



DON BOSCO COLLEGE, KOHIMA NAGALAND

HANDBOOK & ACADEMIC CALENDAR 2019-20



DON BOSCO COLLEGE KOHIMA NAGALAND



HANDBOOK & ACADEMIC CALENDAR

2019-20



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

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Website: www.dbckohima.ac.in

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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 and 2016 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 Vattoh Thomas | : Member |
| 8. 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. Innocent P | : Treasurer |
| 5. Fr. Lakra Nazarius | : Member |
| 6. Fr. Palackel Mathew | : Member |
| 7. Fr. Vattoth Thomas | : Member |
| 8. Fr. Dr. Aelavanthara Sebastian | : Member |
| 9. Fr. Paul Punii | : Member |
| 10. Fr Ashuli Lonuo Linus | : Member |
| 11. Fr. Nellisseril Joseph | : Member |
| 12. Prof. N Das | : NU Representative |
| 13. Dr. M. Catherine Rutsa | : Member |
| 14. Dr. Kiyasetuo Vizo | : Member |
| 15. Mrs. Azenuo Pienyü | : Member |
| 16. Dr. Seyiekhrietuo John | : Member |
| 17. Mr. Lohrü Mathew | : Member |
| 18. Ms. Jarani Mao | : Staff Representative |
| 19. Dr. Velhou Koza | : Staff Representative |

ACADEMIC COMMITTEES

Internal Quality Assurance Cell (IQAC)

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Ms. Jarani Mao	: IQAC Co-ordinator
Dr. Imtinaro Longkumer	: NAAC Co-ordinator
Dr. Velhou Koza	: Member
Mr. N Zupenthung Shitiri	: Member
Dr. Lanukumla Ao	: Member
Dr. Pinky Sagolsem	: Member
Mrs. Kezienuo	: Member
Dr. Aosunep	: Member
Fr. P. Innocent	: Member
Mr. Johny	: Member
Ms. Kevisedenuo Christina	: Member
Ms. Vilanienuo Agnes	: Member
Mr. Keniengu Albert	: Member
Dr. N. Tiwary	: Member
Mr. Vituozo Phewhuo	: Member
Fr. T.P. James	: Member
Prof. N. Das	: NU Representative

Academic Council

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
HOD of English	: Dr. Pinky Sagolsem
HOD of Political Science	: Mr. N Zupenthung Shitiri
HOD of History	: Dr. Lanukumla Ao
HOD of Education	: Ms. Jarani Mao
HOD of Sociology	: Dr. Velhou Koza

Staff Development Programme

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Ms. Otoli V. Yeptho	: Convener
Dr Adenuo Shirat Luikham	: Member

Research Cell

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Dr. Lanukumla Ao	: Convener
Ms. Sentuile	: Member
Dr. Velhou Koza	: Member
Dr. Pinky Sagolsem	: Member

Dr. Aosunep	: Member
Mr. Lokho Anthony	: Member

Staff Grievance Redressal Cell

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. James	: Convener
Fr. Manayil Alexander	: Member

Admission Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Fr. Manayil Alexander	: Treasurer
Fr. James TP.	: Member
Ms. Jarani Mao	: Convener
Dr. Toshimenla	: Member

Examination Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Mrs Kezienuo	: Convener
Ms. Jarani Mao	: Member
Dr. Aosunep	: Member
Mr Sanihe Arüjü	: Member

Library Committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Mr. Ningthoujam Geethchandra Singh	: Convener
Dr. Lanukumla Ao	: Member
Ms. Jarani Mao	: Member

College magazine committee

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Ms. Otoli V. Yeptho	: Convener
Dr. Lanukumla Ao	: Member

STUDENT WELFARE COMMITTEES

Students Forum

Fr. Dr. P. Suresh Innocent	: Principal & Chairman
Dr. Aosunep	: Convener
Dr. Pinky Sagolsem	: Member
Mr. Lokho Anthony	: Member
Dr. Adenuo Shirat Luikham	: Member

BEEA Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Velhou Koza : Convener

Mentoring Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Pinky Sagolsem : Convener
 Mr. N Zupenthung Shitiri : Member
 Dr. Lanukumla Ao : Member
 Mrs. Viphreseno Yhokha : Member

Women Cell

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Imtinaro Longkumer : Convener
 Ms. Kezienuo : Member
 Ms. Jarani Mao : Member
 Dr. Toshimenla : Member

Anti-Ragging Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Mrs. Zavelu Vero : Convener
 Mr. Lokho Anthony : Member
 Ms. Otolu V. Yeptho : Member

Eucharist & Prayer Service Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Lanukumla Ao : Convener
 Mr. Lokho Anthony : Member
 Mr Sanihe Arüjü : Member

Assembly Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Aosunep : Convener
 Ms. Jarani Mao : Member
 Dr. Toshimenla : Member
 Ms. Kezienuo : Member

Parent - Teachers' Association Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Mr. N Zupenthung Shitiri : Convener

Mrs. Viphreseno Yhokha : Member
 Co-ordinator and Associate Co-ordinator representing the parents

Canteen Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Fr. Manayil Alexander : Treasurer
 Ms. Kezienuo : Convener
 Ms. Jarani Mao : Member

Student's Satisfaction Survey Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Aosunep : Convener
 Dr. Pinky Sagolsem : Member
 Mr. Lokho Anthony : Member
 Dr. Adenuo Shirat Luikham : Member

PROGRAMME COMMITTEES**Invited Talk**

Ms Tsutshowe-U Sekhamo : Convener
 Dr. Imtinaro Longkumer : Member
 Dr. Aosunep : Member
 Ms. Jarani Mao : Member

Freshers Day Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Mr. Lokho Anthony : Convener
 Dr. Pinky Sagolsem : Member
 Mr Sanihe Arüjü : Member

Graduation day Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Adenuo Shirat Luikham : Convener
 Ms Tsutshowe-U Sekhamo : Member
 Ms. Otolu Yepthomi : Member

Euphoria (College Week) Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Ms Tsutshowe-U Sekhamo : Convener
 Mr. N Zupenthung Shitiri : Member
 Dr. Lanukumla Ao : Member

Pre-Christmas Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Mrs. Viphreseno Yhokha : Convener

Ms. Jarani Mao : Member
 Ms. Kezienuo : Member
 Dr. Imtinaro Longkumer : Member

Gratitude Day Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Toshimenla : Convener
 Ms Sentuile : Member
 Mr. N Zupenthung Shitiri : Member

Quiz Committee

Dr. Imtinaro Longkumer : Convener
 Dr. Velhou Koza : Member
 Ms. Jarani Mao : Member

Inter collegiate Committee

Fr. Dr. P. Suresh Innocent : Principal & Chairman
 Dr. Velhou Koza : Convener
 Dr. Adenuo Shirat Luikham : Member
 Mr. Lokho Anthony : Member

Placement Cell

Fr. Dr. P. suresh Innocent : Principal & Chairman
 Mr. Viphreseno Yhokha : Convener
 Ms. Zavelu : Member
 Ms. Sentuile : Member

Discipline Committee

Fr. Dr. P. suresh Innocent : Principal & Chairman
 Dr. Toshimenla : Convener
 Dr. Aosunep : Member

Alumni Association

Fr. Dr. P. suresh Innocent : Principal & Chairman
 Mr. N. Zupenthung Shitiri : Convener
 Dr. Lanukumla Ao : Member

6. CO-CURRICULAR ACTIVITIES

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!

BOSCO MUSIC CLUB

Mr. Zupenthung : Coordinator
 Dr. Aosunep : Asst. Coordinator
 Mrs. Kezienuo : Asst. Coordinator
 Dr. Velhou : Asst. Coordinator

BOSCO SPORTS ACADEMY

Mr. Sanihe : Coordinator
 Mr. Zupenthung : Asst. Coordinator
 Dr. Aosunep : Asst. Coordinator
 Mrs. Zavelu : Asst. Coordinator

DANCE CLUB

Ms. Otoli : Coordinator
 Ms. Sentuile : Asst. Coordinator

FINE ARTS

Dr. Adenuo : Coordinator
 Ms. Sentuile : Coordinator
 Ms. Vehutalu : Asst. Coordinator

JESUS YOUTH

Dr. Toshimenla : Coordinator
 Dr. Lanukumla : Asst. Coordinator

LITERARY CLUB

Dr. Imtinaro Longkumer : Coordinator
 Dr. Pinky : Asst. Coordinator
 Dr. Toshimenla : Asst. Coordinator

7. ACADEMIC & ADMINISTRATIVE STAFF

MOVIE CLUB

Dr. Pinky	:	Coordinator
Dr. Adenuo	:	Asst. Coordinator
Mrs. Viphreseno	:	Asst. Coordinator

NSS – UNIT (1)

Mrs. Zavelu	:	Coordinator
Fr. Dr. P. Suresh	:	Asst. Coordinator
Dr. Pinky	:	Asst. Coordinator
Ms. Jarani	:	Asst. Coordinator
Dr. Aosunep	:	Asst. Coordinator

NSS- UNIT (2)

Ms. Vehutalu	:	Coordinator
Dr. Lanukumla	:	Asst. Coordinator
Ms. Tsutsoweu	:	Asst. Coordinator

PEACE CHANNEL

Ms. Viphreseno	:	Coordinator
Ms. Vehutalu	:	Asst. Coordinator

ROVERS & RANGERS

Ms. Tsutshoweu	:	Coordinator
Dr. Imtinaro Longkumer	:	Asst. Coordinator

YOUTH FOR CHRIST

Mr. Sanihe	:	Coordinator
Ms. Otolu	:	Asst. Coordinator

English Department

Dr. Pinky Sagolsem, HOD, Assistant Professor
sagolsempinky33@gmail.com

Dr. Toshimenla, Assistant Professor
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Ms. Otolu V. Yeptho, Assistant Professor
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Dr. Adenuo Shirat Luikham, Assistant Professor
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Political Science Department

Mrs. Kezienuo, Assistant Professor
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N. Zupenthung Shitiri, HOD, Assistant Professor
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Dr. Aosunep, Assistant Professor
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History Department

Ms. Tsutshoweu U Sekhamo, Assistant Professor
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Mr. Lokho Anthony
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Education Department

Ms. Jarani Mao, HOD, Assistant Professor
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Dr. Imtinaro Longkumer, Assistant Professor
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Ms. Sentuile, Assistant Professor
Sentuidaime7@gmail.com

Sociology Department

Dr. Velhou Koza, HOD, Assistant Professor
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Mr. Sanihe Ariijii, Assistant Professor
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Ms. Viphreseno Yhokha, Assistant Professor
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Environmental Study

Fr. Dr. P. Suresh Innocent
DBCKprincipal@gmail.com

Mrs. Zavelu Vero
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ADMINISTRATIVE STAFF

Ningthoujam Geethchandra Singh : **Assistant Librarian**
Geetchandra88@gmail.com
Mr. Thomning : **Office Accountant**
thboipu837@gmail.com
Johny Barla : **Office Assistant**
johnya@gmail.com
Khoso Pfotte : **Office Assistant**
khosoethel@gmail.com
Mr. Albert : **Peon**

8. ADMISSION PROCEDURES

B.A. Degree Courses Offered Honours & Pass Course Subject Combination

English Honours	History Honours	Political Science Honours	Education Honours	Sociology Honours	General
English Honours	History Honours	Political Sci. Honours	Education Honours	Sociology Honours	General English
General English	General English	General English	General English	General English	Elective Pol. Sci
Elective Pol. Sci	Elective Pol. Sci	Elective Pol. Sci	Elective Pol. Sci	Elective Pol. Sci	Elective History
Elective History	Elective History	Elective History	Elective History	Elective History	Elective Sociology/
Elective English	Elective Sociology/ Education	Elective Sociology/ Education	Elective Education	Elective Sociology	Education

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

- Students seeking admission in Honours Course must secure 45% total aggregate in 10+2 level or 45% in the concerned subject.
- Students who have completed Diploma/Certificate course after passing class10 with minimum duration of two or more years from recognised University/Board, UGC and AICTE are eligible to seek admission to First Semester
- 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.
- 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.

A SIMPLE SEVEN-STEPS ADMISSION PROCESS

- i) Purchase the Application form from the college office
- ii) Submit the filled-in Application form along with the required documents
- iii) Appear for the interview with the Original documents
- iv) Pay the required fees
- v) Obtain College ID card
- vi) Place an order for your college uniform
- vii) Attend the orientation programme

EACH APPLICATION MUST BE ACCOMPANIED BY

- **NBSE Registration Card in Original**
- **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**
- Xerox copy of **Birth Certificate**
- Xerox copy of **Schedule Tribe/ Community Certificate**
- Two copies of recent Passport size and stamp size **photos**
- Parish priest letter for **Catholic applicants**.

YOU SHOULD KNOW

- Spot admission for first division students.
- Preference for catholic students at the time of admission
- In case of withdrawal of admission, a nominal fee will be deducted.

FEES

FEE TO BE PAID DURING ADMISSION:

B.A. Honours : ₹ 11600 (Semester Fee ₹ 5000 + 6 Months Tuition Fee ₹ 6600)

B.A. General : ₹ 10400 (Semester Fee ₹ 5000 + 6 Months Tuition Fee ₹ 5400)

Semester Fee : ₹ 5000 (Five thousand for a Semester)
(Semester fee includes Admission, establishment, maintenance, development, electricity, water supply, library, university registration, departmental activity, ID card, BEEA activities, CIA tests, College Magazine, E management, Social Function Freshers day, Gratitude day, Euphoria, Pre Christmas)

Tuition Fee:

B.A. Honours : ₹ 1100/- per month for 6 months
(₹ 1100 x 6 = ₹ 6600)

B.A. General : ₹ 900/- per month for 6 months
(₹ 900 x 6 = ₹ 5400)

University Examination Fee : ₹ 840 (Eight hundred and forty per semester)

College magazine, e-Management : ₹ 500 (Yearly)

Note to Parents

Parents and Guardians are requested to follow the student's progress in studies and his/her general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance and academic progress. They are exhorted to co-operate with the College authorities in the formation of their wards. For any further information kindly, visit the college website www.dbckohima.ac.in

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**May 2019**

1	WED	NSS Camp/readmission of 3 rd sem begins
2	THU	NSS Camp
3	FRI	NSS Camp
4	SAT	NSS Camp
5	SUN	Holiday
6	MON	NSS Camp/ Form Issue for 1 st sem
7	TUE	NSS Camp/Form Issue for 1 st sem
8	WED	Form Issue for 1 st sem
9	THU	Form Issue for 1 st sem
10	FRI	Form Issue for 1 st sem
11	SAT	Form Issue for 1 st sem
12	SUN	Holiday
13	MON	Common Entrance test for Admission
14	TUE	Result Declaration/Admission for 1 st Year
15	WED	Admission for 1 st Year
16	THU	Admission for 1 st Year
17	FRI	Admission for 1 st Year
18	SAT	Admission for 1 st Year
19	SUN	Admission for 1 st Year
20	MON	Admission for 1 st Year
21	TUE	Admission for 1 st Year
22	WED	Admission for 1 st Year
23	THU	Admission for 1 st Year
24	FRI	Admission for 1 st Year
25	SAT	Admission for 1 st Year
26	SUN	Holiday

June 2019

1	SAT	Skill Development Programme for 1 st year
2	SUN	Holiday
3	MON	Inauguration of Academic year
4	TUE	Class/ Election of BEEA Representatives
5	WED	Holiday/ World Environment Day/Id-UI-Fitr
6	THU	Class/BEEA Investiture ceremony/ readmission of 3rd sem ends
7	FRI	Class/ Prayer Service and Mass/ Election of Class Representatives
8	SAT	Holiday
9	SUN	Holiday
10	MON	Class/ Mentoring /Election of Students' Forum
11	TUE	Class/ Mentoring /Students' Forum Investiture ceremony
12	WED	Class/Mentoring
13	THU	Class/Mentoring
14	FRI	Class/Mentoring/Meeting of Canteen Committee
15	SAT	Class/BEEA Activity-1
16	SUN	Holiday
17	MON	Class/ Mentoring/Library Orientation for 1 st sem
18	TUE	Class/ Mentoring/Library Orientation for 3 rd sem
19	WED	Class/ Mentoring/Library Orientation for 5 th sem
20	THU	Class/ Mentoring/Rehearsal for

July 2019

1	MON	Class/ CIA I
2	TUE	Class
3	WED	Class
4	THU	Class
5	FRI	Class/ Prayer Service and Mass/Quiz-1 (1-500)
6	SAT	Class/ BEEA Activity 2/Staff meeting
7	SUN	Holiday
8	MON	Class/ CIA I/ Research Committee- Drafting of Procedure
9	TUE	Class
10	WED	Class/ Orientation on accessing NDL Resources
11	THU	Class
12	FRI	Graduation Day
13	SAT	Holiday
14	SUN	Holiday
15	MON	Class / CIA I
16	TUE	Class
17	WED	Class
18	THU	Class
19	FRI	Class/ Quiz-2 (500-1000)
20	SAT	Departmental Field Trip
21	SUN	Holiday
22	MON	Class/ CIA I/Meeting with 2 nd and 4 th Sem students with backlog
23	TUE	Class
24	WED	Class
25	THU	Class
26	FRI	Class
27	SAT	Holiday/Soft skill training/IQAC Meeting

August 2019

1	THU	Class/ Meeting with failure students from CIA-1
2	FRI	Class/ Prayer Service and Mass/DBCK Quiz-Time 2019
3	SAT	Remedial Class
4	SUN	Holiday
5	MON	Class/ CIA II/ Evaluation on Canteen update
6	TUE	Class
7	WED	Class
8	THU	Class
9	FRI	Class/ Invited talk (Evangelization)
10	SAT	Holiday/Soft skill training
11	SUN	Holiday
12	MON	Holiday/Id Bakrid
13	TUE	Class/ CIA II
14	WED	Class
15	THU	Holiday/ Independence Day
16	FRI	Class
17	SAT	Departmental Activity
18	SUN	Holiday
19	MON	Class/ CIA II
20	TUE	Class/ Last date for 2 nd Assignment submission
21	WED	Class
22	THU	Class
23	FRI	Class/Submission of SSR reports by the seven teams
24	SAT	Holiday/Soft skill training
25	SUN	Holiday
26	MON	Class/ CIA II

September 2019

1	SUN	Holiday
2	MON	Class/ CIA II
3	TUE	Class/ Last date for PPT
4	WED	Class
5	THU	Class/Meeting with failure students
6	FRI	Class/ Prayer Service and Mass/IQAC Meeting (internal)
7	SAT	CIA II
8	SUN	Holiday
9	MON	Study Leave
10	TUE	Model Exam
11	WED	Model Exam/Staff visit to Dimapur
12	THU	Model Exam
13	FRI	Model Exam
14	SAT	Model Exam
15	SUN	Holiday
16	MON	Model Exam
17	TUE	Model Exam
18	WED	Model Exam
19	THU	Model Exam
20	FRI	Model Exam
21	SAT	Result Preparation
22	SUN	Holiday
23	MON	Result Preparation
24	TUE	Result Preparation
25	WED	Result Preparation/Staff meeting
26	THU	Result Preparation

October 2019

1	TUE	NU Exam
2	WED	Holiday/ Gandhi Jayanti
3	THU	NU Exam
4	FRI	NU Exam
5	SAT	NU Exam
6	SUN	Holiday
7	MON	Holiday/ Dussehra
8	TUE	Holiday/ Dussehra
9	WED	NU Exam
10	THU	NU Exam
11	FRI	NU Exam
12	SAT	NU Exam
13	SUN	Holiday
14	MON	NU Exam
15	TUE	NU Exam
16	WED	NU Exam
17	THU	NU Exam
18	FRI	NU Exam
19	SAT	NU Exam/ IQAC meeting
20	SUN	Holiday
21	MON	NU Exam
22	TUE	Result Preparation
23	WED	Result Preparation
24	THU	Result Preparation
25	FRI	Result Preparation/ Staff meeting
26	SAT	Result Declaration
27	SUN	Holiday
28	MON	Readmission of 2 nd , 4 th and 6 th sem begins/ Preparation for Euphoria
29	TUE	Preparation for Euphoria

November 2019

1	FRI	Preparation for Euphoria
2	SAT	Staff Picnic/Preparation for Euphoria
3	SUN	Holiday
4	MON	Class/ Cultural and Sports festival (Euphoria)
5	TUE	Class/ Cultural and Sports festival (Euphoria)
6	WED	Class/ Cultural and Sports festival (Euphoria)
7	THU	Class/ Cultural and Sports festival (Euphoria)
8	FRI	Class/ Cultural and Sports festival (Euphoria)
9	SAT	Class/ Cultural and Sports festival (Euphoria)
10	SUN	Holiday
11	MON	Holiday
12	TUE	Holiday/Guru Nanak Birthday
13	WED	Class Resume
14	THU	Class
15	FRI	Class
16	SAT	Class
17	SUN	Holiday
18	MON	Class
19	TUE	Class
20	WED	Class
21	THU	Class
22	FRI	Class
23	SAT	Holiday/Soft skill training
24	SUN	Holiday
25	MON	Class/ Invited Talk (Women Cell)

December 2019

1	SUN	Holiday
2	MON	Class
3	TUE	Class
4	WED	Class/Research Day
5	THU	Class
6	FRI	Class/ Preparation for Pre Christmas
7	SAT	Pre Christmas Celebration
8	SUN	Holiday
9	MON	Education Tour
10	TUE	Education Tour
11	WED	Education Tour
12	THU	Education Tour
13	FRI	Education Tour
14	SAT	Holiday
15	SUN	Holiday
16	MON	Education Tour
17	TUE	Education Tour
18	WED	Education Tour
19	THU	Education Tour
20	FRI	Education Tour
21	SAT	Education Tour
22	SUN	Holiday
23	MON	Winter Break
24	TUE	Winter Break
25	WED	Winter Break
26	THU	Winter Break
27	FRI	Winter Break
28	SAT	Holiday
29	SUN	Holiday
30	MON	Winter Break

January 2020

1	WED	Winter Break
2	THU	Winter Break
3	FRI	Winter Break
4	SAT	Winter Break
5	SUN	Holiday
6	MON	Winter Break
7	TUE	Class Resumes
8	WED	Class/ Staff meeting
9	THU	Class/ Examination Committee meeting
10	FRI	Class
11	SAT	Holiday/Soft skill training
12	SUN	Holiday
13	MON	Class
14	TUE	Class
15	WED	Class
16	THU	Class
17	FRI	Class/ Last date for 1 st Assignment submission
18	SAT	Class/ BEEA Activity-1
19	SUN	Holiday
20	MON	Class/ Mentoring 1 st year
21	TUE	Class/ Mentoring 1 st year
22	WED	Class/ Mentoring 1 st year
23	THU	Class/ Mentoring 2 nd year
24	FRI	Class/ Mentoring 2 nd year
25	SAT	Holiday/Soft skill training
26	SUN	Holiday/Republic Day
27	MON	Class/ Mentoring 2 nd year/CIA
28	TUE	Class/ Mentoring 3 rd year
29	WED	Class/ Mentoring 3 rd year

February 2020

1	SAT	Class/ BEEA Activity-2
2	SUN	Holiday
3	MON	Class/ CIA
4	TUE	Class
5	WED	Class
6	THU	Class
7	FRI	Class/ Prayer Service and Mass
8	SAT	Holiday/Soft skill training
9	SUN	Holiday
10	MON	Class/ CIA
11	TUE	Class
12	WED	Class
13	THU	Class
14	FRI	Class/ Last date for 2 nd Assignment submission
15	SAT	Departmental Activity
16	SUN	Holiday
17	MON	Class / CIA
18	TUE	Class
19	WED	Class
20	THU	Class
21	FRI	Class
22	SAT	Holiday/Soft skill training
23	SUN	Holiday
24	MON	Class / CIA
25	TUE	Class
26	WED	Holiday/Ash Wednesday
27	THU	Class
28	FRI	Class/ Last date for PPT/ Research Day

March 2020

1	SUN	Holiday
2	MON	Class/ CIA
3	TUE	Class
4	WED	Class/ Observation of Womens' Day
		(Women Cell)
5	THU	Class/ Staff meeting
6	FRI	Class/ Prayer service and Mass
7	SAT	Gratitude Day
8	SUN	Holiday
9	MON	Study Leave
10	TUE	Model Exam
11	WED	Model Exam
12	THU	Model Exam
13	FRI	Model Exam
14	SAT	Model Exam
15	SUN	Holiday
16	MON	Model Exam
17	TUE	Model Exam
18	WED	Model Exam
19	THU	Model Exam
20	FRI	Model Exam
21	SAT	Result Preparation
22	SUN	Holiday
23	MON	Result Preparation
24	TUE	Result Preparation
25	WED	Result Preparation
26	THU	Result Preparation
27	FRI	Result Preparation
28	SAT	Parent-Teacher Meeting

April 2020

1	WED	NU Exam
2	THU	NU Exam
3	FRI	NU Exam
4	SAT	NU Exam
5	SUN	Holiday/ Palm Sunday
6	MON	NU Exam
7	TUE	NU Exam
8	WED	NU Exam
9	THU	NU Exam
10	FRI	Holiday/ Good Friday
11	SAT	NU Exam
12	SUN	Holiday/ Easter Sunday
13	MON	NU Exam
14	TUE	NU Exam
15	WED	NU Exam
16	THU	NU Exam
17	FRI	NU Exam
18	SAT	NU Exam
19	SUN	Holiday
20	MON	NU Exam
21	TUE	NU Exam
22	WED	Result Preparation
23	THU	Result Preparation
24	FRI	Result Preparation
25	SAT	Holiday
26	SUN	Result Preparation
27	MON	Result Declaration for 2 nd Semester
28	TUE	NSS Special Camp
29	WED	NSS Special Camp
30	THU	NSS Special Camp/

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



Do your
ordinary duties
extraordinarily
well.
-- Saint John Bosco

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

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

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 REMARKS

Date	Remark	Signature Parents/ Guardians

REPORTS AND RECORDS

PRINCIPAL REMARKS

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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	6 th Period
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

TEST / EXAMINATION TIME TABLE

DATE	SUBJECT CODE	PAPER NAME

DEPARTMENTAL ACTIVITIES

BEEA ACTIVITIES

NOTES

NOTES
