



DBS Kohima Campus, Ziekezou, Kohima.

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HANDBOOK & ACADEMIC CALENDAR 2022-23



DON BOSCO COLLEGE KOHIMA

**ARTS, SCIENCE
&
COMMERCE**

NAAC Accredited



HANDBOOK & ACADEMIC CALENDAR

2022-23



DON BOSCO COLLEGE, KOHIMA
Affiliated to Nagaland University
KOHIMA-797001

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1. STUDENT PROFILE

Personal Information

Name.....

DBCK Admission No.....

NU Roll No.....NU REG NO.....

Class.....

BEEA.....

Present address.....

.....

PIN.....Phone.....

Mobile.....

Email.....

Blood Group.....

Bank A/C No.....

Permanent Address

.....

PIN.....Phone.....

In case of Emergency

Parent/Guardian

Ph.....Mobile.....

This Handbook & Calendar must be brought to college every day.

2. PRAYER

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

Assembly Prayer

Lord we pray / you let all our actions / be prompted / by
your holy inspirations / and further them by your gracious
help/ so that every prayer and work of ours / may begin always
from you / and by you be happily ended. / Amen

3. PRAYER SONG

A Servant in Your Heavenly House

I'd rather be a servant in Your heavenly house
than to be a king living anywhere else.
I'd rather spend one day in Your heavenly house
than a thousand days living anywhere else.
Now I offer myself to You.

All to You I freely offer,
all to You I freely give.
I'll forever love and trust You,
in Your presence freely give.
I'd rather be a servant in Your heavenly house....

O Lord, I offer all back to You
as thanks for all You give me Lord,
I offer all back to You
in thanks for all You give me.
For all You give, I lift my life to You.

WELCOME SONG

Welcome to the Family

Welcome to the family
We're glad that you have come
To share your life with us
As we grow in the love and
May we always be to you
What God would have us be
A family always there
To be strong and to lean on

Chorus

May we Learn to love each other
More with each new day
May words of love be on our lips
In everything we say
May the spirit melt our hearts
And teach us how to pray
That we might be a true family

Indian National Anthem

Janagana mana adhinayaka jaya, he
Bharata bhagya vidhata,
Punjaba, Sindhu, Gujarata Maratha,
Dravida, Utkal, Banga;
Vindya, Himachala, Yamuna Ganga,
Uchhala jaladhi Taranga;
Taba subha name jage,
Taba subha ashisa mage,
Gahe taba jaya gatha.
Janagana Mangala dayaka jaya he,
Bharata bhagya vidhata.
Jaya he, jaya he, jaya he,
Jaya, jaya, jaya, jaya he.

Translation of the National Anthem

Thou art the ruler of the minds of all people
Dispenser of India's destiny
Thy name rouses the hearts of the Punjab
Sind, Gujarat and Maratha
Of the Dravida and Orissa and Bengal
It echoes in the hills of Vindhya and Himalaya
Mingles in the music of the Yamuna and Ganges,
And is chanted by the waves of the Indian sea
They pray for thy blessing and sing thy praise
Thou dispenser of India's destiny
Victory, Victory, Victory, to thee.

DBCK Anthem

1. Shining bright as lone star in the sky 'bove
And as lovely flower sweet in its full bloom
Stands our College magnificent and splendid
Spreading knowledge and light far and wide
D-O-N B-O-S-C-O Don Bosco
Is the name of our college you know it
It's our Alma Mater and we love her
It's our pride, our joy none can deny.

*For Don Bosco is our Guide and Father
Showing the path of true knowledge and virtue
Yes Don Bosco is great friend of all youth
Let us sing of his glory and praise.*

2. We're the students of Don Bosco Kohima,
You can tell it from our smile and smartness
In the class, in the field and everywhere,
We all do all our duties with cheer

Gently flutters the flag of our college,
Neath its shadow we all march to conquer
Whether sunshine or rain doesn't matter,
With Don Bosco there's nothing to fear.

3. We may go North and South and East even West
And yet we'll never forget our college,
It's the cradle of love and joy purest
It's the source of our wisdom and light
Here we work, study, pray, sing and we play
There is no room for gloom and idleness:
For to be good and learned we all seek,
With our motto of DUTY and JOY.

4. DON BOSCO COLLEGE HISTORY

Don Bosco

Don Bosco lost his father when he was two, an event that shaped his whole life. Growing up without a father's love made him sensitive to young people on the margins, lost and in danger, to whom he became a father; a father to the 'fatherless'.

The gospel image he found most expressive was that of the Good Shepherd who knows his sheep by name and is prepared to give his life for them. In his own life this became, 'For you I study, for you I work, for you I live, for you I am even willing to give my life'. As the burden of caring grew, he gathered around him men and women, willing in similar fashion, to share their lives with the young and the poor. He chose Francis de Sales as patron for his gentleness and patience to guide them.

His life's direction was confirmed by certain recurring dreams, the first of which, at nine years of age, never left him. It describes a field of young people at play and the young Giovanni getting involved with loud words and fists to stop them 'swearing'. A man dressed in a white cloak appears whose face is dazzling. He calls the boy by name and asks him to take charge of the others but says that they can only be won over by gentleness and love. He then points to the lady beside him who takes the boy's hand. She will teach him how to be sensitive to the most troubled hearts.

This then becomes his whole life, this desire to bring the good news of unconditional love to the young and to bring young people to accept Jesus as their closest friend. In the context of education (in the broadest sense), based entirely on 'reason, religion and loving kindness', he found a way to do this.

Don Bosco's way is about presence, about family, about 'being there' for young people sharing time, fun, prayer, encouragement, love. The credo of the Salesian family reads: 'we believe that God awaits us in the young to offer us the grace of serving Him'.

The Salesian Way

Our spirituality is above all a spirituality of the heart that reaches out to people in practical life-supporting and life-enhancing ways, especially to the young, and among them those most at risk. It is at once contemplative and active. Salesian spirituality always seeks to recognise and uphold the dignity and respect due to all living beings. Anything less is considered a failure of understanding, a failure of spirit and heart. Tendencies to blame and exclude are recognised for what they are and are put aside in favour of attitudes of welcome and hospitality. Joy, like compassion and a gentle spirit, is intentional. There is no place here for the regressive ways of repression and violence, no place for unreasonable harshness or the arrogant selfishness of power. We believe that true spirituality plants seeds of integrity, care, compassion, kindness and happiness in the world and for the world.

Salesians World Wide

We, the Salesians of Don Bosco, formally known as the Society of St Francis of Sales, was founded in 1859 by Saint John Bosco, there are currently 15,298 members in the Salesian Congregation, working in 132 countries around the world. Besides the Society of St. Francis de Sales, John Bosco also founded the Institute of the Daughters of Mary Help of Christians (Salesian Sisters), and the Association of Salesian Cooperators. Saint John Bosco always wanted to have lay people as part of his work and mission. The magnetism of his personality and the attractiveness of his educational philosophy have attracted many lay groups to become part of the Salesian Family. Thirty such groups have been

officially recognised that have a total of 4, 02,500 members. These groups live in communion with each other, share the same spirit and, with specifically distinct vocations, continue the mission he began. Don Bosco's Charism continues to inspire people of good will.

Salesian Province of Dimapur

The Salesian province of Dimapur, one of the ten in India, came into existence by bifurcation of the Guwahati Province and was canonically erected on 8th December 1981 with the Rector Major Very Rev. Fr. Egidio Vigano's decree of canonical erection. The inauguration of the Province dedicated to St. Francis de Sales, was held on 18th June 1982 with Fr. Pulingathil Mathew as the first provincial. Late Bishop Alangimattathil Abraham, sdb of Kohima diocese presided over the inaugural ceremony. The province comprises the States of Arunachal Pradesh, Upper Assam, Manipur and Nagaland with an area of 2,55,168 sq. km having a population of 38.4 million. The provincial headquarters was established at Dimapur, a big town and the commercial hub of the state of Nagaland, situated at the boarder of Nagaland and Assam. At present the province has 52 centers and 246 Salesians serve in the province.

Don Bosco College Kohima

Salesians have been present in Kohima for over past 60 years, having established the Christ King Parish from where the confreres opened the present Don Bosco High school in 1971, which has served the people of Kohima Village for the past 41 years. The school has been upgraded into higher secondary level from 1995. The people and the Catholic Elders Association of Kohima Village have made a written request to upgrade the present Higher Secondary School into an Institute of Higher Education (Graduate College), to cater to the needs of the young people of the locality. Hence, Don Bosco College, Kohima came into existence

and it is a gift given by the Salesian Province of Dimapur to the people of Nagaland, to commemorate the bicentenary of the birth of St. John Bosco (1815-2015). It was officially inaugurated and established on 31st August by Rev. Fr. Nestor Guria SDB, Provincial and blessed by Most. Rt. Rev. James Thopill D.D Bishop of the Diocese of Kohima.

Academically, the college is blossoming to a great height. The college takes pride for making a niche in University Ranks by securing gold medals in 2015, 2016, 2021 batches.

Our Vision

To mould young persons into intellectually competent, morally upright, socially committed and spiritually inspired citizens at the service of Nagaland and the whole of India of today and tomorrow, by imparting holistic and personalized education.

Objectives of the College

- To enhance quality of life through the development of individuals
- To enable students to become contributors in economic, social and political development of Nagaland
- To provide higher education for the economically poor students
- To provide employment-oriented courses in emerging areas of contemporary technology and service

College Logo

The spirit of the College has been encapsulated in its Logo. The College Logo represents Don Bosco and the Salesians walking with the young in the world

College Motto

Duty and Joy is the motto of our college. Duty is a term that conveys a sense of moral commitment or obligation to someone or something. Typically, "the demands of justice, honor, and reputation are deeply bound up" with duty. Don Bosco once exhorted his student Dominic Savio, "Do your duty as best as you can and you must be cheerful always." Rabindranath Tagore wrote, "I slept and dreamt that life was joy. I awoke and saw that life was service. I acted and behold, service was joy." There is a marvelous medicinal power in joy. Most medicines are distasteful; but this, which is the best of all medicines, is sweet to the taste, and comforting to the heart.

Rector Major of the Salesian Society

The Rector Major, the superior of the Salesian Society, is the successor of Don Bosco, the father and centre of unity of the Salesian Family. Fr Ángel Fernández Artime was elected by the General Chapter 27 as the new Rector Major of the Salesian Congregation and the 10th Successor of Don Bosco. He was born in August 21, 1960 in Luanco-Gozon, Asturias, Spain; ordained a priest on July 4, 1987, in León.



Fr Ángel Fernández Artime
Rector Major of the Salesian Society

5. ADMINISTRATION

Board of Management of the Don Bosco College Kohima

1. Fr Joseph Kuruvachira : President
2. Fr James TP. : Vice President
3. Fr. Dr. P. Suresh Innocent : Secretary and Principal
4. Fr. Innocent P : Treasurer
5. Fr. Paul Punii : Member
6. Fr Ashuli Lonuo Linus : Member
7. Fr. Nellisseril Joseph : Member

Members of Governing Body

1. Fr. Kuruvachira Jose : President
2. Fr James TP : Vice President
3. Fr. Dr. P. Suresh Innocent : Secretary and Principal
4. Fr. Lakra Nazarius : Member
5. Fr. Benny : Member
6. Fr. Dr. Aelavanthara Sebastian : Member
7. Fr. C.M Joseph : Member
8. Fr. Christudoss : Campus Minister
9. Fr. P. J. Varghese : Member
10. Dr. M. Catherine Rutsa : Member
11. Dr. Kiyasetuo Vizo : Member
12. Mrs. Azenuo Pienyü : Member
13. Dr. Seyiekhrietuo John : Member
14. Mr. Lohrü Mathew : Member
15. Prof. G. T. Thong : NU Representative
16. Mrs. Jarani Mao : Staff Representative
17. Mrs. Zavelu Vero Kezo : Staff Representative
18. Mr. Keningu Albert : CKCCU Representative

ACADEMIC COMMITTEES

Internal Quality Assurance Cell (IQAC)

Fr. Dr. P. Suresh Innocent	: Chairman
Fr. Christudoss	: Campus Minister
Mrs. Jarani Mao	: IQAC Co-ordinator
Mrs. Jarani Mao	: NAAC Co-ordinator
Fr. T.P. James	: Member
Dr. Velhou Koza	: Member
Mr. N Zupenthung Shitiri	: Member
Dr. Lanukumla Ao	: Member
Dr. Pinky Sagolsem	: Member
Mrs. Kezienuo	: Member
Dr. Tovika Swu	: Member
Mr. Khollo Manikho	: Member
Ms. Kevisedenuo Christina	: Member
Mr. Keniengu Albert	: Member
Mr. Vituozo Phewhuo	: Member
Fr. P. Innocent	: Member
Prof. G. T. Thong	: N U Representative

Academic Council

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
HOD of English	: Dr. Toshimenla
HOD of Political Science	: Dr. Tovika Swu
HOD of History	: Ms. Tsutshowe-ü Sekhamo
HOD of Education	: Dr. Imtinaro Longkumer
HOD of Sociology	: Mr. Sanihe Ariijii
HOD of Psychology	: Mrs. Razouneinuo
HOD of Commerce	: Ms. Kevisenuo Nancy
HOD of Chemistry	: Dr. Aola Supong
HOD of Botany	: Dr. Kizukala Jamir
HOD of Zoology	: Ms. Patricia Kiewhuo

Human Resource Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Christudoss	: Campus Minister

Ms. Alovely Aye : Convenor

Research Cell

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Dr. Velhou Koza	: Convenor
Mrs. Sentuile	: Member
Dr. Velhou Koza	: Member
Dr. Pinky Sagolsem	: Member
Dr. Tovika Swu	: Member
Mr. Lokho Anthony	: Member

STAFF GRIEVANCE REDRESSAL CELL

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Christudoss	: Campus Minister
Fr. James	: Convenor
Ms. Tsutshowe-ü Sekhamo	: Coordinator

Admission Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Christudoss	: Campus Minister
Fr. James TP.	: Member
Dr. Adeno Shirat Luikham	: Convener
Dr. Toshimenla	: Member

Examination Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Christudoss	: Campus Minister
Mrs. Kezienuo	: Convenor
Mrs. Jarani Mao	: Member
Dr. Tovika Swu	: Member
Mr. Sanihe Arijü	: Member

Library Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Christudoss	: Campus Minister
Mr. Hengouman Hansing	: Convenor

Dr. Lanukumla Ao : Member
Mrs. Jarani Mao : Member

College magazine committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Dr. Lanukumla Ao : Convenor

Sexual harassment Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Jarani Mao : IQAC Coordinator
Dr. Lanukumla Ao : Convenor

DEAN OF STUDENT AFFAIRS (DSA)

Student Welfare Committee

Mentoring Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Razouneinuo : Convenor
Ms. Sopfunuo Lacey Vizo : Co-Convenor

Remedial Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Ms. Rokovinuo : Convenor
Mrs. Kiili Rose Fithu : Co-Convenor

Advance Learner Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Ms. Alovely Aye : Convenor
Ms. Senjano N Murry : Co-Convenor

Bosco Green Alliance

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister

Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mr. Sanihe Arijii : Convenor
Dr. Kazukala Jamir : Co-Convenor

Discipline Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mr. Zupenthung Shitiri : Convenor
Mr. Shiirhovolie Tsiirho : Co-Convenor
Ms. Savitonu Pucho : Member

Parent – Teachers Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Viphreseno Yhokha : Convenor
Ms. Isatoli Aye : Co-Convenor

Alumni Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Ms. Kevisenuo Nancy Belho : Convenor
Ms. Tsutshowe-ü Sekhamo : Co-Convenor

Carrer Councillng and Placement Cell

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Ms. Kevisenuo Nancy Belho : Convenor

Anti-Ragging Cell

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Dr. Tovika Swu : Convenor

Assembly Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Public & Information Secy. DBCKSF : Co-Convenor

Canteen Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman

Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Literary & Magazine Secy. DBCKSF : Co- Convenor

Women Cell

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Women Welfare Secy. DBCKSF : Member
Asst. Women Welfare Secy. DBCKSF : Member

ANNUAL PROGRAMME

Fresher day

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Ms. Nutsolu Swuro : Co-Convenor

Graduation Day

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo Vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Mrs. Viphreseno Yhokha : Co- Convenor

Euophoria Week

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Mr. Medochülie Chiesotsu : Co-Convenor

Cultural Day

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Mr. Sanihe Arijii : Co-Convenor

Dr. Lanukumla Ao : Member
Social & Cultural Secy. DBCKSF : Member
Asst. Social & Cultural Secy. DBCKSF : Member

Pre Christmas

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Dr. Adenuo Shirat Luikham : Co-Convenor

Gratitude day

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Mrs. Sesino Savino : Co-Convenor

Inter Collegiate Programmes

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mrs. Sentuile : Convenor
Mr. Likhwetso kapfo : Co-Convenor
: Co-Curricular Activities

6. CO-CURRICULAR ACTIVITIES

Red Ribbon Club

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mr. Medochülie Chiesotsu : Convenor

NCC

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Ms. Rokovinuo : Convenor

Student Club Representative : Member
Student Vice Club Representative: Member

NSS

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mr. Lokho Anthony : NSS Unit 1 Coordinator
Mr. Sanihe Arijii : NSS Unit 2 Coordinator
Ms. Nutsolu Swuro : NSS Unit 3 Coordinator
Ms. Sharon Khing : NSS Unit 4 Coordinator
Mrs. Razouneino Suokhrie : NSS Unit 5 Coordinator
Mrs. Sesino Savino : NSS Unit 6 Coordinator
Mr. Khikeya Semy : NSS Unit 7 Coordinator

Bosco Extension & Enrichment Activities (BEEA)

BEEA provide students with the opportunities to put their studies into practice, as well as network with like-minded students and professors. BEEA facilitate in the development of various domains of mind and personality such as intellectual, emotional, social, moral and aesthetic development. BEEA offers openings for challenge, enjoyment, and exposure to new knowledge and ideas, thinking in different or unusual ways and risk-taking. BEEA is for all students and not only for a selected few. Get involved in BEEA and have the whole world open up to you!

BEEA Committee

Bosco Sport Academy

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Mr. Medochülie Chiesotsu : Convenor
Mr. Imtiwapang T Longkumer : Co-Convenor
Student Club Representative : Member
Student Vice Club Representative : Member

Bosco Spiritual Movement

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Ms. Mhalesinuo Shunyu : Convenor
Dr. Toshimenla : Co-Convenor
Class Representative : Member
Vice Class Representative : Member

Bosco Creativity Club

Fr. Dr. P. Suresh Innocent : Principal & Chairman
Fr. Christudoss : Campus Minister
Mrs. Zavelu Kezo vero : Dean of Student Affairs
Ms. Shurhonuo Tsurho : Convenor
Class Representative : Member
Class Representative : Member

7. ACADEMIC & ADMINISTRATIVE STAFF

English Department

Dr. Toshimenla, HoD, Assistant Professor
toshimenkichu@gmail.com
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Education Department

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Environmental Studies

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Commerce

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Ms. Sharon Khing, Assistant Professor
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Ms. Savitonu Pucho, Assistant Professor
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Zoology Department

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Ms. Mhalesienno Shunyu, Assistant Professor
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Botany Department

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Mr. Khikeya Semy, Assistant Professor
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Chemistry Department

Dr. Aola Supong, HoD, Assistant Professor
supongaola@gmail.com

Dr. Shiirhovie Tsiirho, Assistant Professor
volietsurho@gmail.com

Fr. Dr. P Suresh
dbckprincipal@gmail.com

CERTIFICATE COURSE

Tally and Course in Computer Concept
Ms. A lovely Aye, Course Instructor
aloviayemi@gmail.com

ADMINISTRATIVE STAFF

Medosielie Methodius Sote : IQAC Office Assistant
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Hengoumang Hangsing : Assistant Librarian
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Kollo Manikho : Office Accountant
manikhochachei123@gmail.com

Keneisevor Chüzho : Office Assistant
aneichuzho@yahoo.com

Zhokholu Ritse : Office Assistant
ritsezhokholu@gmail.com

Mr. Nirmal : Peon

8. ADMISSION PROCEDURES

A SIMPLE SIX STEPS ADMISSION PROCESS

- i. Purchase the prospectus and application form the college office by paying ₹300.
- ii. Submit the filled-in application form along with the required documents.
- iii. Take spot admission.
- iv. Pay an order for your College ID Card.
- v. Place an order for your college uniform.
- vi. Attend the orientation programme.

B.A , B.Com, B.Sc Degree Courses are offered at DBCK as per CBCS of Nagaland University
Web Link: <https://nagalanduniversity.in>

MORNING SHIFT 7:30 AM - 12:10 PM	AFTERNOON SHIFT 12:30 PM - 5:10 PM
B.A English Honours (55 seats)	B.Sc Botany Honours (40 seats)
B. A Political Science Honours 3 sections - (165 seats)	B.Sc Zoology Honours (40 seats)
B.A History Honours (55 seats)	B.Sc Chemistry Honours (40 seats)
B.A Sociology Honours (55 seats)	B.Com Accounting & Finance Honours (40 seats)
B.A Education Honours (55 seats)	B.A Political Science Honours (55 seats)
	B.A Psychology Honours (40 seats)

ELIGIBILITY

Students who have passed 10+2 examination or any other equivalent examination from any recognized University/Board shall be eligible to seek admission to the first semester of the Three Year Degree Pass Course

- a) Students seeking admission in Honours Course must secure 45% total aggregate in 10+2 level or 45% in the concerned subject.
- b) Students who have completed Diploma/Certificate course after passing class 10 with minimum duration of two or more years from recognised University/Board, UGC and AICTE are eligible to seek admission to First Semester
- c) Students may shift from Science stream to Commerce, Arts, Commerce stream to Arts provided he/she secured 45% of marks in aggregate in 10+2 level.
- d) Science and Commerce students securing 45% marks in English in their 10+2 level examination shall also be eligible to take admission to English Honours.

EACH APPLICATION MUST BE ACCOMPANIED BY

- **One self attested Xerox copy of NBSE Registration Card**
- **Migration Certificate in Original** for applicants coming from outside Nagaland Board.
- **One self attested Xerox copy of HSLC & HSSLC Examination Mark Sheets**

- One self attested Xerox copy of HSLC & HSSLC Examination **Admit Cards**

- **One self attested Xerox copy of Birth Certificate**
- **One self attested Xerox copy of Schedule Tribe/Community Certificate**

YOU SHOULD KNOW

- HSSLC State Toppers will be given Semester fee concession of ₹6500 during the time of 1st Semester admission only
- In case of withdrawal of admission, a nominal fee will be deducted.

FEES

Fee to be paid during Admission: ₹ 15,500

B.A, B.Com & B.Sc Honours: ₹ 15,550 (Semester Fee ₹ 65000 + 6 Months Tuition fee ₹ 9000)

Semester fee includes admission, Co-Curricular activities, Internal Tests, Examination fee, Library fee, Magazine fee, E-management fee and Social Functions)

Tuition Fee:

For the B.A. B.Com & B.sc Honours Student:

₹ 1500/- per month for 6 months (1500 x 6 = 9000)

University Examination fee : ₹840/- (Eight Hundred and Forty per Semester)

Laboratory fee:

Psychology lab fee : ₹2000(two thousand per semester)
Science Lab fee : ₹5000(Five Thousand Per Semeste)



9. NORMS & GUIDELINES

Attendance

- Regular attendance not only fetches you high score of marks but also is an enriching experience with your classmates and teachers. Therefore, all the students should attend classes regularly. If there are some important and compelling reasons such as family celebration, ill health etc., students can avail leave after obtaining permission from the Principal.
- For every hour, the attendance of students is marked in attendance register by individual course teacher.
- Monthly attendance percentage of students will be displayed on the notice board. In case of any discrepancy, they can get it rectified by contacting the teacher concerned and the Principal within three days. Any request for correction in the attendance after three days will not be entertained.
- After the final attendance list is displayed on the notice board at the end of a semester, any request for correction of attendance will not be accepted.
- Minimum class/subject attendance required to be eligible to sit for any Examination of the college/University is 80%.
- Award/Merit certificates will be given to all who obtain 100% attendance for all the courses.
- Any student, who continuously absents from classes for 10 calendar days without information and intimation, will have his/her name struck off from the college register. The attendance at the first day of class after long vacation/holidays is compulsory and its non-compliance shall incur a fine.
- When absence is caused by unforeseen events, application for leave signed by the student & parent should be submitted to the Principal not later than three days after returning to the class, along with proof for reasons.
- Application for leave of absence may be rejected by the Principal if its genuineness is not satisfactor.

Evaluation System

Semester system will be followed as per Nagaland University directive. Each academic year is divided into two semesters. From June to November are the **Odd Semesters** and from December to May are **Even Semesters**. Every eligible student will take admission into every semester.

Examination Routine and the End Semester Examinations shall be notified by the University, which shall be of 3 hours duration.

A student shall be deemed qualified to appear the End-Semester Examinations only if he/she secures minimum qualifying marks in the internal assessment Tests and maintains 80% Attendance separately in every subject.

The performance of a student will be evaluated on a **30:70** basis i.e. **30 marks** for internal assessment and **70 marks** for end semester examination. A student should secure a minimum of 45% in the internal assessment, and 45% marks in the end semester exam. 45% of 30 Marks is 13.5 Marks. One should secure a minimum of 14 marks in the Internal Assessment. 45% of 70 Marks is 31.5 Marks. One should secure a minimum of 32 marks in the End-Semester Examination. (14+32=46) One should secure 46 marks to pass the End-Semester Examination.

Continuous internal assessment includes two organized tests and other components such as assignments, presentations, quiz, seminar, etc. Both the Continuous Internal Assessment tests are compulsory to students.

A student who fails to appear for **selection examination** will be debarred from appearing the University Examination. The Principal's decision in this regard will be final and binding.

Examinations

CA Tests	: At the beginning of each Month
Selection Exam	: Before the University Exam
University Exam	: As per affiliating University's schedule
Assignments/Term Papers/ Project Reports	: At the discretion of the Teachers

DBCK ATMOSPHERE

Don Bosco College is a shrine of learning and everyone is expected to create a favourable atmosphere for it.

DRESS CODE

Dress is not about what is handy to wear as boys and girls but influential to wear as **Bosconians**. Hence, students are requested to wear set dress code.

- Black blazer, Black trousers, Black shoes, black socks, black belt, black sweater, with a white collared shirt for Monday, Tuesday, Thursday, Friday and Saturday
- College T-Shirt for Wednesday, Department T-Shirt for Thursday

APPEARANCE

- Bleaching and colouring of hair is strictly prohibited for both boys and girls. Only black-dye may be used if and when circumstances demand.
- Inappropriate short hair is strictly prohibited for girls.
- Shaved haircut, bald cut (brush-cut over the ears) bald head-cut and growing long hair are strictly prohibited for boys.
- Spiked hair dress and fancy hair styles of any kind are strictly prohibited.
- No students shall keep his/her hair in any manner which can make the hair look unusual or over stylish than the normal student look.
- Tattoos of all kinds are strictly NOT allowed.

FOR FEMALE STUDENTS

- Hair must be neat and clean. Shoulder length hair or longer than shoulder length should be tied up.
- Only one ear-stud per ear is allowed and the ear studs for

both ears must be of the same design.

- Ear-studs must be of a simple design and not fanciful.
- Dangling earrings are NOT allowed.

BOSCONIANS

- Bosconians must wear proper uniform and identity card, whenever they come to the college.
- Daily attendance at the start of the college for a short prayer session in the college hall is mandatory.
- The students are expected to be in the college campus during the entire period of the college hours.
- Possession and use of addictive substances like tobacco, supari, pan, etc. are completely forbidden in the College campus.

Regulations

- Students must be present on the re-opening day after every vacation and on the last day before every vacation, major or minor. Those who fail to do shall pay a fine.
- Punctuality is to be observed by all at the college campus. Late comers may be permitted to attend classes on submission of the fine slip. Names of late comers will be posted on the notice board once a month. Repeated late comers will be asked to discontinue from the college.
- Students may not leave the college campus during lecture hours without the permission of the Principal. When such leave is granted a leave-slip will be issued to the student. Students are required to present the leave slip to the college office before leaving the college.
- Usage of **mobile phone is prohibited** in the campus. Any unauthorized use will incur confiscation.
- Students must not join any club or society or involve in any engagements that would interfere with their studies without

the prior permission of the Principal.

- Students are forbidden to organize or attend any meeting within the college, or collect money for any purpose or to circulate among the students any notice or petition of any kind or paste it on the college notice board without the written permission of the Principal.
- Active participation in politics is not compatible with the academic life of students and such students are not expected to indulge in public activities, which are of a political nature.

Classroom Behaviour

- Students shall respect the direction of the teachers. Any disrespect shown to the teachers in the class or outside shall result in serious punishment and even expulsion.
- Students who absent themselves from classes (absent themselves from one or more lectures without permission) will lose attendance for the day. Names of absentees will be posted on the notice board on the following day and clarification, if any, should be made on the same day. Repeated absentees will be asked to discontinue from the college or they may be detained in the selection exam.
- Students may not leave the classroom without the permission or until the teacher has left the room or asked the class to disperse.
- Proper class room behaviour is expected from all. Eating, chewing, littering of rubbish, spitting, writing on desk, wall, black boards etc., are strictly forbidden.
- Students who leave classrooms should get a leave-slip from the teacher. Students who leave class rooms without permission are admitted to the class only after obtaining permission from the Principal.

Fines

Non-compliance with any of the rules and regulations of the college regarding general campus culture such as uniform, camera phone, attendance, late coming etc., shall incur a fine as reformative/transformative measure.

STANDARD OPERATING PROCEDURES (SOP) FOR STUDENTS

A. After admission process

- After payment of fee, submission of original documents, signing of contract and orientation, every first year students or a transfer student is expected to do the following at the college office
- Apply for the college identification card
- Confirm all data entered in the student profile is up to date and correct
- Enroll yourself in a College club and association of your choice

B. Leaving college

- After finishing college or in case of a transfer/withdrawal, a student is expected to do the following:
 - Write an application to the principal, requesting for required documents (eg: transfer certificate, character certificate, provisional certificate and return of all original documents submitted) and submit to the college office.
 - Collect the clearance form from the college office and get required signature from the HOD and Librarian
 - If a student wishes to take Transfer Certificate during the year he/She has to clear all fees of the installment period and if the TC is applied for after three months, then the entire fees of the year will have to be cleared.

- A fee of Rs. 100 has to be paid for Transfer Certificates and Rs. 50 each for other certificates.
- No Certificates will be handed over to anyone else other than the candidate, parents or one who produces any original certificate of the candidate.
- Collect all the documents on the given date from the college office.

C. During Examinations

Regarding Admit cards

- Collect clearance slip from the college office.
- Get required signatures from the HOD and Librarian
- Signatures will only be given if the student has required attendance, no fees due, and no library fines or no books to be returned.
- Return the duly signed clearance form to the college office & collect the Admit card

Discipline regarding examination

- Report to college at least 30 minutes before the examination time
- All students are expected to be in the examination hall 5 minutes before the examination begin
- Bags, Mobile Phones or electronic gadgets are not allowed inside the examination hall
- Borrowing of stationery is not allowed in the examination hall
- Students are not supposed to write their names in the answer script, rather write only the college/university registration & roll number

- Students will not be allowed to enter the examination hall, 15 minutes after the commencement of exams
- Doubt clarification of the question paper will be done at the first 15 minutes only
- Malpractices in examinations will lead to cancellation of all the examinations and expulsion from the College.

D. Student Support

Loss of identity card

Request for replacement of lost identity card must be given in writing to the Principal. A new card may be issued on the payment of Rs. 100.

Loss/Damage of library book

After the matter is informed by the student to the librarian, s/he will issue a memo to the college office directing him/her to collect the required amount of money for the book. The student should make the payment at the cash counter

Damage to college property

Any damage to the college property should immediately be reported to the Administrator .

The administrator will issue a memo to the college cash counter through the student. The student should make the payment at the cash counter for the damages done. The above applies to the undesired graffiti on desks, walls and Boards

Suggestions & Complaints

Suggestions are always welcome in the mode of signed notes in the letter box. Complaints may be registered to the concerned authorities depending on the nature of grievance. No anonymous complaints or suggestions will be taken up for action.

Library/Music & sports equipment's

Students can avail Library books at the prescribed library hours using their ID card.

Using of Musical instruments and sports equipment are allowed at the prescribed hours. A student should enter his details in the register/record book, and submit the ID card to the concerned coordinators.

E. Sanctioned leave, late arrival and early departure

- Get the signature from respective faculty and from the principal
- Regularity record in the handbook must also be signed by the Principal

Absence due to family function

Follow the above mentioned procedure but this leave can be only sanctioned provided you apply in anticipation of the family function

Sick Leave

- Get the signature from respective faculty and from the principal
- Regularity record in the handbook must also be signed by the Principal
- Attach your medical certificate (in case of absence for more than 3 days) with the form

Late arrival/Uniform

- Pay the stipulated fine at the college office
- Write your reason for being late, meet the Principal and make an entry in your handbook
- Three such entries will lead to suspension from college

10. ACADEMIC CALENDAR**July 2022**

1	Fri	Criteria 1 meeting
2	Sat	Semester Break
3	Sun	Semester Break
4	Mon	Semester Break
5	Tue	Semester Break
6	Wed	Semester Break
7	Thu	Semester Break
8	Fri	Semester Break
9	Sat	Semester Break
10	Sun	(Id-ul-Zuha) Bakrid, Holiday/Semester Break
11	Mon	Semester Break
12	Tue	Reopening of College/ Orientation of 1st semester, Anti Ragging form
13	Wed	Class/Orientation of 3rd semester/Teachers Orientation on Code of Conduct
14	Thu	Class/Orientation of 5th semester/ Slow and Advanced Learners Committee/
15	Fri	Class/Meeting for Committees
16	Sat	Class / Graduation Day
17	Sun	Holiday
18	Mon	Class/Student's Orientation-Code of Conduct/ CR&VCR Election/Remedial Class
19	Tue	Class/Capacity Building Programme for student /IQAC Internal Meeting
20	Wed	Class/ Orientation on BEEA / Filling of Nomination for Student's Forum
21	Thu	Class/Inaugural of New Academic Year
22	Fri	Class/World Youth Skills day (NSS UNIT-1)/ Display of candidate list
23	Sat	Holiday
24	Sun	Holiday
25	Mon	Class/ SF Election & Declaration of result
26	Tue	Class/Student Forum Investiture Ceremony
27	Wed	Class/ Committee meetings
28	Thu	Class/Department Meeting/Formation of Media Cell DBCKSF
29	Fri	Class/1st Assignment topic to be given to students/Tabitha Internship
30	Sat	Class/IQAC External Meeting/Governing Body Meeting/Organic Garden
31	Sun	Holiday

August 2022

1	Mon	Class/Mentoring
2	Tue	Class/Mentoring
3	Wed	Class/Mentoring
4	Thu	Class/CIA Test/Yimchungru Festival Metemneo/Staff Meeting
5	Fri	Class/ First Friday Fellowship Mass
6	Sat	Class/Freshers Day
7	Sun	Holiday
8	Mon	Class
9	Tue	Class/2nd Assignment topic to be given to students
10	Wed	Class/ NCC form filling up for recruitment
11	Thu	Class/ Last date of submission of 1st Assignment
12	Fri	Class/CIA Test/ International Youth Day (NSS UNIT-2)
13	Sat	Holiday
14	Sun	Holiday
15	Mon	Holiday/Independence day
16	Tue	Class/ NCC recruitment selection
17	Wed	Class/ Tally and CCC class starts
18	Thu	Class/CIA Test
19	Fri	Holiday- Janmashtami / World Humanitarian Day
20	Sat	Class/1st Department Activity
21	Sun	Holiday
22	Mon	Class/NCC class starts/Culture and Euphoria Team Division
23	Tue	Class
24	Wed	Class/ DBCK Quiz Time Phase-1
25	Thu	Class/ Faculty Development Programme
26	Fri	Class/ CIA Test / Alumni Committee Meeting
27	Sat	Holiday
28	Sun	Holiday
29	Mon	Class/National Sports day (Bosco Sports Club)/ Last date of 2nd Assignment Submission
30	Tue	Class/ Research day
31	Wed	Class

September 2022

1	Thu	Class/CIA Test
2	Fri	Class/ First Friday Fellowship Mass
3	Sat	Class/ Mongmong Festival (Sangtam)/ Inter Collegiate Programme (DBCKSF)
4	Sun	Holiday
5	Mon	Class/ Non teaching staff and College Supporting Staff Grievance Meeting
6	Tue	Class/Staff Meeting
7	Wed	Class
8	Thu	Class/CIA Test/International Literacy Day (Creativity Club)
9	Fri	Class/ History Department (National Seminar) Research Cell
10	Sat	Holiday
11	Sun	Holiday
12	Mon	Class/Mentoring
13	Tue	Class/Mentoring
14	Wed	Class/Mentoring
15	Thu	Class/Mentoring
16	Fri	Class/International day for the preservation of the Ozone Layer (NSS UNIT-3)
17	Sat	Class/2nd Department Activity/ Last date of Tally & CCC fee payment
18	Sun	Holiday
19	Mon	Class/Mentoring
20	Tue	Class/Mentoring
21	Wed	Class
22	Thu	Class/Cultural Day
23	Fri	Class/Western Day
24	Sat	Holiday/NSS day
25	Sun	Holiday
26	Mon	Class/ Tally & CCC Assignment / History Department (National Seminar)
27	Tue	Class/Faculty Development Programme
28	Wed	Class/ DBCK Quiz Time Phase-2
29	Thu	Class/ Research Day
30	Fri	Class/Department Meeting/ Sociology Department (Workshop)

October 2022

1	Sat	Class/Academic Council/ International day of older person (NSS UNIT-4)
2	Sun	Holiday/Gandhi Jayanti
3	Mon	Class/ Last date for Tally and CCC Assignment
4	Tue	Holiday- Durga Puja
5	Wed	Holiday -Durga Puja
6	Thu	Class/Staff Meeting
7	Fri	Class/First Friday Fellowship Mass
8	Sat	Holiday
9	Sun	Holiday
10	Mon	Class/IQAC Internal Meeting
11	Tue	Class/International day of the Girl Child (Women Cell)
12	Wed	Class/ History Department (National Seminar) Research Cell
13	Thu	Class/DBCK Quiz Time Finale
14	Fri	Class/Tally Model Exam
15	Sat	Class/CCC Model Exam
16	Sun	Holiday
17	Mon	Class/ IQAC External Meeting
18	Tue	Class
19	Wed	Class
20	Thu	Class/History Department (National Seminar) Research Cell
21	Fri	Class/Faculty Development Programme
22	Sat	Holiday - Cross Country Race (NSS Unit-2)
23	Sun	Holiday
24	Mon	Holiday – Diwali
25	Tue	Euphoria- Inaugural
26	Wed	Euphoria-IG Stadium
27	Thu	Euphoria-IG Stadium
28	Fri	Euphoria- Closing Ceremony
29	Sat	Class
30	Sun	Holiday
31	Mon	Class

November 2022

1	Tue	Model Exam
2	Wed	Holiday/All souls day
3	Thu	Model Exam/Staff meeting
4	Fri	Model Exam/First Friday fellowship Mass/
5	Sat	Model Exam/ IQAC Internal Meeting
6	Sun	Holiday
7	Mon	Model Exam/Tokhu Emong (Lotha)/PTA Meet (Grievance PTA)
8	Tue	Holiday- Guru Nanak Birthday
9	Wed	Model Exam
10	Thu	Model Exam/World Science Day for Peace and Development
11	Fri	Model Exam
12	Sat	Holiday
13	Sun	Holiday
14	Mon	Class/ IQAC External Meeting
15	Tue	PTA 5th Semester
16	Wed	PTA 3rd Semester
17	Thu	PTA 1st Semester
18	Fri	Study Leave/ Political Science Department (Workshop) Research Cell
19	Sat	Study Leave
20	Sun	Holiday
21	Mon	NU Exam/National Education Day
22	Tue	NU Exam/NCC Day
23	Wed	NU Exam
24	Thu	NU Exam
25	Fri	NU Exam/International Day for Elimination of Violence against Women NSS UNIT-5
26	Sat	Holiday
27	Sun	Holiday
28	Mon	NU Exam/Ngada (Rengma)
29	Tue	NU Exam
30	Wed	NU Exam

December 2022

1	Thu	NU Exam/State Inauguration Day/ World AIDS Day (NCC)
2	Fri	NU Exam/National Pollution Control Day (NSS UNIT-6)
3	Sat	NU Exam
4	Sun	Holiday
5	Mon	NU Exam/Grievance Redressal (staff & students)
6	Tue	NU Exam
7	Wed	NU Exam
8	Thu	NU Exam/Staff Meeting
9	Fri	NU Exam/Terhiini (Angami)
10	Sat	Pre Christmas Celebration
11	Sun	Holiday
12	Mon	Educational Tour
13	Tue	Educational Tour
14	Wed	Educational Tour
15	Thu	Educational Tour
16	Fri	Educational Tour
17	Sat	Educational Tour/Winter Break Starts
18	Sun	Educational Tour/Winter Break
19	Mon	Educational Tour/Winter Break
20	Tue	Educational Tour/Winter Break
21	Wed	Educational Tour/Winter Break
22	Thu	Winter Break
23	Fri	Winter Break
24	Sat	Winter Break
25	Sun	Christmas Day
26	Mon	Winter Break
27	Tue	Winter Break
28	Wed	Winter Break
29	Thu	Winter Break
30	Fri	Winter Break
31	Sat	Winter Break

January 2023

1	Sun	New Year Day
2	Mon	Winter break
3	Tue	Winter break
4	Wed	Winter break
5	Thu	Winter break
6	Fri	Winter break
7	Sat	Winter break
8	Sun	Winter break
9	Mon	Winter break
10	Tue	Winter break
11	Wed	Winter break
12	Thu	Winter break
13	Fri	Winter break
14	Sat	Winter break
15	Sun	Winter break
16	Mon	Winter break
17	Tue	College Reopens
18	Wed	Class/ Meeting for CommitteeS
19	Thu	Class
20	Fri	Class
21	Sat	Class/Department Meeting
22	Sun	Holiday
23	Mon	Class/Mentoring/ Inaugural of New Academic Year /Remedial Class starts
24	Tue	Class/Mentoring/National Girl Child Day (Women Cell)
25	Wed	Class/Mentoring/National Voter's Day (NSS Unit-1)
26	Thu	Holiday - Republic day
27	Fri	Class/ IQAC Internal Meeting
28	Sat	Holiday
29	Sun	Holiday
30	Mon	Class/Academic Council Meeting/ 1st Assignment topic to be given to the students
31	Tue	Holiday - Don Bosco Feast day

February 2023

1	Wed	Class
2	Thu	Class/Staff Meeting
3	Fri	Class/First Friday Fellowship Mass
4	Sat	3rd Departmental Activity
5	Sun	Holiday
6	Mon	Class
7	Tue	Class
8	Wed	Class
9	Thu	Class
10	Fri	Class/English Department Workshop (Research Cell)
11	Sat	Holiday
12	Sun	Holiday
13	Mon	Class/Tally & CCC Class starts/ Last date to submit 1st Assignment
14	Tue	Class/ Capacity Building Program for students (All Departments)
15	Wed	Class
16	Thu	Class
17	Fri	Class/National Deworming Day/CIA Test
18	Sat	Class/ IQAC External Meeting
19	Sun	Holiday
20	Mon	Class/2nd Assignment topic to be given to students
21	Tue	Class/International Mother Language day (English Department)
22	Wed	Holiday - Ash Wednesday
23	Thu	Class/Faculty Development Program
24	Fri	Class/CIA Test/BICC Students Grievance
25	Sat	Holiday
26	Sun	Holiday
27	Mon	Class/Mid- Semester Reporting to IQAC/ Research day
28	Tue	Class/ National Science Day

March 2023

1	Wed	Class
2	Thu	Class/ CIA Test/Zero Discrimination day (NSS Unit-3)
3	Fri	Class/ World Wildlife Day
4	Sat	Class/ Alumni Grievance Meeting
5	Sun	Holiday
6	Mon	Class/Last day to submit 2nd assignment
7	Tue	Class
8	Wed	Holi/ International Women's Day (NSS Unit-4)
9	Thu	Class/ CIA Test
10	Fri	Staff Field Trip Smoking Day (NCC)
11	Sat	Holiday
12	Sun	Holiday
13	Mon	Class/Visit to DBCK Adopted Village
14	Tue	Class
15	Wed	Class/World Consumer Rights day (NSS Unit-5)
16	Thu	Class/PTA Executive meeting
17	Fri	Class/CIA Test
18	Sat	Class/4th Department Activity
19	Sun	Holiday
20	Mon	Class
21	Tue	Gratitude Day/World Forestry day (NSS Unit-6)
22	Wed	Class/Visit to DBCK Adopted Village
23	Thu	Class
24	Fri	Class/ CIA Test/Last date to submit 2nd Assignment
25	Sat	Holiday
26	Sun	Holiday
27	Mon	Class/Mentoring/Examination Committee Meeting
28	Tue	Class/Mentoring/Faculty Development Program
29	Wed	Class/Mentoring/Seminar on Competitive Exams (Placement Cell)
30	Thu	Class/Mentoring/Mock test on Competitive Exams (Placement Cell)/Research day
31	Fri	Class/Mentoring/Visit to DBCK Adopted Village

April 2023

1	Sat	Class/Mentoring
2	Sun	Holiday
3	Mon	Model Exam
4	Tue	Model Exam
5	Wed	Model Exam
6	Thu	Holiday - Holy Thursday
7	Fri	Holiday - Good Friday
8	Sat	Holiday
9	Sun	Easter Sunday
10	Mon	Model Exam
11	Tue	Model Exam
12	Wed	Model Exam
13	Thu	Model Exam
14	Fri	Model Exam
15	Sat	Model Exam/ Grievance Redressal Meeting (Staff and Students)
16	Sun	Holiday
17	Mon	Model Exam
18	Tue	Class/World Heritage day (NCC)
19	Wed	Class
20	Thu	Class/Academic Council Meeting
21	Fri	Class/World Creativity and Innovation Day (Creativity Club)
22	Sat	Holiday - Earth Day/ Id-ul-Fitr
23	Sun	Holiday
24	Mon	PTA 6th Semester
25	Tue	PTA 4th Semester
26	Wed	PTA 2th Semester
27	Thu	Study Leave
28	Fri	Study Leave/Research day
29	Sat	Study Leave/Governing Body meeting
30	Sun	Holiday

May 2023

1	Mon	NU Exam/BICC Parents Grievance
2	Tue	NU Exam
3	Wed	NU Exam
4	Thu	NU Exam
5	Fri	NU Exam
6	Sat	NU Exam/ IQAC Internal Meeting
7	Sun	Holiday
8	Mon	NU Exam/BICC Staff Grievance
9	Tue	NU Exam
10	Wed	NU Exam/BICC Supporting Staff Grievance
11	Thu	NU Exam
12	Fri	NU Exam/ PTA Meeting (Grievances)/ International Day of Plant Health
13	Sat	Holiday
14	Sun	Holiday
15	Mon	NU Exam
16	Tue	NU Exam/BICC Administrative Staff Grievances
17	Wed	NU Exam
18	Thu	NU Exam/ Admission Committee Meeting
19	Fri	NU Exam
20	Sat	NU Exam/IQAC External Meeting
21	Sun	Holiday
22	Mon	Faculty Development Program
23	Tue	Webinar (Research Cell)
24	Wed	End Semester Reporting to IQAC
25	Thu	Workshop (Research Cell)
26	Fri	Academic Council Meeting
27	Sat	Holiday
28	Sun	Holiday
29	Mon	NSS Special Camp
30	Tue	NSS Special Camp
31	Wed	NSS Special Camp

June 2023

1	Thu	NSS Special Camp
2	Fri	NSS Special Camp
3	Sat	NSS Special Camp
4	Sun	Holiday
5	Mon	World Environment Day- NSS, NCC, Bosco Green Alliance
6	Tue	Admission for 1st and 3rd Semester
7	Wed	Admission for 1st and 3rd Semester
8	Thu	Admission for 1st and 3rd Semester
9	Fri	Admission for 1st and 3rd Semester
10	Sat	Holiday
11	Sun	Holiday
12	Mon	Admission for 1st and 3rd Semester
13	Tue	Admission for 1st and 3rd Semester
14	Wed	World Blood Donors day- NSS, NCC
15	Thu	Admission for 1st and 3rd Semester
16	Fri	Faculty Development Program
17	Sat	Research day
18	Sun	Holiday
19	Mon	Workshop for Teaching Staff
20	Tue	Workshop for Teaching Staff
21	Wed	International Yoga Day(NCC)/ World Music Day (Bosco Creativity Club)
22	Thu	Workshop for Teaching Staff
23	Fri	Workshop for Non-Teaching Staff
24	Sat	Holiday
25	Sun	Holiday
26	Mon	Orientation for Teaching staff
27	Tue	Orientation for Teaching staff
28	Wed	Orientation for Non-Teaching and Support Staff
29	Thu	Admission for 1st and 3rd Semester
30	Fri	Admission for 1st and 3rd Semester

11. PRIZES & AWARDS

Academic Prizes

St. John Bosco endowment prize to be awarded to the best student for proficiency in first Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in second Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in Third Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in fourth Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in fifth Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in sixth Semester

St. John Bosco endowment prize to be awarded to the best student for proficiency in the major subjects in all semesters

St. John Bosco endowment prize to be awarded to the student for 100% Attendance in two consecutive semesters

BEEA Awards

St. John Bosco endowment prize to be awarded to the best NSS Volunteer

St. John Bosco endowment prize to be awarded to one who promotes peace and harmony in the college and outside

St. John Bosco endowment prize to be awarded to the best Sports Man of the Year

St. John Bosco endowment prize to be awarded to the best Sports Woman of the Year

St. John Bosco endowment prize to be awarded to the best student in music

St. John Bosco endowment prize to be awarded to the best Artist

St. John Bosco endowment prize to be awarded to the most active Rovers and Rangers

St. John Bosco endowment prize to be awarded to the most active environmentalist

St. John Bosco endowment prize to be awarded to most active participant in choir activities

St. John Bosco endowment prize to be awarded to the best student in creative writing in English

St. John Bosco endowment prize to be awarded to the best student of the Year in the sixth Semester

DBCK Students Awards

Semester for Fee Concession

Semester Fee Concession of Rs. 6500/- for HSSLC Toppers will be given during the time of 1st Semester admission only.

Academic Excellence Award

This award is given to the students who secured 7 CGPA and above in the semester exam. The award consists of Cash prize of Rs. 5000/- with memento, medal and certificate.

Department Toppers Award

This award is given to the highest scorer in each department in the University examination. The award consists of medal and certificate.

DBCK Quiz Award

This award is given to acknowledge the winners of DBCK Quiz Time which is organized annually by the Advanced Learners Committee. There are three winners for this award-

1 st Winner	-Cash prize Rs.5000/- with medal and certificate
2 nd Winner	-Cash prize Rs.3000/- with medal and certificate
3 rd Winner	-Cash prize Rs.2000/- with medal and certificate

100% Attendance Award

This award is given to the students who have 100% attendance in their semester to acknowledge their regularity in classes.

REPORTS AND RECORDS

ABSENCE FROM COLLEGE

Date of days absent	No. of days absent	Reasons in brief with Parents/ guardians signature for being absent	Total Days absent	Signature Principal

REPORTS AND RECORDS

ABSENCE FROM COLLEGE

Date of days absent	No. of days absent	Reasons in brief with Parents/ guardians signature for being absent	Total Days absent	Signature Principal

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Date of days absent	No. of days absent	Reasons in brief with Parents/ guardians signature for being absent	Total Days absent	Signature Principal

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REPORTS AND RECORDS

ABSENCE FROM COLLEGE

Date of days absent	No. of days absent	Reasons in brief with Parents/ guardians signature for being absent	Total Days absent	Signature Principal

REPORTS AND RECORDS

LATE ARRIVAL

Date	Time of Arrival	Reason	Signature Staff In-charge

REPORTS AND RECORDS

LATE ARRIVAL

Date	Time of Arrival	Reason	Signature Staff In-charge

REPORTS AND RECORDS

LATE ARRIVAL

Date	Time of Arrival	Reason	Signature Staff In-charge

REPORTS AND RECORDS

LATE ARRIVAL

Date	Time of Arrival	Reason	Signature Staff In-charge

REPORTS AND RECORDS

EARLY DEPARTURE

Date	Time of Departure	Reason	Signature Lecturer's	Signature Principal

REPORTS AND RECORDS

EARLY DEPARTURE

Date	Time of Departure	Reason	Signature Lecturer's	Signature Principal

REPORTS AND RECORDS

EARLY DEPARTURE

Date	Time of Departure	Reason	Signature Lecturer's	Signature Principal

REPORTS AND RECORDS

EARLY DEPARTURE

Date	Time of Departure	Reason	Signature Lecturer's	Signature Principal

REPORTS AND RECORDS

UNIFORM

Date	Reason	Signature Parents/ Guardians	Signature Staff In-charge

REPORTS AND RECORDS

UNIFORM

Date	Reason	Signature Parents/ Guardians	Signature Staff In-charge

REPORTS AND RECORDS

UNIFORM

Date	Reason	Signature Parents/ Guardians	Signature Staff In-charge

REPORTS AND RECORDS

UNIFORM

Date	Reason	Signature Parents/ Guardians	Signature Staff In-charge

REPORTS AND RECORDS

PRINCIPAL/HOD/DEAN REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

PRINCIPAL/HOD/DEAN REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

PRINCIPAL/HOD/DEAN REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

PRINCIPAL/HOD/DEAN REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

STAFF REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

STAFF REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

STAFF REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

STAFF REMARKS

Date	Remark	Signature Parents/ Guardians

TIME TABLE						
Day	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

TIME TABLE

Day	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

CALENDAR 2022

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31				1		1	2	3	4	5		1	2	3	4	5			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		

APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6	7						1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2	1	2	3	4	5	6	1	2	3					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1	1	2	3	4	5	6	1	2	3					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

CALENDAR 2023

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4				
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30						1	1	2	3	4	5	6	1	2	3					
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

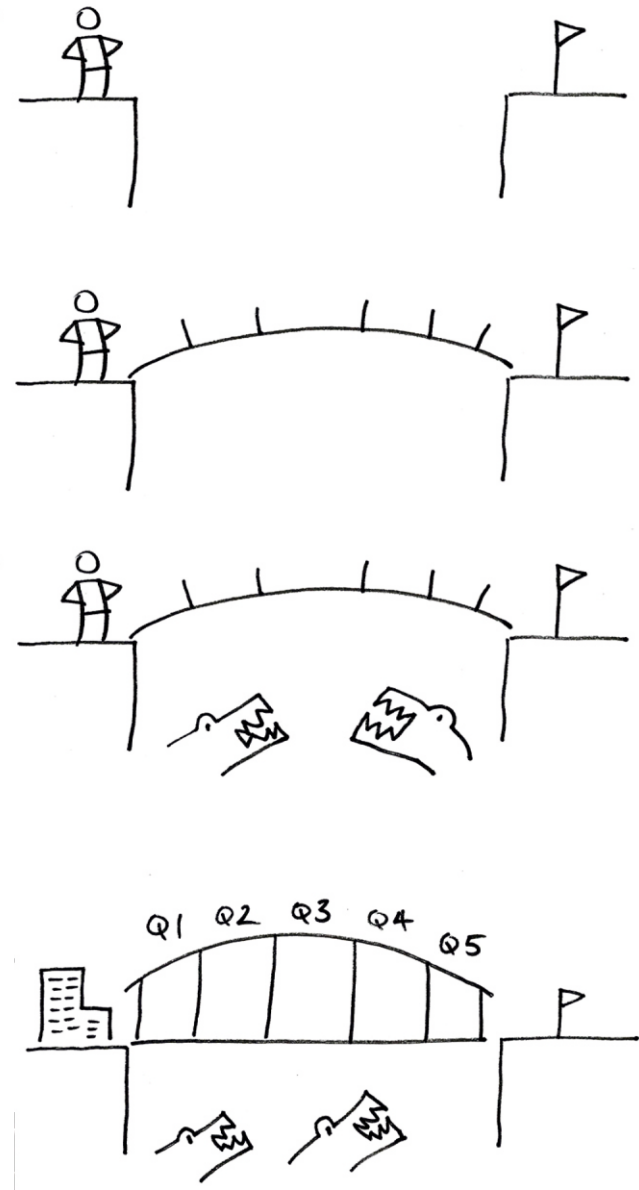
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1	1	2	3	4	5	6	1	2	3					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31					1	2	3	4	5	6	31							
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30

Me in 2022

My Strengths	My Weaknesses
My Opportunities	My Threats

Me & My Goal



**My Desired New Reality in
2035**

**Sketch of My
New Reality in 2035
(Career, Office, Shop, Company, House,
Family, Money, Property)**

QUALIFICATION

CAREER

SKILLS

FINANCIAL STATUS

FAMILY

MY DAILY TIME TABLE

Sleep	
Daily Study	
Home-Class-Home	
Games/Exercise Gardening/Hobby	
Eat/Food Preparation	
Dress/Bathe/Wash	
Prayer/Church activities	
Village/	
Total Hours	

MY HOLIDAY TIME TABLE

Sleep	
Daily Study	
Extra Study	
Games/Exercise Gardening/Hobby	
Eat/Food Preparation	
Dress/Bathe/Wash	
Prayer/Church activities	
Village/	
Total Hours	

**MY DREAM MARKS
..... SEMESTER**

NAGALAND UNIVERSITY END SEMESTER EXAMINATION					
Month Year					
Name	:				
Class	:				
NU Roll Number	:				
MARKS OBTAINED					
Paper Code	CIA 10	Asst 10	Asst 10	NU 70	Total 100
Total					
Percentage					
Division					

**MY DREAM MARKS
..... SEMESTER**

NAGALAND UNIVERSITY END SEMESTER EXAMINATION					
Month Year					
Name	:				
Class	:				
NU Roll Number	:				
MARKS OBTAINED					
Paper Code	CIA 10	Asst 10	Asst 10	NU 70	Total 100
Total					
Percentage					
Division					

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