

**Rev. Fr. A. Peter Arokiaraj**  
**Mrs.S. Theivarathina**  
**Mr. S. Mohankumar**  
**Mr. K. Balasubramanian**  
**HoDs & VP**

**AWARDS COMMITTEE**

**Mrs. V. Parvatha : Coordinator**  
**HoDs & VP**

**RESEARCH ADVISORY COMMITTEE**

**Dr. M. Prabhu**  
**Rev. Fr. Dr. S. Alexander Suresh**  
**Dr. M.Sivasankari**  
**Dr. M. Mahesh kumar**

### 3. COURSE DETAILS

#### 3.1 Courses Offered

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

#### Under Graduate Programme:

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 2024-2025

S. No		Course	Total Annual Fee	Per Semester
1.	UG	B.A. Tamil	19000	9500
2.	UG	B.A. English	19000	9500
3.	UG	B.Com. (Commerce)	20000	10000
4.	UG	B. Sc. Mathematics	20000	10000
5.	UG	B.C.A. (Computer Applications)	22000	11000
6.	UG	B.B.A. (Business Administration)	19000	9500
7.	PG	M.A. English	24000	12000

### 3.3 Academic Evaluation System

The controller of examinations of the MANONMANIAM SUNDARANAR 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 also declares the results subsequently. The students will pay the examination fee to the university as per university norms.

<b>Internal Marks: 25</b>	<b>External Marks: 75</b>	<b>Total Marks: 100</b>
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#### Internal Evaluation

Internal Marks: 25

Internal I -1.00 Hour

Internal II -1.00 Hour 20 Marks

Internal III -1.00 Hour

Assignment and Attendance 5 Marks

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

#### External Evaluation

External Marks: 75 (3.00 Hours)

Question Pattern (Total Marks: 75)

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

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

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

UG Grade LEGENDS					PG Grade LEGENDS				
S. No.	Percentage of Marks	Letter Grade	Grade Point	Performance	S. No.	Percentage of Marks	Letter Grade	Grade Point	Performance
1	90 – 100	O	10	Outstanding	1	90 - 100	O+	10	Outstanding
2	80 – 89	A+	9	Excellent	2	80 - 89	O	9	Excellent
3	70 – 79	A	8	Very Good	3	70 - 79	A+	8	Very Good
4	60 – 69	B+	7	Good	4	60 - 69	A	7	Good
5	50 – 59	B	6	Above Average	5	55 - 59	B+	6	Above Average
6	40 – 49	C	5	Pass	6	50 - 54	B	5	Pass
7	0 – 39	RA	-	Re Appear	7	0 - 49	RA	-	Re Appear
8	Absent	AA	-	Absent	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 reevaluation 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 the 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 would 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. The duration of each course is 60 hours per year.



#### **4. ADD – ON COURSE**

The add-on course classes do not disrupt the student's academic schedule and are comfortably held on Saturdays. 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 and Students complete coursework on their own time but still need to meet weekly deadlines, a format that offers flexibility for staff and 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 their 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 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. Karisal Tamil (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 neighborhood. 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 control of 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 youth 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 contact with the community, administration, student volunteers and Programme Officers 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.
- Campus cleaning

#### **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 organise 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 fact 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, 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 talents 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.
- Organizes a wide range of activities that nurture creativity and artistic talents among students

## 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 quiz 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.
- Engages Students in activities that promote knowledge critical thinking and quick reasoning.

## 11. Kalam Readers Club

Kalam Readers club is an activity where a group of friends read the books within a set period, then gather together

to discuss it (everyone has their own copy). Essentially its 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 availed 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 Under Graduates and Post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. The Placement Cell operates round the year to facilitate contacts between companies and graduates.

## **15. 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 Fund (BOSS)**

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 AND FACILITIES**

- (1) **Library:** 9881 books are available. The digitized library regularly stacks few 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, Tharuvaikulam, Kamanayakkanpatti, Pasuvanthanai, Ottapidaram, Vilathikulam, Kovilpatti and Vembar.
- (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 and Employment for Either of the parent of the students should be working under Beedi, Iron Ore Manganese and Chrome Ore Mines, Limestone and 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 Foundation Scholarship:** it is sanctioned by the College Management for the following Applicant only
  - An Orphan (or) Semi-orphan.
  - Abandoned by the parents and looked after by a Guardian.
  - Sri Lankan Tamils residing at Rehabilitation Camps.
  - The first graduate from the poor family.
  - 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.
  - a. Education loan scheme to poor students to complete their course.
11. **Jindal Scholarship:** Jindal Scholarship sanctioned by Sitaram Jindal Foundation
12. **Fr. Joseph Antony's Merit Scholarship** is given to the students who get highest score from fifth semester to sixth semester from Bosco student solidarity fund. It's established out of the generous contribution from the staff and students every year.
13. Pudhumai pen and Tamil Pudhalvan Scholarship by the tamil Nadu Government.

## 7. GENERAL RULES AND REGULATIONS.

### 7.1 Code of Conduct

**கேலி மற்றும் அச்சுறுத்தல் தடைச்சட்டம் - 1997**  
**அச்சுறுத்தி கேலி செய்தல் (ரேகிங்) என்பது:**

1. (அ) கல்வி நிறுவனங்களில் கூச்சலிடுதல், ஒழுங்கு முறைகளற்ற தவறான வழிகளில் ஒருவரை உடல் ரீதியாகவோ (அல்லது) மன ரீதியாகவோ காயப்படுத்துதல், பயமுறுத்துதல், அவமானப்படுத்துதல், மனதினை வேதனைப்படுத்துமாறு நடந்து கொள்ளுதல் போன்ற காரியங்களில் ஈடுபடுவது.

(ஆ) பிற மாணவர்களைக் கோபமூட்டி, இழிவுபடுத்தும் வண்ணம் எள்ளி நகையாடி புண்படுத்துதல்.

(இ) பிற மாணவர்களைச் செய்ய முடியாத (அல்லது) செய்யத் தகாத 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. அச்சுறுத்தி கேலி செய்தல் (ரேகிங்) என்பது கல்வி நிறுவனங்களின் உள்ளேயும், வெளியேயும் முழுவதுமாகத் தடை செய்யப்பட்டதாகும்.

4. ஒருவர் இக்காரியத்திற்கு நேரடியாகவோ (அல்லது) மறைமுகமாகவோ உடன் பட்டாலோ, இக்குற்றத்தைச் செய்பவருக்குத் 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 உள்ளாவர்.

5. இச்சட்டத்தின் நான்காவது பிரிவின் கீழ் 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 செய்ததால் (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.

### **கேல் செய்தல் (Ragging) தொடர்பாக பெற்றோர் / பாதுகாப்பாளரின் உறுதிமொழி**

1. நான் ----- த/பெ, தா/பெ,பா/பெ -----உச்ச நீதிமன்றத்தால் அதிகாரப் பூர்வமாகச் சட்டமாக்கப்பட்டு, பல்கலைக்கழக மானியக்குழுவினால் தடைசெய்யப்பட்டு, உயர்கல்வி நிறுவனங்களில் 2009-ஆம் ஆண்டு முதல் அமல்படுத்தப்பட்டுள்ள “ரேகிங்” எனப்படும் அச்சுறுத்தி

கேலி செய்கின்ற அபாயகரமான செயல்பாடுகளைப் பற்றி முழுமையாக படித்து அறிந்து கொண்டேன்.

2. என்னுடைய மகன் /மகள் பாதுகாப்பில் இருக்கும் நபர் இப்படிப்பட்ட விரும்பத்தகாத செயல்களில் ஈடுபடமாட்டார் என்று இதன் மூலம் உறுதியளிக்கிறேன்.
3. என்னுடைய மகன் /மகள் இப்படிப்பட்ட தவறான காரியத்தில் ஈடுபட்டால், தாங்கள் அவன் /அவள் மீது எடுக்கும் பல்கலைக்கழக மானியக்குழுவினால் அறிவிக்கப்பட்டுள்ள சட்டப்படியான நடவடிக்கைகளுக்கு உட்படுகிறேன் என்று இதன் மூலம் உறுதியளிக்கிறேன்.

பெயர் :

முகவரி:

நாள் :

கையொப்பம் :

### கேலி செய்தல் (RAGGING) தொடர்பாக மாணவர்களின் உறுதிமொழி

1. நான் -----  
(த/பெ, தா/பெ,பா/பெ) திரு.திருமதி -----  
----- உச்ச நீதிமன்றத்தால்  
அதிகாரப் பூர்வமாகச் சட்டமாக்கப்பட்டுள்ள “ரேகிங்”  
எனப்படும் அச்சுறுத்தி கேலி செய்கின்ற அபாயகரமான  
செயல்பாடுகளைப் பற்றி முழுமையாக படித்து அறிந்து  
கொண்டேன்.
2. பல்கலைக்கழக மானியக் குழுவினால் 2009-ஆம்  
ஆண்டு அதிகாரப்பூர்வமாக 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 விரும்பத்தகாத காரியங்களில் ஈடுபடமாட்டேன்.  
ஆ) நான் அச்சுறுத்திக் கேலி செய்வதில் பங்குபெறவும், பரவச்செய்யவும், வளரச் செய்யவும் மாட்டேன்.  
இ) நான் பிறரைப் புண்படுத்தும் வகையில் உடல் மற்றும் மனரீதியாக ஒரு தீங்கினையும் செய்யமாட்டேன்.
5. நான் மாணவர்களை அச்சுறுத்தி கேலி செய்தால், மேலே குறிப்பிடப்பட்டுள்ள பல்கலைக்கழக மானியக்குழுவின் ஒழுங்கு முறைகளுக்குப் புறம்பாக நடந்ததாகத் தண்டனைக்கு உள்ளாவேன் என்று உறுதியளிக்கிறேன்.
6. மேலும் இது தொடர்பாக நான் இதுவரை எந்த நிறுவனத்திடமிருந்தும் வெளியேற்றப் படவோ அல்லது சேர்க்கை மறுக்கப்படவோ இல்லை என்று இதன் மூலம் தெரிவித்துக் கொள்கிறேன்.

நாள் :

பெயர்:

முகவரி:

கையொப்பம்:



## General Code of Conduct for Students

Code of Conduct is drawn up to ensure proper and smooth functioning of the 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 up. 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 blocks, 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 cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
10. Possession of cell phones inside the examination hall is strictly banned. Bringing and keeping cell phones, 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 cell phones 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 it 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 Teaching and Administrative 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 / Practical's 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.
6. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
7. Every teacher shall assess impartially the performance of students in tests, examinations, assignments,

practical's, dissertations, thesis, etc., He should not indulge in over-making, under making or other attempts at victimization on any ground.

8. No teacher shall resort to unauthorized use of College resources or facilities for personal, commercial, political or other purpose not related to the College.
9. 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.
10. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.
11. 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 be in any manner force their subordinates or students against their will for the canvassing of his election.

## 12. ACADEMIC CALENDER

### MONTHLY PROGRAMME FOR JUNE - 2024

Date	Day	Day Order	Event
1	Sat		
2	Sun		Sunday - Holiday
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun		<i>Sunday - Holiday</i>
10	Mon		Staff Animation by the Secretary
11	Tue		Staff Animation by the Principal
12	Wed		Visit of the Provincial
13	Thu		Communicative English training
14	Fri		Communicative English training
15	Sat		Communicative English training
16	Sun		Sunday - Holiday
17	Mon		<i>Bakrid - Holiday</i>
18	Tue		
19	Wed	I	Classes begin for the II & III UG & II PG / Common Assembly – Dept. of BCA / Principal meets II, III UG & II PG Students
20	Thu	II	
21	Fri	III	
22	Sat	--	<i>Saturday - Holiday</i>
23	Sun	--	<i>Sunday - Holiday</i>
24	Mon	IV	Classes begin for the I year UG & PG
25	Tue	V	Bridge Course - Spoken English for I year
26	Wed	VI	Spoken English for I year
27	Thu	I	Spoken English for I year / Department Review meeting
28	Fri	II	Spoken English for I year / Staff Review meeting
29	Sat	III	Staff Animation
30	Sun	--	<i>Sunday - Holiday</i>

Number of working days for this Month – 9

Spread Love Everywhere You Go – Mother Theresa.

**MONTHLY PROGRAMME FOR JULY - 2024**

Date	Day	Day Order	Event
1	Mon	IV	Common Assembly – Dept. of Tamil
2	Tue	V	
3	Wed	VI	
4	Thu	I	
5	Fri	II	Holy Mass – Dept. of BCA & Yoga
6	Sat	III	Fresher's Day (Department wise)
7	Sun	--	<i>Sunday -Holiday</i>
8	Mon	IV	Staff Review Meeting
9	Tue	V	
10	Wed	VI	Spoken English Training – III year (Beehive & Rotary club)
11	Thu	I	Spoken English Training – III year (Beehive & Rotary club)
12	Fri	II	Spoken English Training – III year (Beehive & Rotary club)
13	Sat	--	<i>Saturday - Holiday</i>
14	Sun	--	<i>Sunday - Holiday</i>
15	Mon	III	
16	Tue	IV	
17	Wed	--	<i>Muharram - Holiday</i>
18	Thu	V	
19	Fri	VI	Student's Union Election
20	Sat	--	<i>Saturday -Holiday</i>
21	Sun	--	<i>Sunday – Holiday</i>
22	Mon	I	Completion of Unit I
23	Tue	II	Association Meeting – BBA / Association Meeting – BCA
24	Wed	III	Association Meeting - English
25	Thu	IV	Association Meeting - B com
26	Fri	V	Association Meeting - Tamil
27	Sat	--	<i>Saturday -Holiday</i>
28	Sun	--	<i>Sunday - Holiday</i>
29	Mon	VI	Blood Donation Camp ( YRC, RRC & Primary Health centre )
30	Tue	I	Dept. Review Meeting
31	Wed	II	Staff Review Meeting

Number of working days for this Month – 23

Life is like riding a bicycle. To keep your balance, you must keep moving – Albert Einstein.

**MONTHLY PROGRAMME FOR AUGUST - 2024**

Date	Day	Day Order	Event
1	Thu	III	Inauguration of Student's Council / Staff Review Meeting
2	Fri	IV	Holy Mass – Dept. of Tamil / Yoga
3	Sat	--	<i>Saturday –Holiday</i>
4	Sun	--	<i>Sunday - Holiday</i>
5	Mon	--	Our Lady of Snows Feast -Holiday
6	Tue	V	Completion of Unit – II & Submission of I Internal Questions
7	Wed	VI	
8	Thu	I	I Internal Test
9	Fri	II	I Internal Test
10	Sat	IV	I Internal Test
11	Sun	--	<i>Sunday - Holiday</i>
12	Mon	III	I Internal Test
13	Tue	IV	I Internal Test
14	Wed	V	Puthan Mutram
15	Thu	--	Our lady of Assumption/ Independence Day – Holiday
16	Fri	VI	Common Assembly – Dept. of English / Birthday of St. John Bosco & Foundation Day
17	Sat	--	<i>Saturday -Holiday</i>
18	Sun	--	<i>Sunday - Holiday</i>
19	Mon	I	
20	Tue	II	
21	Wed	III	Talent Fest
22	Thu	IV	Talent Fest
23	Fri	V	
24	Sat	--	<i>Saturday –Holiday</i>
25	Sun	--	<i>Sunday – Holiday</i>
26	Mon	--	Krishna Jeyanthi - Holiday
27	Tue	VI	Completion of Unit – III
28	Wed	I	
29	Thu	II	Dept. Review Meeting
30	Fri	III	Staff Review Meeting
31	Sat	--	<i>Saturday –Holiday</i>

Number of working days for this Month –20

Out of the mountain of despair, a stone of hope – Martin Luther King JR.



**MONTHLY PROGRAMME FOR SEPTEMBER - 2024**

Date	Day	Day Order	Event
1	Sun	--	<i>Sunday - Holiday</i>
2	Mon	IV	Common Assembly – Dept. of Commerce
3	Tue	V	Submission of I Internal Marks / Coffee House Inauguration - Dept. of English
4	Wed	VI	
5	Thu	I	Completion of Unit – III/ Teacher's Day Celebration
6	Fri	II	Holy Mass – Dept. of English / Yoga
7	Sat	--	Vinayaka Chaturthi - Holiday
8	Sun	--	Sunday - Holiday
9	Mon	III	Wellness Factors -Through Counselling and Freedom from Addiction (NSS)
10	Tue	IV	Wellness Factors -Through Counselling and Freedom from Addiction
11	Wed	V	Puthan Mutram
12	Thu	VI	Parents Meeting – III Year Students
13	Fri	I	Completion of Unit – IV / Submission of II Internal Questions / State Level Technical Symposium - Dept. of BCA
14	Sat	--	<i>Saturday-Holiday/ Industrial Visit –Dept. of BBA&amp;Dept. of Commerce</i>
15	Sun	--	<i>Sunday - Holiday</i>
16	Mon	--	Milad un-Nabi–Holiday
17	Tue	II	II Internal Test
18	Wed	III	II Internal Test
19	Thu	IV	II Internal Test
20	Fri	V	II Internal Test
21	Sat	--	<i>Saturday -Holiday</i>
22	Sun	--	<i>Sunday – Holiday</i>
23	Mon	VI	
24	Tue	I	
25	Wed	II	Puthan Mutram / State Level Seminar - Dept. of English
26	Thu	III	
27	Fri	IV	Annual Sports Day
28	Sat	--	Staff Animation – FDP on Laughter Therapy
29	Sun	--	<i>Sunday – Holiday</i>
30	Mon	V	Staff Review Meeting

Number of working days for this Month – 20

I slept and dreamt that life was joy. I awoke and saw that life was service. I acted and behold, service was joy – Rabindanath Tagore.

**MONTHLY PROGRAMME FOR OCTOBER- 2024**

Date	Day	Day Order	Event
1	Tue	VI	Gandhi Jeyanti – Holiday/ Exam fee payment with penalty portal closing
2	Wed	--	
3	Thu	II	Holy Mass – Dept. of Commerce / Yoga
4	Fri	III	Saturday - Holiday - njhd;kq;fis Nehf;fpag; gazk;; - Dept. of Tamil
5	Sat	--	<i>Sunday – Holiday</i>
6	Sun	--	
7	Mon	IV	
8	Tue	V	TNSCST Popularization of Science – Seminar - Dept. of BCA
9	Wed	VI	TNSCST Popularization of Science – Seminar - Dept. of BCA
10	Thu	I	Saraswati Puja, Aayuth Puja - Holiday
11	Fri	--	Vijaya Dhasami–Holiday
12	Sat	--	Sunday – Holiday
13	Sun	--	<i>Commencement of Practical Exam for UG students</i>
14	Mon	II	
15	Tue	III	Submission of III internal Question Paper
16	Wed	IV	
17	Thu	V	
18	Fri	VI	Saturday –Holiday
19	Sat	--	<i>Sunday – Holiday</i>
20	Sun	--	<i>III Internal Test</i>
21	Mon	I	III Internal Test
22	Tue	II	III Internal Test
23	Wed	III	III Internal Test
24	Thu	IV	
25	Fri	V	Saturday –Holiday
26	Sat	--	<i>Sunday – Holiday</i>
27	Sun	--	<i>Dept. Review Meeting / Provincial Visitation / Common Assembly – Dept. of BBA</i>
28	Mon	VI	Staff Review Meeting
29	Tue	I	Submission of Consolidate Marks / Last working day of ODD Semester
30	Wed	II	Deepavali– Holiday
31	Thu	--	Deepavali– Holiday

Number of working days for this Month – 20

If you can stay positive in negative situation then you win every time – Dr. A.P.J. Abdul Kalam.

**MONTHLY PROGRAMME FOR NOVEMBER - 2024**

Date	Day	Day Order	Event
1	Fri		
2	Sat		<i>Saturday –Holiday</i>
3	Sun	--	<i>Sunday – Holiday</i>
4	Mon		Commencement of ODD Semester examination
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat	--	<i>Saturday –Holiday</i>
10	Sun	--	<i>Sunday – Holiday</i>
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		<i>Saturday –Holiday</i>
17	Sun	--	<i>Sunday - Holiday</i>
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat	--	<i>Saturday -Holiday</i>
24	Sun	--	<i>Sunday - Holiday</i>
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		<i>Saturday -Holiday</i>

Number of working days for this Month –

Do not judge me by my success, judge me by how many times I fell down and got back up again – Nelson Mandela.

**MONTHLY PROGRAMME FOR DECEMBER - 2024**

Date	Day	Day Order	Event
1	Sun	--	<i>Sunday - Holiday</i>
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	--	<i>Sunday - Holiday</i>
9	Mon	I	Even Semester Classes Begin / Common Assembly BCA
10	Tue	II	
11	Wed	III	
12	Thu	IV	
13	Fri	V	
14	Sat	--	<i>Saturday - Holiday</i>
15	Sun	--	<i>Sunday - Holiday</i>
16	Mon	VI	
17	Tue	I	
18	Wed	II	
19	Thu	III	
20	Fri	IV	
21	Sat	--	<i>Saturday - Holiday</i>
22	Sun	--	<i>Sunday - Holiday</i>
23	Mon	V	
24	Tue	VI	Christmas Celebration
25	Wed	--	Christmas - Holiday
26	Thu	I	
27	Fri	II	
28	Sat	--	<i>Saturday - Holiday</i>
29	Sun	--	<i>Sunday - Holiday</i>
30	Mon	III	
31	Tue	IV	

Number of working days for this Month – 16

When you have a dream you've got to grab it and never let go – Carol Brunnett.

**MONTHLY PROGRAMME FOR JANUARY- 2025**

Date	Day	Day Order	Event
1	Wed	--	New Year - Holiday
2	Thu	V	Common Assembly – Dept. of Tamil
3	Fri	VI	Completion of Unit –I / Holy Mass Dept. of BBA/ Yoga & Submission of I Internal Questions
4	Sat	--	<i>Saturday –Holiday</i>
5	Sun	--	<i>Sunday - Holiday</i>
6	Mon	I	I Internal Test
7	Tue	II	I Internal Test
8	Wed	III	I Internal Test
9	Thu	IV	I Internal Test
10	Fri	V	
11	Sat	--	<i>Saturday -Holiday</i>
12	Sun	--	<i>Sunday - Holiday</i>
13	Mon	--	Bohi -Holiday
14	Tue	--	<i>Pongal - Holiday</i>
15	Wed	VI	<i>Thiruvalluvar Day</i>
16	Thu	I	<i>UzhavarThirunal</i>
17	Fri	II	
18	Sat	--	<i>Saturday –Holiday</i>
19	Sun	--	<i>Sunday - Holiday</i>
20	Mon	III	
21	Tue	IV	
22	Wed	V	Puthan Mutram
23	Thu	VI	
24	Fri	I	Mega Sale
25	Sat	--	<i>Saturday –Holiday</i>
26	Sun	--	<i>Republic Day/Sunday - Holiday</i>
27	Mon	II	Submission of I Internal Marks
28	Tue	III	Submission of II Internal Questions
29	Wed	IV	
30	Thu	V	Completion of Unit II / Dept. Review Meeting
31	Fri	VI	Staff Review Meeting

Number of working days for this Month – 20

There is nothing impossible to they who will try – Alexander the Greal.

**MONTHLY PROGRAMME FOR FEBRUARY- 2025**

Date	Day	Day Order	Event
1	Sat	--	<i>Saturday -Holiday</i>
2	Sun	--	<i>Mini Marathon / Sunday - Holiday</i>
3	Mon	I	Common Assembly – Dept. of English
4	Tue	II	
5	Wed	III	PuthanMutram
6	Thu	IV	
7	Fri	V	Holy Mass - Dept. of BCA / Yoga
8	Sat	--	<i>Saturday -Holiday</i>
9	Sun	--	<i>Sunday - Holiday</i>
10	Mon	VI	Completion of unit II & Submission of II Internal Questions
11	Tue	I	
12	Wed	II	II Internal Test
13	Thu	III	II Internal Test
14	Fri	IV	II Internal Test
15	Sat	--	<i>Saturday -Holiday</i>
16	Sun	--	<i>Sunday - Holiday</i>
17	Mon	V	II Internal Test
18	Tue	VI	
19	Wed	I	Puthan Mutram
20	Thu	II	
21	Fri	III	
22	Sat	--	<i>Saturday -Holiday</i>
23	Sun	--	<i>Sunday - Holiday</i>
24	Mon	IV	
25	Tue	V	
26	Wed	--	Maha Shivaraththiri - Holiday
27	Thu	VI	Completion of unit III / Dept. Review Meeting
28	Fri	I	Staff Review Meeting

Number of working days for this Month – 19

Keep your face always toward the sunshine and shadows will fall behind you – Walt Whitman.

**MONTHLY PROGRAMME FOR MARCH - 2025**

Date	Day	Day Order	Event
1	Sat	--	<i>Saturday -Holiday</i>
2	Sun	--	<i>Sunday - Holiday</i>
3	Mon	II	Common Assembly – Dept. of English
4	Tue	III	
5	Wed	IV	
6	Thu	V	
7	Fri	VI	Holy Mass Dept. of Tamil / Yoga
8	Sat	--	<i>Saturday -Holiday</i>
9	Sun	--	<i>Sunday – Holiday</i>
10	Mon	I	
11	Tue	II	
12	Wed	III	Puthan Mutram/ Commerce Seminar
13	Thu	IV	
14	Fri	V	Completion of Unit IV
15	Sat	--	<i>Saturday -Holiday</i>
16	Sun	--	<i>Sunday - Holiday</i>
17	Mon	VI	Submission of II Internal Mark
18	Tue	I	Submission of III Internal Questions
19	Wed	II	
20	Thu	III	
21	Fri	IV	College Day
22	Sat	--	<i>Saturday -Holiday</i>
23	Sun	--	<i>Sunday – Holiday</i>
24	Mon	V	
25	Tue	VI	III Internal Test
26	Wed	I	III Internal Test
27	Thu	II	III Internal Test
28	Fri	III	III Internal Test
29	Sat	--	<i>Saturday -Holiday</i>
30	Sun	--	<i>Sunday – Holiday</i>
31	Mon	IV	

Number of working days for this Month – 21

You define your own life. Don't let other people write your script – Orphan Winfrey.

**MONTHLY PROGRAMME FOR APRIL - 2025**

Date	Day	Day Order	Event
1	Tue	V	Submission of III Internal Marks / Common Assembly Dept. of Commerce
2	Wed	VI	
3	Thu	I	
4	Fri	II	Holy mass Dept. of English / Yoga / Submission of Consolidate Mark list
5	Sat	--	<i>Saturday -Holiday</i>
6	Sun	--	<i>Sunday - Holiday</i>
7	Mon	III	
8	Tue	IV	
9	Wed	V	
10	Thu	V	
11	Fri	I	Valedictory
12	Sat	--	<i>Saturday -Holiday</i>
13	Sun	--	<i>Sunday - Holiday</i>
14	Mon	II	<i>Farwell</i>
15	Tue	III	
16	Wed	IV	
17	Thu	V	
18	Fri	VI	
19	Sat	--	<i>Saturday -Holiday</i>
20	Sun	--	<i>Sunday - Holiday</i>
21	Mon	I	
22	Tue	II	
23	Wed	III	
24	Thu	IV	
25	Fri	V	
26	Sat	--	<i>Saturday -Holiday</i>
27	Sun	--	<i>Sunday - Holiday</i>
28	Mon	VI	
29	Tue	I	
30	Wed	II	

Number of working days for this Month – 22

Success is not final, failure is not fatal; it is the courage to continue that counts – Winston Churchill.



**MONTHLY PROGRAMME FOR MAY - 2025**

<b>Date</b>	<b>Day</b>	<b>Day Order</b>	<b>Event</b>
1	Thu		
2	Fri		
3	Sat		<i>Saturday -Holiday</i>
4	Sun	--	<i>Sunday - Holiday</i>
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	--	<i>Saturday -Holiday</i>
11	Sun	--	<i>Sunday - Holiday</i>
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		<i>Saturday -Holiday</i>
18	Sun	--	<i>Sunday - Holiday</i>
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat	--	<i>Saturday -Holiday</i>
25	Sun	--	<i>Sunday - Holiday</i>
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat		<i>Saturday -Holiday</i>

Number of working days for this Month –

Success is not final, failure is not fatal; it is the courage to continue that counts – Winston Churchill.

## 9. ACADEMIC PERFORMANCE

### 9.1 Student's Progress ACADEMIC PERFORMANCE (ODD SEMESTER)

Name of the Student:

Class In-charge:

Subject	Internal I	Internal II	Internal III	Parent's Sign	HOD Sign
Leaves Taken:	Remarks:				
Class Attention:					
Class Work:					
General Behavior:					

### (EVEN SEMESTER)

Name of the Student:

Class In-charge:

Subject	Internal I	Internal II	Internal III	Parent's Sign	HOD Sign
Leaves Taken:	Remarks:				
Class Attention:					
Class Work:					
General Behavior:					

## 9.2 Library Usage Record

Four books in a month

Date	Book	Author	Category	Sta-In-Charge	Librarian

# Library Usage Record

Four books in a month

Date	Book	Author	Category	Sta-In-Charge	Librarian

## Library Usage Record

Four books in a month

Date	Book	Author	Category	Sta-In-Charge	Librarian



## 10. ANNEXURE

### THE CONSTITUTION OF INDIA

#### PREAMBLE

We, the people of India,

Having solemnly resolved to constitute India into a Sovereign socialist secular democratic republic and to secure to all its citizen; Justice, social, economic and political; Liberty of thought, expression, belief, faith and worship; Equality of status and of opportunity; And to promote among them all Fraternity assuring the dignity of the individual and the unity and integrity of the nation; In our constituent assembly 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 உறுதிசெய்திட மற்றும் 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.

## 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**

நீராரும் கடலுருத்த நிலமடந்தை கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாரும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந்  
தமிழணங்கே தமிழணங்கே  
உன்சீரிளமைத் திறம்வியந்து செயல்மறந்து  
வாழ்த்துதுமே வாழ்த்துதுமே வாழ்த்துதுமே

### **NATIONAL ANTHEM**

Jana gana mana adinayaka jaya he  
Bharatha bhagya vidhata  
Punjaba Sindhu Gujarata Maratha  
Dravida Utakala Vanga  
Vindhya Himachala Yamuna Ganga  
Ucchala 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 இருந்தும்  
மனங்களில் பாரதத் தாயே  
வடக்கே விரிந்த தேசாபிமானம்  
தெற்கில் குமரியில் ஒலிக்கும்  
இனம் மத வேற்றுமை உடையில் இருந்தும்  
இதயத்தில் ஒற்றுமை பொங்கும்  
உலகினில் எத்திசை அலைந்தும்  
இறுதியில் இந்தியர் நாமே  
குருதியில் மூவர்ணம் தானே  
நிறமோ மொழியோ எதுவாய் இருந்தும்  
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

2. இருள் சூழ்ந்திரும் உலகில் அருள் ஒளியெனவே  
புது நம்பிக்கை நிலவாய்  
எல்லோருக்கும் எந்நாளும்  
அன்போடு உம்மை ஈந்தாய்  
தொன்போஸ்கோ வாழியவே

### **அமைதியின் தூதனாய் என்னையே மாற்றுமே - 2**

அன்பனே இறைவனே என்னிலே வாருமே  
பகைமை உள்ள இடத்தில் பாசத்தை வளர்க்கவும் -2  
வேதனை நிறைத்த மனதில் மன்னிப்பு வழங்கவும்  
கலக்கம் அடையும் வாழ்வில் நம்பிக்கை ஊட்டவும்

தளர்ச்சி ஓங்கும் பொழுது மனதிடம் தழைக்கவும் - 2  
இருள் சூழும் வேளை ஒளியை ஏற்றவும்  
துயரம் வாட்டும் நேரம் உதயம் காணவும் (அமைதியின்)

### **ஓ பரிசுத்த ஆவியே**

என் ஆன்மாவின் ஆன்மாவே  
உம்மை ஆராதனை செய்கிறேன் - இறைவா  
ஆராதனை செய்கிறேன்.  
என்னை ஒளிர்ச் செய்து வழி காட்டும்  
புது வலுவூட்டி என்னைத் தேற்றும்  
என் கடமை என்னவென்று காட்டும்  
அதைகருத்தாய் புரிந்திடத் தூண்டும்  
என்ன நேர்ந்தாலும் நன்றி துதி கூறி  
பணியேன் என் இறைவா  
உந்தன் திருவுளப்படி என்னை நடத்தும்

# NOTES

# NOTES

**ODD SEMESTER – TIME TABLE 2024-2025**  
**Time Schedule : 09-30 AM - 02.30 PM**

<b>DAY ORDER</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
1					
2					
3					
4					
5					
6					

**EVEN SEMESTER – TIME TABLE 2024-2025**  
**Time Schedule : 09-30 AM - 02.30 PM**

<b>DAY ORDER</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
1					
2					
3					
4					
5					
6					