



# DON BOSCO COLLEGE, KOHIMA NAGALAND

**HANDBOOK & ACADEMIC CALENDAR 2020-21**



# DON BOSCO COLLEGE KOHIMA NAGALAND



# HANDBOOK & ACADEMIC CALENDAR

2020-21



**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 31<sup>st</sup> 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 Kangba Rang Antony         | : 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    |
| 20. Mr Keningu Albert             | : CKCCU 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. Tovika Swu             | : Member               |
| Fr. P. Innocent            | : Member               |
| Mr. Khollo Manikho         | : Member               |
| Ms. Kevisedenuo Christina  | : Member               |
| Mr. Heutwateung N. Hau     | : 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           | : Dr. Imtinaro Longkumer   |
| HOD of Sociology           | : Dr. Velhou Koza          |

### Staff Development Programme

|                            |                        |
|----------------------------|------------------------|
| Fr. Dr. P. Suresh Innocent | : Principal & Chairman |
| Ms. Otolu V. Yephtho       | : 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. Tovika Swu    | : Member |
| Mr. Lokho Anthony | : Member |

### Staff Grievance Redressal Cell

|                            |                        |
|----------------------------|------------------------|
| Fr. Dr. P. Suresh Innocent | : Principal & Chairman |
| Fr. James                  | : Convener             |
| Ms. Tsutshowe-U Sekhamo    | : Coordinator          |

### Admission Committee

|                            |                        |
|----------------------------|------------------------|
| Fr. Dr. P. Suresh Innocent | : Principal & Chairman |
| Fr. Innocent               | : 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. Tovika Swu             | : 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. Otolu V. Yephtho       | : Convener             |
| Dr. Lanukumla Ao           | : Member               |

## STUDENT WELFARE COMMITTEES

### Students Forum

|                            |                        |
|----------------------------|------------------------|
| Fr. Dr. P. Suresh Innocent | : Principal & Chairman |
| Dr. Tovika Swu             | : 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. Tovika Swu : 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. Innocent. P : Treasurer  
 Ms. Kezienuo : Convener  
 Ms. Jarani Mao : Member

**Student's Satisfaction Survey Committee**

Fr. Dr. P. Suresh Innocent : Principal & Chairman  
 Dr. Tovika Swu : 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. Tovika Swu : 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. Tovika Swu : 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. Tovika Swu : Asst. Coordinator  
 Mrs. Kezienuo : Asst. Coordinator  
 Dr. Velhou : Asst. Coordinator

**BOSCO SPORTS ACADEMY**

Mr. Sanihe : Coordinator  
 Mr. Zupenthung : Asst. Coordinator  
 Dr. Tovika Swu : Asst. Coordinator  
 Mrs. Zavelu : Asst. Coordinator

**DANCE CLUB**

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

**FINE ARTS**

Dr. Adenuo : Coordinator  
 Ms. Sentuile : Coordinator  
 Mr. Lokho Anthony : 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. Tovika Swu : Asst. Coordinator

### NSS- UNIT (2)

Mr. Lokho Anthony : Coordinator  
Dr. Lanukumla : Asst. Coordinator  
Ms. Tsutsoweu : Asst. Coordinator

### PEACE CHANNEL

Ms. Viphreseno : Coordinator  
Mr. Lokho Anthony : Asst. Coordinator

### ROVERS & RANGERS

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

### YOUTH FOR CHRIST

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

### NCC

Ms. Rokovinuo : Care Taker Officer (CTO)

### English Department

Dr. Pinky Sagolsem, HOD, Assistant Professor  
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Dr. Toshimenla, Assistant Professor  
[toshimenkichu@gmail.com](mailto:toshimenkichu@gmail.com)

Ms. Otolu V. Yeptho, Assistant Professor  
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Dr. Adenuo Shirat Luikham, Assistant Professor  
[adenuo@gmail.com](mailto:adenuo@gmail.com)

### Political Science Department

Mrs. Kezienuo, Assistant Professor  
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N. Zupenthung Shitiri, HOD, Assistant Professor  
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Dr. Tovika Swu, Assistant Professor  
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### History Department

Ms. Tsutshoweu U Sekhamo, Assistant Professor  
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Dr. Lanukumla Ao, HOD, Assistant Professor  
[Longchar\\_akumla@Yahoo.com](mailto:Longchar_akumla@Yahoo.com)

Mr. Lokho Anthony  
[Lokho.anthony@gmail.com](mailto:Lokho.anthony@gmail.com)

### Education Department

Dr. Imtinaro Longkumer, HOD, Assistant Professor  
[imtynaro@gmail.com](mailto:imtynaro@gmail.com)

Mrs. Jarani Mao, Assistant Professor  
[jaranimaheo@gmail.com](mailto:jaranimaheo@gmail.com)

Ms. Sentuile, Assistant Professor  
sentuidaime7@gmail.com

### Sociology Department

Dr. Velhou Koza, HOD, Assistant Professor  
[velhoukz@gmail.com](mailto:velhoukz@gmail.com)

Mr. Sanihe Ariijii, Assistant Professor  
[ariipfosomei@gmail.com](mailto:ariipfosomei@gmail.com)

Ms. Viphreseno Yhokha, Assistant Professor  
[viphresenoyhokha@gmail.com](mailto:viphresenoyhokha@gmail.com)

### Environmental Study

Fr. Dr. P. Suresh Innocent  
[dbckprincipal@gmail.com](mailto:dbckprincipal@gmail.com)

Mrs. Zavelu Vero  
[zavelkez@gmail.com](mailto:zavelkez@gmail.com)

### CERTIFICATE COURSE

Tally Certificate Course  
Ms. Alovly Aye, Course Instructor  
[aloviayemi@gmail.com](mailto:aloviayemi@gmail.com)

### ADMINISTRATIVE STAFF

Zevisanuo Khate : Assistant Coordinator IQAC  
[zevisanuokhate@gmail.com](mailto:zevisanuokhate@gmail.com)  
Ningthoujam Geethchandra Singh : Assistant Librarian  
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Zhokholu Ritse : Office Assistant  
[ritsezhokholu@gmail.com](mailto:ritsezhokholu@gmail.com)  
Mr. Nirmal : 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/<br>Education | Elective Sociology/<br>Education | Elective Education | ElectiveSociology | 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](http://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/<br>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 2020**

|    |     |  |
|----|-----|--|
| 1  | FRI | College Closed for COVID-19                      |
| 2  | SAT | College Closed for COVID-19                      |
| 3  | SUN | College Closed for COVID-19                      |
| 4  | MON | College Closed for COVID-19                      |
| 5  | TUE | College Closed for COVID-19                      |
| 6  | WED | College Closed for COVID-19                      |
| 7  | THU | College Closed for COVID-19                      |
| 8  | FRI | College Closed for COVID-19                      |
| 9  | SAT | College Closed for COVID-19                      |
| 10 | SUN | College Closed for COVID-19                      |
| 11 | MON | College Closed for COVID-19                      |
| 12 | TUE | College Closed for COVID-19                      |
| 13 | WED | College Closed for COVID-19                      |
| 14 | THU | College Closed for COVID-19                      |
| 15 | FRI | College Closed for COVID-19                      |
| 16 | SAT | College Closed for COVID-19                      |
| 17 | SUN | College Closed for COVID-19                      |
| 18 | MON | College Closed for COVID-19                      |
| 19 | TUE | College Closed for COVID-19                      |
| 20 | WED | College Closed for COVID-19                      |
| 21 | THU | College Closed for COVID-19                      |
| 22 | FRI | College Closed for COVID-19                      |
| 23 | SAT | College Closed for COVID-19                      |
| 24 | SUN | College Closed for COVID-19                      |
| 25 | MON | College Closed for COVID-19                      |
| 26 | TUE | College Closed for COVID-19                      |
| 27 | WED | College Closed for COVID-19                      |
| 28 | THU | College Closed for COVID-19                      |
| 29 | FRI | College Closed for COVID-19                      |
| 30 | SAT | College Closed for COVID-19/ Online Research Day |
| 31 | SUN | College Closed for COVID-19                      |

**June 2020**

|    |     |  |
|----|-----|--|
| 1  | MON | College Closed for COVID-19/ Online Admission for 1st Semester |
| 2  | TUE | College Closed for COVID-19/ Online Admission for 1st Semester |
| 3  | WED | College Closed for COVID-19/ Online Admission for 1st Semester |
| 4  | THU | College Closed for COVID-19/ Online Admission for 1st Semester |
| 5  | FRI | College Closed for COVID-19/ Online Admission for 1st Semester |
| 6  | SAT | College Closed for COVID-19/ Online Admission for 1st Semester |
| 7  | SUN | College Closed for COVID-19/ Online Admission for 1st Semester |
| 8  | MON | College Closed for COVID-19/ Online Admission for 1st Semester |
| 9  | TUE | College Closed for COVID-19/ Online Admission for 1st Semester |
| 10 | WED | College Closed for COVID-19/ Online Admission for 1st Semester |
| 11 | THU | College Closed for COVID-19/ Online Admission for 1st Semester |
| 12 | FRI | College Closed for COVID-19/ Online Admission for 1st Semester |
| 13 | SAT | College Closed for COVID-19                                    |
| 14 | SUN | College Closed for COVID-19                                    |
| 15 | MON | College Closed for COVID-19/ Annual Governing Body Meeting     |
| 16 | TUE | College Closed for COVID-19                                    |
| 17 | WED | College Closed for COVID-19                                    |
| 18 | THU | College Closed for COVID-19                                    |
| 19 | FRI | College Closed for COVID-19                                    |
| 20 | SAT | College Closed for COVID-19                                    |
| 21 | SUN | College Closed for COVID-19                                    |
| 22 | MON | College Closed for COVID-19                                    |
| 23 | TUE | College Closed for COVID-19                                    |
| 24 | WED | College Closed for COVID-19                                    |
| 25 | THU | College Closed for COVID-19                                    |
| 26 | FRI | College Closed for COVID-19                                    |
| 27 | SAT | College Closed for COVID-19                                    |
| 28 | SUN | College Closed for COVID-19                                    |
| 29 | MON | College Closed for COVID-19                                    |
| 30 | TUE | College Closed for COVID-19/ Online Research Day               |

**July 2020**

|    |     |   |
|----|-----|---|
| 1  | WED | College Closed for COVID-19                 |
| 2  | THU | College Closed for COVID-19                 |
| 3  | FRI | College Closed for COVID-19                 |
| 4  | SAT | College Closed for COVID-19                 |
| 5  | SUN | College Closed for COVID-19                 |
| 6  | MON | Online class                                |
| 7  | TUE | Online class                                |
| 8  | WED | Online class                                |
| 9  | THU | Online class                                |
| 10 | FRI | Online class                                |
| 11 | SAT | HOLIDAY                                     |
| 12 | SUN | HOLIDAY                                     |
| 13 | MON | Online class                                |
| 14 | TUE | Online class                                |
| 15 | WED | Online class                                |
| 16 | THU | Online class                                |
| 17 | FRI | Online class                                |
| 18 | SAT | Online class                                |
| 19 | SUN | HOLIDAY                                     |
| 20 | MON | Online class                                |
| 21 | TUE | Online class                                |
| 22 | WED | Online class                                |
| 23 | THU | Online class                                |
| 24 | FRI | Online class                                |
| 25 | SAT | HOLIDAY                                     |
| 26 | SUN | HOLIDAY                                     |
| 27 | MON | Online class                                |
| 28 | TUE | Online class                                |
| 29 | WED | Online class                                |
| 30 | THU | Online class/ Class Representative Election |
| 31 | FRI | Online class/ Staff Development Programme   |

**August 2020**

|    |     |  |
|----|-----|--|
| 1  | SAT | Online class   |
| 2  | SUN | HOLIDAY  |
| 3  | MON | Online class   |
| 4  | TUE | Online class   |
| 5  | WED | Online class   |
| 6  | THU | Online class   |
| 7  | FRI | Online class   |
| 8  | SAT | HOLIDAY  |
| 9  | SUN | HOLIDAY  |
| 10 | MON | Online class/Workshop on "Basic of Online Teaching"/ Mentoring 5th Sem |
| 11 | TUE | Online class/Workshop on "Basic of Online Teaching"/ Mentoring 5th Sem |
| 12 | WED | Online class/Workshop on "Basic of Online Teaching"/ Mentoring 3rd Sem |
| 13 | THU | Online class/Mentoring 3rd Semester                                    |
| 14 | FRI | Online class   |
| 15 | SAT | Online class   |
| 16 | SUN | HOLIDAY  |
| 17 | MON | Online class/Mentoring 1st Semester/ BEEA Investiture Programme        |
| 18 | TUE | Online class/Mentoring 1st Semester                                    |
| 19 | WED | Online class   |
| 20 | THU | Online class   |
| 21 | FRI | Online class   |
| 22 | SAT | Online 1st BEEA Activity   |
| 23 | SUN | HOLIDAY  |
| 24 | MON | Online class   |
| 25 | TUE | Online class   |
| 26 | WED | Online class   |
| 27 | THU | Online class   |
| 28 | FRI | Online Department Activity   |
| 29 | SAT | Online Invited Talk/ 2nd BEEA Activity                                 |
| 30 | SUN | HOLIDAY  |
| 31 | MON | Online class/ Online Research Day                                      |

**September 2020**

|    |     |   |
|----|-----|---|
| 1  | TUE | Online class/ Students Forum Investiture Programme  |
| 2  | WED | Online class  |
| 3  | THU | Online class  |
| 4  | FRI | Online class  |
| 5  | SAT | Online class  |
| 6  | SUN | HOLIDAY   |
| 7  | MON | Online class  |
| 8  | TUE | Online class  |
| 9  | WED | Online class/ Online training on soft skills  |
| 10 | THU | Online class  |
| 11 | FRI | Online class  |
| 12 | SAT | Online class  |
| 13 | SUN | HOLIDAY   |
| 14 | MON | Online class  |
| 15 | TUE | Online class  |
| 16 | WED | Online class  |
| 17 | THU | Online class  |
| 18 | FRI | Online class  |
| 19 | SAT | Online 3rd BEEA Activity  |
| 20 | SUN | HOLIDAY   |
| 21 | MON | Online class/ Online NU Examination 6th semester  |
| 22 | TUE | Online class/ Online NU Examination 6th semester  |
| 23 | WED | Online class/ Online NU Examination 6th semester  |
| 24 | THU | Online class/ Online NU Examination 6th semester  |
| 25 | FRI | Online class/ Online NU Examination 6th semester  |
| 26 | SAT | Online Department Activity/ Online NU Examination 6th semester  |
| 27 | SUN | Online class/ Online NU Examination 6th semester  |
| 28 | MON | HOLIDAY   |
| 29 | TUE | Online class/ Online NU Examination 6th semester  |
| 30 | WED | Online class/ Online NU Examination 6th semester/ Online training on soft skills/ Online Research Day |

**October 2020**

|    |     |  |
|----|-----|--|
| 1  | THU | Online class/ Online NU Examination 6th semester     |
| 2  | FRI | Online class/ Online NU Examination 6th semester     |
| 3  | SAT | Online class/ Online NU Examination 6th semester     |
| 4  | SUN | HOLIDAY  |
| 5  | MON | Online class/ Online NU Examination 6th semester     |
| 6  | TUE | Online class   |
| 7  | WED | Online class   |
| 8  | THU | Online class   |
| 9  | FRI | Online class   |
| 10 | SAT | HOLIDAY  |
| 11 | SUN | HOLIDAY  |
| 12 | MON | Online class   |
| 13 | TUE | Online class   |
| 14 | WED | Online class   |
| 15 | THU | Online class   |
| 16 | FRI | Online class   |
| 17 | SAT | Online class   |
| 18 | SUN | HOLIDAY  |
| 19 | MON | Online class/ Online Programme on Menstral Health    |
| 20 | TUE | Online class   |
| 21 | WED | Online class   |
| 22 | THU | Online class   |
| 23 | FRI | Online class   |
| 24 | SAT | HOLIDAY  |
| 25 | SUN | HOLIDAY  |
| 26 | MON | Online class   |
| 27 | TUE | Online class   |
| 28 | WED | Online class   |
| 29 | THU | Online class   |
| 30 | FRI | Online Career Guidance Training/ Online Research Day |
| 31 | SAT | Research Day   |

**November 2020**

|    |     |   |
|----|-----|---|
| 1  | SUN | HOLIDAY   |
| 2  | MON | Online class                                      |
| 3  | TUE | Online class                                      |
| 4  | WED | Online class                                      |
| 5  | THU | Online class                                      |
| 6  | FRI | HOLIDAY   |
| 7  | SAT | Online Graduation Day                             |
| 8  | SUN | HOLIDAY   |
| 9  | MON | Staff Picnic                                      |
| 10 | TUE | Online Model Examination 1st, 3rd & 5th semesters |
| 11 | WED | Online Model Examination 1st, 3rd & 5th semesters |
| 12 | THU | Online Model Examination 1st, 3rd & 5th semesters |
| 13 | FRI | Online Model Examination 1st, 3rd & 5th semesters |
| 14 | SAT | Online Model Examination 1st, 3rd & 5th semesters |
| 15 | SUN | HOLIDAY   |
| 16 | MON | Online Model Examination 1st, 3rd & 5th semesters |
| 17 | TUE | Result Preparation/ National Level Lecture Series |
| 18 | WED | Result Preparation                                |
| 19 | THU | Result Preparation                                |
| 20 | FRI | Result Preparation/ IQAC Internal Meeting         |
| 21 | SAT | HOLIDAY   |
| 22 | SUN | HOLIDAY   |
| 23 | MON | Result Preparation/ Invited Talk                  |
| 24 | TUE | Result Preparation/ National Level Lecture Series |
| 25 | WED | Result Preparation                                |
| 26 | THU | Result Preparation                                |
| 27 | FRI | Online Model Exam Result Declaration              |
| 28 | SAT | HOLIDAY   |
| 29 | SUN | HOLIDAY   |
| 30 | MON | HOLIDAY   |

**December 2020**

|    |     |   |
|----|-----|---|
| 1  | TUE | HOLIDAY   |
| 2  | WED | HOLIDAY   |
| 3  | THU | Online Department Activity  |
| 4  | FRI | HOLIDAY   |
| 5  | SAT | 4rd BEEA Activity   |
| 6  | SUN | HOLIDAY   |
| 7  | MON | Online National Level Lecture Series                                |
| 8  | TUE | HOLIDAY   |
| 9  | WED | HOLIDAY   |
| 10 | THU | Online Literary and Art Competition                                 |
| 11 | FRI | HOLIDAY   |
| 12 | SAT | HOLIDAY   |
| 13 | SUN | HOLIDAY   |
| 14 | MON | National Level Lecture Series/ PTA Meeting 5th Semester             |
| 15 | TUE | PTA Meeting 3rd Semester  |
| 16 | WED | PTA Meeting 1st Semester  |
| 17 | THU | Online Pre- Christmas Celebration/ Annual College Magazine released |
| 18 | FRI | Winter Break  |
| 19 | SAT | Winter Break  |
| 20 | SUN | Winter Break  |
| 21 | MON | National Level Lecture Series                                       |
| 22 | TUE | Winter Break  |
| 23 | WED | Winter Break  |
| 24 | THU | Winter Break  |
| 25 | FRI | Winter Break  |
| 26 | SAT | Winter Break  |
| 27 | SUN | Winter Break  |
| 28 | MON | Winter Break  |
| 29 | TUE | Winter Break  |
| 30 | WED | Winter Break  |
| 31 | THU | Winter Break  |

**January 2021**

|    |     |   |
|----|-----|---|
| 1  | FRI | Winter Break  |
| 2  | SAT | Winter Break  |
| 3  | SUN | Winter Break  |
| 4  | MON | Winter Break  |
| 5  | TUE | Online National Level Lecture Series                                  |
| 6  | WED | Winter Break  |
| 7  | THU | Winter Break  |
| 8  | FRI | Winter Break  |
| 9  | SAT | Winter Break  |
| 10 | SUN | Winter Break  |
| 11 | MON | Winter Break  |
| 12 | TUE | Winter Break  |
| 13 | WED | Winter Break  |
| 14 | THU | Winter Break  |
| 15 | FRI | Staff Meeting   |
| 16 | SAT | HOLIDAY   |
| 17 | SUN | HOLIDAY   |
| 18 | MON | Online NU Examination 1st, 3rd & 5th semesters/ Re-opening of College |
| 19 | TUE | Online NU Examination 1st, 3rd & 5th semesters                        |
| 20 | WED | Online NU Examination 1st, 3rd & 5th semesters                        |
| 21 | THU | Online NU Examination 1st, 3rd & 5th semesters                        |
| 22 | FRI | Online NU Examination 1st, 3rd & 5th semesters                        |
| 23 | SAT | Online NU Examination 1st, 3rd & 5th semesters                        |
| 24 | SUN | HOLIDAY   |
| 25 | MON | Online NU Examination 1st, 3rd & 5th semesters                        |
| 26 | TUE | Online NU Examination 1st, 3rd & 5th semesters                        |
| 27 | WED | Online NU Examination 1st, 3rd & 5th semesters                        |
| 28 | THU | Online NU Examination 1st, 3rd & 5th semesters                        |
| 29 | FRI | Online NU Examination 1st, 3rd & 5th semesters                        |
| 30 | SAT | Online NU Examination 1st, 3rd & 5th semesters                        |
| 31 | SUN | Research Day  |

**February 2021**

|    |     |  |
|----|-----|--|
| 1  | MON | Online NU Examination 1st, 3rd & 5th semesters                       |
| 2  | TUE | Online NU Examination 1st, 3rd & 5th semesters/IQAC Internal Meeting |
| 3  | WED | Online NU Examination 1st, 3rd & 5th semesters                       |
| 4  | THU | Online NU Examination 1st, 3rd & 5th semesters                       |
| 5  | FRI | Result Preparation   |
| 6  | SAT | HOLIDAY  |
| 7  | SUN | HOLIDAY  |
| 8  | MON | Result Preparation   |
| 9  | TUE | Result Preparation   |
| 10 | WED | Result Preparation   |
| 11 | THU | Result Preparation   |
| 12 | FRI | Result Preparation   |
| 13 | SAT | HOLIDAY  |
| 14 | SUN | HOLIDAY  |
| 15 | MON | 1st Day of Class   |
| 16 | TUE | Class  |
| 17 | WED | Class  |
| 18 | THU | Class  |
| 19 | FRI | Class  |
| 20 | SAT | Class  |
| 21 | SUN | Class  |
| 22 | MON | Class  |
| 23 | TUE | Class  |
| 24 | WED | Class  |
| 25 | THU | Class  |
| 26 | FRI | Class  |
| 27 | SAT | Class/ Parents and Students Orientation for NAAC                     |
| 28 | SUN | HOLIDAY  |



**March 2021**

|    |     |  |
|----|-----|--|
| 1  | MON | Class  |
| 2  | TUE | Class  |
| 3  | WED | Cultural and Sports Festival (Euphoria)      |
| 4  | THU | Cultural and Sports Festival (Euphoria)      |
| 5  | FRI | Cultural and Sports Festival (Euphoria)      |
| 6  | SAT | Cultural and Sports Festival (Euphoria)      |
| 7  | SUN | HOLIDAY                                      |
| 8  | MON | Class/ International Womens Day              |
| 9  | TUE | Class/ Staff and Alumni Orientation for NAAC |
| 10 | WED | Class  |
| 11 | THU | Class  |
| 12 | FRI | Class/ NCC Investiture Programme             |
| 13 | SAT | Class  |
| 14 | SUN | HOLIDAY                                      |
| 15 | MON | Class/ NAAC Mock Drill                       |
| 16 | TUE | Class/NAAC Mock Drill                        |
| 17 | WED | Class  |
| 18 | THU | Class  |
| 19 | FRI | Class  |
| 20 | SAT | Class/Last date of Submission of Assignment  |
| 21 | SUN | HOLIDAY                                      |
| 22 | MON | Class/CIA 6th Sem                            |
| 23 | TUE | Class/CIA 4rd Sem                            |
| 24 | WED | Class/CIA 2nd Sem                            |
| 25 | THU | Class  |
| 26 | FRI | Class  |
| 27 | SAT | Class  |
| 28 | SUN | HOLIDAY                                      |
| 29 | MON | NAAC Peer Team Visit                         |
| 30 | TUE | NAAC Peer Team Visit                         |
| 31 | WED | HOLIDAY                                      |

**April 2021**

|    |     |   |
|----|-----|---|
| 1  | THU | Class   |
| 2  | FRI | Good Friday                                     |
| 3  | SAT | HOLIDAY   |
| 4  | SUN | Easter Sunday                                   |
| 5  | MON | Class/CIA 6th Sem                               |
| 6  | TUE | Class/CIA 4th Sem                               |
| 7  | WED | Class/CIA 2nd Sem                               |
| 8  | THU | Class   |
| 9  | FRI | Class/CIA 4rd Sem                               |
| 10 | SAT | Class/CIA 2nd Sem                               |
| 11 | SUN | HOLIDAY   |
| 12 | MON | Class/CIA 6th Sem                               |
| 13 | TUE | Class/CIA 4rd Sem                               |
| 14 | WED | Class/CIA 2nd Sem                               |
| 15 | THU | Class/CIA 6th Sem/Mentoring 6th Semester        |
| 16 | FRI | Class/CIA 4rd Sem/Mentoring 4th Semester        |
| 17 | SAT | Class/CIA 2nd Sem/ Mentoring 2nd Semester       |
| 18 | SUN | HOLIDAY   |
| 19 | MON | Class/CIA 6th Sem/Mentoring 6th Semester        |
| 20 | TUE | Class/Mentoring 4th Semester/ Tally Theory Exam |
| 21 | WED | Class/Mentoring 2nd Semester                    |
| 22 | THU | Class/Mentoring 6th Semester                    |
| 23 | FRI | Class/Mentoring 4th Semester                    |
| 24 | SAT | Department Activity                             |
| 25 | SUN | HOLIDAY   |
| 26 | MON | Class/Mentoring 2nd Semester                    |
| 27 | TUE | Class   |
| 28 | WED | Class   |
| 29 | THU | Class   |
| 30 | FRI | Class/ Research Day                             |

**May 2021**

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| 1  | SAT | Class/ 5th BEEA Activity      |
| 2  | SUN | HOLIDAY                       |
| 3  | MON | Class                         |
| 4  | TUE | Class                         |
| 5  | WED | Gratitude Day                 |
| 6  | THU | Study Leave                   |
| 7  | FRI | Model Exam                    |
| 8  | SAT | Model Exam                    |
| 9  | SUN | HOLIDAY                       |
| 10 | MON | Model Exam                    |
| 11 | TUE | Model Exam                    |
| 12 | WED | Model Exam                    |
| 13 | THU | Model Exam                    |
| 14 | FRI | Model Exam                    |
| 15 | SAT | Model Exam                    |
| 16 | SUN | HOLIDAY                       |
| 17 | MON | Model Exam                    |
| 18 | TUE | Model Exam                    |
| 19 | WED | Model Exam                    |
| 20 | THU | HOLIDAY                       |
| 21 | FRI | Model Exam Result Declaration |
| 22 | SAT | PTA Meeting                   |
| 23 | SUN | HOLIDAY                       |
| 24 | MON | NU Exam                       |
| 25 | TUE | NU Exam                       |
| 26 | WED | NU Exam                       |
| 27 | THU | NU Exam                       |
| 28 | FRI | NU Exam                       |
| 29 | SAT | NU Exam                       |
| 30 | SUN | HOLIDAY                       |
| 31 | MON | NU Exam/ Research Day         |

**June 2021**

|    |     |                                |
|----|-----|--------------------------------|
| 1  | TUE | NU Exam/Admission for 1st Year |
| 2  | WED | NU Exam/Admission for 1st Year |
| 3  | THU | NU Exam/Admission for 1st Year |
| 4  | FRI | NU Exam/Admission for 1st Year |
| 5  | SAT | NU Exam/Admission for 1st Year |
| 6  | SUN | HOLIDAY                        |
| 7  | MON | NU Exam/Admission for 1st Year |
| 8  | TUE | NU Exam/Admission for 1st Year |
| 9  | WED | NU Exam/Admission for 1st Year |
| 10 | THU | NU Exam/Admission for 1st Year |
| 11 | FRI | NU Exam/Admission for 1st Year |
| 12 | SAT | NU Exam                        |
| 13 | SUN | HOLIDAY                        |
| 14 | MON | NU Exam                        |
| 15 | TUE | Result Preparation             |
| 16 | WED | Result Preparation             |
| 17 | THU | Result Preparation             |
| 18 | FRI | Result Preparation             |
| 19 | SAT | Result Preparation             |
| 20 | SUN | HOLIDAY                        |
| 21 | MON | Summer Break                   |
| 22 | TUE | Summer Break                   |
| 23 | WED | Summer Break                   |
| 24 | THU | Summer Break                   |
| 25 | FRI | Summer Break                   |
| 26 | SAT | HOLIDAY                        |
| 27 | SUN | HOLIDAY                        |
| 28 | MON | Summer Break                   |
| 29 | TUE | Summer Break                   |
| 30 | WED | Research Day                   |

## 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**

| <b>Date of days absent</b> | <b>No. of days absent</b> | <b>Reasons in brief with Parents/ guardians signature for being absent</b> | <b>Total Days absent</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**ABSENCE FROM COLLEGE**

| <b>Date of days absent</b> | <b>No. of days absent</b> | <b>Reasons in brief with Parents/ guardians signature for being absent</b> | <b>Total Days absent</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**ABSENCE FROM COLLEGE**

| <b>Date of days absent</b> | <b>No. of days absent</b> | <b>Reasons in brief with Parents/ guardians signature for being absent</b> | <b>Total Days absent</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**ABSENCE FROM COLLEGE**

| <b>Date of days absent</b> | <b>No. of days absent</b> | <b>Reasons in brief with Parents/ guardians signature for being absent</b> | <b>Total Days absent</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**ABSENCE FROM COLLEGE**

| <b>Date of days absent</b> | <b>No. of days absent</b> | <b>Reasons in brief with Parents/ guardians signature for being absent</b> | <b>Total Days absent</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**LATE ARRIVAL**

| <b>Date</b> | <b>Time of Arrival</b> | <b>Reason</b> | <b>Signature Staff In-charge</b> |
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**REPORTS AND RECORDS**

**LATE ARRIVAL**

| <b>Date</b> | <b>Time of Arrival</b> | <b>Reason</b> | <b>Signature Staff In-charge</b> |
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**REPORTS AND RECORDS**

**LATE ARRIVAL**

| <b>Date</b> | <b>Time of Arrival</b> | <b>Reason</b> | <b>Signature Staff In-charge</b> |
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**REPORTS AND RECORDS**

**LATE ARRIVAL**

| <b>Date</b> | <b>Time of Arrival</b> | <b>Reason</b> | <b>Signature Staff In-charge</b> |
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**REPORTS AND RECORDS**

**EARLY DEPARTURE**

| <b>Date</b> | <b>Time of Departure</b> | <b>Reason</b> | <b>Signature Lecturer's</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**EARLY DEPARTURE**

| <b>Date</b> | <b>Time of Departure</b> | <b>Reason</b> | <b>Signature Lecturer's</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**EARLY DEPARTURE**

| <b>Date</b> | <b>Time of Departure</b> | <b>Reason</b> | <b>Signature Lecturer's</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**EARLY DEPARTURE**

| <b>Date</b> | <b>Time of Departure</b> | <b>Reason</b> | <b>Signature Lecturer's</b> | <b>Signature Principal</b> |
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**REPORTS AND RECORDS**

**UNIFORM**

| <b>Date</b> | <b>Reason</b> | <b>Signature Parents/<br/>Guardians</b> | <b>Signature Staff<br/>In-charge</b> |
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**REPORTS AND RECORDS**

**UNIFORM**

| <b>Date</b> | <b>Reason</b> | <b>Signature<br/>Parents/<br/>Guardians</b> | <b>Signature<br/>Staff<br/>In-charge</b> |
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**REPORTS AND RECORDS**

**UNIFORM**

| <b>Date</b> | <b>Reason</b> | <b>Signature<br/>Parents/<br/>Guardians</b> | <b>Signature<br/>Staff<br/>In-charge</b> |
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**REPORTS AND RECORDS**

**UNIFORM**

| Date | Reason | Signature<br>Parents/<br>Guardians | Signature<br>Staff<br>In-charge |
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**REPORTS AND RECORDS**

**PRINCIPAL REMARKS**

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**REPORTS AND RECORDS**

**PRINCIPAL REMARKS**

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**REPORTS AND RECORDS**

**PRINCIPAL REMARKS**

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**REPORTS AND RECORDS**

**PRINCIPAL REMARKS**

| <b>Date</b> | <b>Remark</b> | <b>Signature<br/>Parents/<br/>Guardians</b> |
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**REPORTS AND RECORDS**

**STAFF REMARKS**

| <b>Date</b> | <b>Remark</b> | <b>Signature<br/>Parents/<br/>Guardians</b> |
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**REPORTS AND RECORDS**

**STAFF REMARKS**

| <b>Date</b> | <b>Remark</b> | <b>Signature<br/>Parents/<br/>Guardians</b> |
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**REPORTS AND RECORDS**

**STAFF REMARKS**

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**REPORTS AND RECORDS**

**STAFF REMARKS**

| Date | Remark | Signature<br>Parents/<br>Guardians |
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| <b>TIME TABLE</b> |                           |                           |                           |                           |                           |                           |
|-------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Day               | 1 <sup>st</sup><br>Period | 2 <sup>nd</sup><br>Period | 3 <sup>rd</sup><br>Period | 4 <sup>th</sup><br>Period | 5 <sup>th</sup><br>Period | 6 <sup>th</sup><br>Period |
| Monday            |                           |                           |                           |                           |                           |                           |
| Tuesday           |                           |                           |                           |                           |                           |                           |
| Wednesday         |                           |                           |                           |                           |                           |                           |
| Thursday          |                           |                           |                           |                           |                           |                           |
| Friday            |                           |                           |                           |                           |                           |                           |



**TIME TABLE**

| Day       | 1 <sup>st</sup><br>Period | 2 <sup>nd</sup><br>Period | 3 <sup>rd</sup><br>Period | 4 <sup>th</sup><br>Period | 5 <sup>th</sup><br>Period | 6 <sup>th</sup><br>Period |
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| Monday    |                           |                           |                           |                           |                           |                           |
| Tuesday   |                           |                           |                           |                           |                           |                           |
| Wednesday |                           |                           |                           |                           |                           |                           |
| Thursday  |                           |                           |                           |                           |                           |                           |
| Friday    |                           |                           |                           |                           |                           |                           |

**TEST / EXAMINATION TIME TABLE**

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**TEST / EXAMINATION TIME TABLE**

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**TEST / EXAMINATION TIME TABLE**

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**CALENDAR 2020**

| 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  |          |    | 2  | 3  | 4  | 5  | 6  | 7     | 8  | 1  | 1  | 2  | 3  | 4  | 5 | 6 | 7 |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 8     | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 15    | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 22    | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |
| 26      | 27 | 28 | 29 | 30 | 31 |    |          |    |    |    |    |    |    | 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  | 3  | 4  | 31  |    |    |    |    | 1  | 2  |      | 1  | 2  | 3  | 4  | 5  | 6  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 | 3   | 4  | 5  | 6  | 7  | 8  | 9  | 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 | 10  | 11 | 12 | 13 | 14 | 15 | 16 | 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 | 17  | 18 | 19 | 20 | 21 | 22 | 23 | 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 26    | 27 | 28 | 29 | 30 |    |    | 24  | 25 | 26 | 27 | 28 | 29 | 30 | 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  |
|      |    |    | 1  | 2  | 3  | 4  | 30     | 31 |    |    |    | 1  |    |           | 1  | 2  | 3  | 4  | 5  |    |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 | 2      | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 | 9      | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 | 16     | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 26   | 27 | 28 | 29 | 30 | 31 |    | 23     | 24 | 25 | 26 | 27 | 28 | 29 | 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  |
|         |    |    |    | 1  | 2  | 3  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |          |    | 1  | 2  | 3  | 4  | 5  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 | 8        | 9  | 10 | 11 | 12 | 13 | 14 | 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 | 29       | 30 |    |    |    |    |    | 27       | 28 | 29 | 30 | 31 |    |    |

**CALENDAR 2021**

| January |    |    |    |    |    |    | February |    |    |    |    |    |    | March |    |    |    |    |    |    |   |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|---|
| 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     | 7  | 1  | 2  | 3  | 4  | 5  | 6 |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 7     | 8  | 9  | 10 | 11 | 12 | 13 |   |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 14    | 15 | 16 | 17 | 18 | 19 | 20 |   |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 21    | 22 | 23 | 24 | 25 | 26 | 27 |   |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 | 28       |    |    |    |    |    |    | 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  | 3  | 30  | 31 |    |    |    | 1  |    |      | 1  | 2  | 3  | 4  | 5  |    |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 | 2   | 3  | 4  | 5  | 6  | 7  | 8  | 6    | 7  | 8  | 9  | 10 | 11 | 12 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 | 9   | 10 | 11 | 12 | 13 | 14 | 15 | 13   | 14 | 15 | 16 | 17 | 18 | 19 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 | 16  | 17 | 18 | 19 | 20 | 21 | 22 | 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 25    | 26 | 27 | 28 | 29 | 30 |    | 23  | 24 | 25 | 26 | 27 | 28 | 29 | 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  |
|      |    |    |    | 1  | 2  | 3  | 1      | 2  | 3  | 4  | 5  | 6  | 7  |           |    | 1  | 2  | 3  | 4  |    |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 | 8      | 9  | 10 | 11 | 12 | 13 | 14 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 | 15     | 16 | 17 | 18 | 19 | 20 | 21 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 | 22     | 23 | 24 | 25 | 26 | 27 | 28 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 25   | 26 | 27 | 28 | 29 | 30 | 31 | 29     | 30 | 31 |    |    |    |    | 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  |
|         |    |    |    | 1  | 2  | 3  | 1        | 2  | 3  | 4  | 5  | 6  |    |          | 1  | 2  | 3  | 4  |    |    |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 | 28       | 29 | 30 |    |    |    |    | 26       | 27 | 28 | 29 | 30 | 31 |    |



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