



DON BOSCO COLLEGE

SULTHAN BATHERY, WAYANAD, KERALA - 673 592

(Affiliated to the University of Calicut)

An ISO 9001-2008 certified Institution

Accredited by NAAC with 'B' Grade

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Student Handbook and Calendar 2016-2017

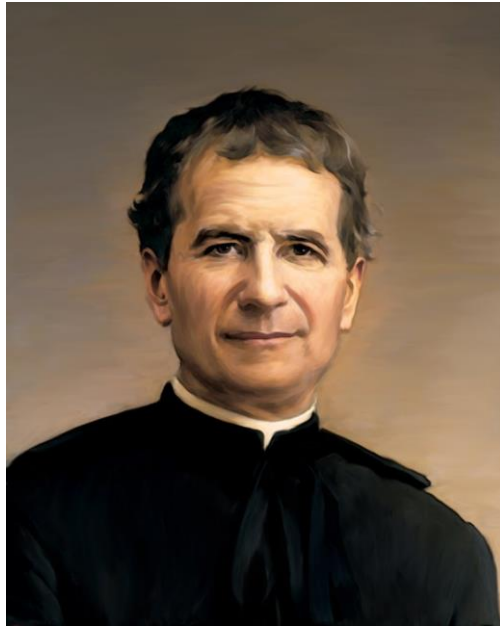
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DON BOSCO (1815 – 1888)

Don Bosco is known to millions as a brilliant educator and a great champion of the young. He is born on 16th August 1815, at Becchi, Turin, Italy, in a poor family and eventually he was ordained a priest and he dedicated his entire life for the welfare of the young. Don Bosco's system of education can be summed up in three words (3RS): Reasonableness, Relationship and Religiousness.

Reasonableness refers to a sensible and realistic approach to realities, goals and achievements. *Relationship* entails a family atmosphere, a loving, friendly and trusting rapport between the staff and students and spontaneity and openness in interactions. *Religiousness* signifies inculcating in the young a sense of the divine and preparing them for life, apart from equipping them for a livelihood.

“Education is a matter of the heart”



The motto of the college “Dare and Soar” is indeed an inspiring one. God wants strong leaders who will not tremble like reeds in the wind in times of adversity and crisis. “Kites fly highest not with the wind, but against the wind”. ‘*Dare*’ stands for courage, effort and enterprise, confidence and determination. ‘*Soar*’ stands for the goal, destination, purpose and the central meaning of one’s life. It also stands for the fruits of being daring, success, and achievement. The olive branches symbolize peace and prosperity. The flame represents the Eternal Light that dispels darkness and the cross is the symbol of love and sacrifice. The icon of Bosco symbolizes the inspiration and the pedagogy of education.

BRIEF HISTORY OF DON BOSCO COLLEGE, SULTHAN BATHERY

Don Bosco College, Sulthan Bathery, is an Arts and Science Self-financing College affiliated to the University of Calicut accredited by NAAC with 'B' Grade . The college is managed by the Salesians of Don Bosco, which is a religious order of the Catholic Church. It is part of the world-wide network of Don Bosco institutions. Don Bosco has about 2500 institutions, including 15 universities and 58 professional colleges, in 132 countries. Salesians came to India in 1906. Don Bosco is recognized by the Government of India as the single largest provider of technical education in India, second only to the Government.

Don Bosco College aims at the integral formation of students by imparting sound education in every aspect of life. Education in Don Bosco institutions will enable the young to find meaning in life, to seek guidance and strength from above, to foster a spirituality that can sustain them through inevitable ups and downs of life, according to each one's belief and religious background.

THE NATURE OF THE INSTITUTION

Don Bosco College Sulthan Bathery is a private unaided Christian institution run by a minority community, administered by the "Salesians of Don Bosco" belonging to the Sacred Heart Province of Bangalore. This institution is established for the advancement of learning and for the propagation of Christian values and is entitled for the rights guaranteed under Article 30 (1) of the Constitution of India.

THE GOVERNING BODY

The provincial, his council of the Salesian Province of Bangalore and the Rector/Secretary of Don Bosco College, Sulthan Bathery shall be the governing body to exercise complete and final authority over the institution. The governing body will be assisted by the college commission of the province and the Management Council of the College, where members are nominated by the provincial from time to time. The Management Council headed by the Rector is entrusted with the responsibility of immediate and ordinary administration and management of the affairs of the college.

VISION

The college seeks to help the students to be intellectually competent, spiritually mature, morally upright, psychologically integrated, physically fit and socially acceptable persons.

MISSION

we aim at moulding the students to take lead in creating a just and human society where the dignity of the human persons is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony and national integration are upheld, where the poor and marginalized are specially taken care of. This institution is open to all students irrespective of caste or creed. Students are accepted and cherished as they are and are helped to grow in their culture, social and religious tradition. Our secret of success is that it is a community of educators who are committed to their vocation, professionally competent, morally upright, just and who possess a true vision of education.

QUALITY POLICY

To strive to be a centre of learning and excellence through the process of self evaluation and continual development and renewal in all endeavors, namely, learning, teaching, research, consultancy and other related services. To equip young people to meet the challenges of the modern times by providing an all-round formation. To mould persons with character, competence, conscience, compassion and commitment. To provide friendly and growth oriented ambience for students and to ensure excellent standards that would secure them leadership in tomorrow's challenging world.

THE LORD'S PRAYER

Our Father in Heaven/ holy be your name/ your kingdom come/ your will be done/
on earth as in heaven// Give us today our daily bread/ forgive us our sins/ as we
forgive/ those who sin against us/ do not bring us to the test/ but deliver us /from every
evil.

PRAYER OF A STUDENT

O God/ from whom all wisdom/ and knowledge proceed/ help me to do my studies
well./ Open my mind to the truth/ Wipe out all my prejudices./ Give me an attentive
mind/ keen and alert/ so that, I can concentrate/ and grasp my lessons./ O
Invisible/Eternal/ Unchangeable Truth.

MANAGEMENT AND STAFF

Dr. Fr. Joy Ullattil SDB	Manager and Principal 04936 - 224487, 04936-222107, 9744981233, ullajoy@yahoo.co.uk
Rev. Fr.Kuriakose Cheepinkal SDB	Asst. Manager, Vice Principal 04936-223017,9496937696, anicheepinkal@gmail.com
Rev. Fr. Joby Kanimattathil SDB	Administrator, 8289856889. k.jobysdb@gmail.com
Rev.Fr. Jose Pathickal SDB	Director. Don Bosco Technical Institute, 04936-222107,9446988443, josepathickal@gmail.com

PRINCIPAL
Dr.Fr. Joy Ullattil sdb

VICE PRINCIPAL
Rev.Fr. Kuriakose Cheepinkal sdb

MEMBERS OF STAFF-TEACHING

DEPARTMENT OF COMMERCE

S. No.	Name	Phone No.	Mail ID	Qualification
1	Mrs. Sanitha I S	9747477652	sanitha1985@gmail.com	M Com.,NET.,MBA,NET
2	Mrs. Leejia George	9447396982	leejiabijuk@gmail.com	M Com., M B A
3	Mr. Babu V S	9446160590	babuvalamkottu@gmail.com	M Com., M B A
4	Mrs. Dianna Varghese	9539092933	hagnaaa@gmail.com	M.Com , B.Ed
5	Mr. Praveen Mathew	9947115642	praveenmathew8@gmail.com	M Com., M B A
6	Mr. Manu P M	9744901070	pm.manu672@gmail.com	M Com.,B Ed
7	Mr. Leo Devassia	9744394953	leodevassia@gmail.com	M Com.,B Ed.,NET
8	Miss. Shincy Sebastian	9496309647	shincysebas@gmail.com	MBA, M.com

DEPARTMENT OF MANAGEMENT

S. No	Name	Phone No.	E Mail ID	Qualification
1	Mrs. Annie Liza (HOD)	9746895733	annieliza@gmail.com	MBA, M.Phil
2	Mrs. Preetha P R	9847769488	preetha.sajeesh15@gmail.com	MBA, NET, M.Com., NET
4	Mrs. Geethu Susan Joy	8129566430	susanjoh01@gmail.com	MBA, NET
5	Mrs. Bibithamol	9497889893	bibithamol@gmail.com	MBA, NET, PGDCA

Sl.No.	Name	Phone No.	E Mail ID	Qualification
1	Mrs. Dhanya K K	9605769875	dhanyakkwyd@gmail.com	M.Sc.Maths, B.Ed
2	Mrs. Dhanya K P	8547890718	dhanyakpwyd@gmail.com	M.Sc.,Maths, B.Ed
3				

DEPARTMENT OF MATHEMATICS

DEPARTMENT OF COMPUTER SCIENCE

S. No	Name	Phone No.	E Mail ID	Qualification
1	Mr. Eldho K J (H.O.D)	9894559282	eldhorvs@gmail.com	M.Sc. , M. Phil.,(Ph D)
2	Fr. Joby K James	8289856889	k.jobysdb@gmail.com	MCA
3	Mrs. Indhu A G	9895777039	induchrl@gmail.com	MCA
4	Ms. Neenu Sebastian	9526332934	neenunes@gmail.com	M.Sc. Comp.
5	Mr. Prince Joy	9995580728	princejpalat@gmail.com	MCA
6	Mrs. Gibi K S	9946229964	gibi_kakkanate@rediffmail.com	MCA
7	Mrs. Sritha S	9747969665	Sritha.nandha@gmail.com	MCA

DEPARTMENT OF TRAVEL & TOURISM

Sl.No.	Name	Phone No.	E Mail ID	Qualification
1	Mr. Mathew Varghese(H.O.D)	9447418821	mathewvarghese5@gmail.com	MBA (Tourism)
2	Mrs. Neethu Jose	8943495596	anneethujos@gmail.com	MTA
3	Mr. Biju T.S			MTA

DEPARTMENT OF ENGLISH

Sl.No.	Name	Phone No.	E Mail ID	Qualification
1	Mrs. Priya Philip			
2	Mr. Nikhil P N	9946917639	nikhilpnp@gmail.com	MA, B.Ed, SET
3	Miss. Saritha Xaviour	7034788300	sarithaxaviour@gmail.com	MA
4	Mrs. Anusha Menoki	9995248934	anushamenoki@gmail.com	MA, B.Ed, SET
6	Mrs. Sangeetha P S	9947600598	sangitaps86@gmail.com	MA, B.Ed
7	Ms. Jincy Joseph	8281306039	Jincyrose.joseph370@gmail.com	MA
8	Ms. Priyanka Thomas	9747022653	Priyus.100@gmail.com	MA, BEd
9	Mrs. Ashlin Paul	9947064258		MA B.Ed

DEPARTMENT OF LANGUAGE STUDIES

Sl.No.	Name	Phone No.	E Mail ID	Qualification
1	Mr.Biju T T(H.O.D)	9744859244	bijuwhtnot@gmail.com	MA, B.Ed (Malayalam)
2	Mrs. Nishna T	9846799062	nishnaply@gmail.com	MA,NET (Malayalam)
3	Mrs. Sheeba K M	9605992525	sheebakm2014@gmail.com	MA, B.Ed (Hindi)

DEPARTMENT OF SOCIAL WORK

Sl.No.	Name	Phone No.	E Mail ID	Qualification
1	Dr. Fr. Joy Ullattil	9744981233	ullajoy@yahoo.co.uk	MSW, MA, MBA, NET, Ph.D
2	Fr. Kuriakose	9605107900	anicheepinkal@gmail.com	MSW, MA Eng.Hon.
3	Sr. Merlin MSMI	8086184706	Sr.merlingeorge@gmail.com	MSW (Med.Psy.)
4	Mr. Anto Jose	9946001231	antojeet@gmail.com	MSW, NET, (C.D)
5	Ms. Sayana P.D	9747984962	Sayu.das@gmail.com	MSW, NET
6	Ms. Sherin Baby	8943995109	Sherinbaby002@gmail.com	MSW

ADMINISTRATIVE STAFF

Sl. no.	Name	Phone No.	E Mail ID	Designation
1	Mrs. Susan Thankachan	9495339352	susanpurangattil@gmail.com	Jr. Superintendent
2	Mr. Jinto K B	9349714307	kbjinto@gmail.com	Librarian
3	Mr. Kuriakose	9946931244	kuriakosene8@gmail.com	Asst. Librarian
4	Mrs. Iyda Jaison	9349648718	iydabjaison@gmail.com	Office Assistant
5	Mr. Aneesh Antony	9961346424	webaneesh@gmail.com	Lab Technician
6	Mr. Eby Mathew	9961757131	ebyappalil@gmail.com	Peon/Office Assistant
7	Mrs. Vasantha	04936-344338		Support staff
8	Mrs. Nalini	9656305104		Support staff

COURSES OFFERED

B. Com. Computer Application	:	3 Years
B. A. Travel and Tourism	:	3 Years
B. Sc. Computer Science	:	3 Years
B.A English	:	3 Years
B.B.A.	:	3 Years
B.S.W	:	3 Years
B.Com Finance	:	3 Years
B.Sc Maths	:	3 years
M.Com	:	2 Years
M.S.W	:	2 Years
M.Sc. Computer	:	2 Years
M.A. English	:	2 years

CAREER ORIENTED CERTIFICATE PROGRAM (COP)

COURSES OFFERED

COURSES	DURATION
Tax Studies	40 hours
Tour Guide & Hospitality Mgmt	40 hours
Spoken English and Soft Skills	40 hours
Tally - Computer Accounting	40 hours
Retail Marketing	40 hours
IFRS	40 hours
Computer Fundamentals	40 hours

CLASS TIME

9:25 a.m. Attendance - Daily Assembly, 9.40 - 10.30 – Ist hour, 10.30 - 11.30 – IInd hour
11.30 - 11.40 – Interval, 11.40 – 12.40 – IIIrd hour
12.40 – 01.20 – Lunch Break
01.20 – 2.20 – IVth hour, 2.20 – 3.20 – Vth hour
3.20 – 4.00 – COP

LIBRARY TIME

8.00 a.m. – 12.00 p.m. & 12.40 p.m. – 4:30 p.m.

Closed on Second Saturdays, Sundays and Public Holidays.

OFFICE TIME

Mon – Friday: 9:00 a.m. – 12 p.m. & 12:40 p.m. – 4:30 p.m.

Saturday: 9:00 a.m. – 12 p. m & 12.40 p.m. – 3:00 p.m.

Closed on Second Saturdays, Sundays and Public Holidays.

GOVERNING BODY

Chairman : Fr. Mathew Thonikuzhiyil sdb (Provincial)
Secretary : Dr. Fr. Joy Ullattil sdb(Rector and Manager)
Members : Fr. Kuriakose Cheepinkal sdb(Vice- Principal)
: Fr. Jose Pathickal sdb (Dir. DB Tech)
: Fr. Joby Kanimattathil sdb (Administrator)

Management Council

1	Dr. Fr. Joy Ullattil SDB	Manager/Secretary
2	Fr. Kuriakose Cheepinkal	Asst. Manager & Vice Principal
3	Fr. Joby Kanimattathil	Administrator
4	Fr. Fr. Jose Pathickal sdb	Member

ACADEMIC COUCIL

S. No	Name	Designation
1	Dr. Fr. Joy Ullattil	Principal
2	Fr. Kuriakose Cheepinkal	Vice Principal
3	Mr. K.J Eldho	IQAC Co-Ordinator
4	Mr. Babu V.S	HoD of Commerce
5	Mrs. Annie Liza	HoD of Management
6	Mr. Mathew Varghese	HoD of Travel and Tourism
7	Mrs. Priya Philip	HoD of English
8	Mr. Biju TT	HoD of Languages
9	Mrs. Dhannya K.P	HoD of Mathematics

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Chairman	:	Dr. Fr. Joy Ullattil - Principal
Vice-Chairman	:	Fr. Kuriakose Cheepinkal - Vice- Principal
IQAC Coordinator	:	Mr. Eldho K.J
Documentation	:	Mrs. Saritha Xavior
Management Nominee:		Fr. Jose Pathickal sdb (Dir. DB Tech)
Educational Expert	:	Dr. Sr. Annamma Philip
Industrial Expert	:	Mr. Isson K. Jose

ANTI-RAGGING COMMITTEE

Chairman	:	Fr. Kuriakose Cheepinkal - Vice- Principal
Members	:	Mr. Eldho K.J, Ms.Sanitha, Mr. Mathew,

Mrs.Annie

GENERAL REGULATIONS

1. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations in force in the college, as also declared in the application form by the student. Every student therefore is committed to the observance of these rules and those that will be made by the management during the course of study.
2. The student who takes admission to the college is understood to be for the entire course.
The student shall not ordinarily ask for transfer or discontinue the course which he/she has started. Still if the student wants to quit the college, he/she must clear all the remaining fees for the remaining part of the course.
3. The student's goal is primarily to achieve academic excellence and to develop his/her total self for the service of his/her fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. Important notices are posted on the notice board of the college. It is the responsibility of the students to read and respond immediately. If one is absent when the notices are displayed, or information is communicated, it is the duty

of the student to get the information. College will not be responsible if one is absent and if one fails to respond to the notices displayed and information passed. Notice boards are for official use only; tampering with them is a serious offence.

5. It is the responsibility of the student to treat college property with care and to keep the building and the campus neat and clean. Any damage done by the student to the property of the college must be repaired or replaced at the student's expense.
6. The Students are not allowed to bring mobile phones into the campus. If for any special reason they need to bring the mobile phones in to the campus, they may surrender it with the class teacher paying Rs. 100/- per month as safe keeping fee. Those found using or keeping mobile phones with them, will be asked to surrender the same to the Principal and may collect it back only on payment of Rs.500/-.
7. The dress code of the students should be modest, neat and dignified. Ladies should wear churidars or sarees and young men shall wear pants and shirts. Any type of casual wears (eg. Baggy Jeans, T shirts, kurta & sherwani) are not allowed. The College Uniforms are to be worn on Mondays, Wednesdays and Fridays and on other days when informed by the principal. Those appearing at the college without the full and complete uniform attire, will have to pay a fine of Rs. 100/-
8. Any student may be suspended, dismissed, or expelled from the college at any time during the year for the following reasons: Ragging, Copying in the examination, Stealing, any form of cheating or dishonesty; any form of public immorality in the campus; possessing or bringing into campus pornographic material; bringing or being under the influence of alcohol on the campus during the college activities including picnics, study tours and excursions; possessing, use or trafficking of drugs; smoking, bringing or carrying within the campus firearms or any lethal weapon; physical assault on persons; gross and deliberate discourtesy to college personnel or students on the campus; vandalism in college or college property; tampering with and/or falsification of college or public document; preventing or threatening students or college staff or authorities from discharging their duties, or any offence considered serious in the same code.
9. Student Party Politics is not permitted in the campus. No student shall take part in any student party political activities outside the campus during working

hours. Neither shall any student promote directly or indirectly any political activism in the college. Election is held to elect student representatives to the College student's Union.

10. Use of chewing gum and Hans are strictly forbidden in the campus.
11. Study tour may be arranged by the students with the consent of the class teacher and the head of the department. Prior permission must be obtained from the principal before finalizing the place, date and mode of transport.
12. The tour party must be accompanied by the class teacher and /or a member of the staff. In some cases a parent/ the mother of a girl student may be asked to accompany the group. Such tours are not to be conducted on working days. But in the case of a three-day tour, one working day may be included. A two or three-day tour may be conducted only once during the course. However, one day picnics may be arranged in the remaining two years of the course, provided the class teacher is willing to accompany the students and there should be at least 80% of the class present for the same. Classes going for one day picnics should return to Sultan Bathery at 7.00 p.m. at the latest. All the picnics and tours must be held before Christmas Holidays.
13. Anyone is free to follow and practice a religion of his/her choice. External worship other than catholic is not allowed in the college. The college Chapel is open to anyone for personal prayer. The Catholic students are expected to attend the Holy Mass whenever it is held in the campus while the non Catholic students are to attend the Value education classes.
14. Students are not permitted to raise funds from the students or from the public without the explicit permission of the principal.
15. The students are requested to take care of the furniture and other equipments of the college. Damages caused must be compensated as per the directive of the Principal in consultation with the administrator.
16. No student will be enrolled or allowed to attend any class until the fees due from him/her has been paid.
17. Grievances if any, shall be brought to the attention of the principal through the representatives or through the grievance cell.
18. One can address students in the class room, or any gathering on the campus, only with the permission of the principal.
19. Strikes, shouting slogans, skipping classes and crowding in the campus, are not permitted.

20. The medium of instruction and communication on the campus shall be in English.
21. Students are not allowed to go out of the campus without the permission of the Class In charge or the Principal except during the lunch break.

EXAMINATION & TEST PAPERS

The primary purpose of Examinations and Test Papers is to evaluate the academic growth of the students. In each semester, the students have to write two Internal Assessments and a Semester End examination. They are announced in due time giving sufficient time for the students to prepare for the same. These exams and the tests papers are important and are conducted in all seriousness. The internal assessments cannot be repeated. If a student fails to write the internal assessment tests for whatever reason, he/she stands to forfeit the chance to obtain marks for the same. Those who absent themselves for the End Semester exams or fail to get the expected grade, may write the supplementary or can attempt to improve the grades when the respective semester exams are held in the following year.

Internal and External Marks.

Internal marks are calculated taking into consideration – Two Internal tests, Seminar, Assignment and attendance. The internal marks are out of 20. A minimum of 8 marks must be obtained by the student in order to pass in the subject. Failing which the student will have to repeat the semester for that failed subject/s after the third year. The external marks are based on the Semester Exam conducted by the University. A maximum of 80 marks are awarded for the External exam.

IDENTITY CARDS

Every student is expected to have in her/his possession an identity Tag with her/his photograph attested by the principal. The identity Tag must be presented at the time of payment of fees, library work, while receiving the hall tickets, refund of the caution deposit, mark list and other certificates. The students must wear the Identity Tag of the College on all days. If the Tag is lost, a duplicate one may be issued at the student's expense of Rs.100/- with the special permission of the principal and on submission of a written request for a duplicate Tag.

ATTENDANCE AND LEAVE

1. The working day is divided into two sessions, three hours in forenoon and two hours in the afternoon. Attendance will be marked at the beginning of each period. If a student is late or absent he/she is expected to fill up a form and pass on to the teacher/office as instructed. If a student is absent for any one period of any one session, he/she will be considered as absent for that session. Students who reach the college late will automatically loose half day attendance. Such student must submit a leave form obtained the office to the class teacher to get the rest of the day's attendance.
2. Each class will have a class monitor who will assist the lecturer in his/her routine duties. The monitor shall report without delay to the principal of any special situation that may arise in the class such as the absence of the lecturer etc. so that necessary arrangements can be made immediately.
3. Leave is granted by the principal. Application for leave should be given to the Principal in advance except in unavoidable and unforeseen circumstances. In such cases, the students are requested to produce a leave letter signed by the parent or the guardian who has signed in the Admission Application. Forging or malpractice with regard to leave letters will be considered a serious offence.
5. It is a must that the students should be present on the re-opening days and college functions. Absence on these days will be considered as a serious fault.
6. Minimum percentage of attendance (75%) is required to attend the semester exams. Those incurring shortage of attendance may request the Principal for Condonation of shortage of attendance which will be given only for medical reasons with valid medical certificate from recognized medical practitioner. If the Principal is convinced of the validity of the reasons, he may recommend for condonation subject to the University rules. Such condonation will not be granted for more than two semesters during a course of study.
7. The names of students absenting themselves for more than 10 consecutive days without prior permission will be removed from the rolls and they will lose their attendance. They may be re-admitted at the discretion of the Principal in which case they will have to pay all the college fees due, before they are re-admitted.
9. Attendance shall be marked at the beginning of each class by the teacher in the class.
10. At the end of each term or at the beginning of the following term information regarding the days of attendance obtained by each student will be displayed on the Notice Board. The attendance marked in the attendance register will be considered as the sole evidence.

11. Internal marks are given to the student according to the norms of the university based on attendance, assignments, internal tests, and seminar presentation.
12. Hall tickets for the University exams will be issued only after clearing all dues including fees and fines that may still remain.

LIBRARY

1. The library will be opened from 9.15 a.m. to 12:00 p.m. and from 12:45 p.m. to 4:15 p.m., Monday to Saturday. It will be closed on Sundays, Second Saturdays and on public holidays.
2. Strict silence is to be observed inside the Library.
3. The students who enter the Library are expected to leave their belongings at the entrance and take with them only writing materials.
4. The students can borrow 3 books at a time.
5. The books lent out should be returned within 15 days. If the library book is not returned on time, a fine of Rs. 10 will be charged per book, per day. If the book is not returned he/she will be suspended from membership till the fine is paid.
6. No reference books can be taken out of the library.
7. The books taken by the staff are to be returned within three weeks.
8. No magazines are lent out.
9. Students wanting to enter the library stack room should show their identity cards to the librarian before they enter.
10. The students are given 3 library cards each and they must bring them personally to take books out of the library. Books will not be issued without cards.
12. If a book is damaged or lost, the student will either have to pay for it or supply the Library with a new copy according to the decision of the librarian.
13. Students are forbidden to remove any page or article from any newspaper or magazine in the reading room.
14. On collecting books from the library, the student ought to examine them and report any damage found therein to the Librarian, failing which he/she shall be held responsible for any damage found on returning them.
15. If library cards are lost duplicate cards may be issued on written request of the student on payment of Rs. 10/- each per card.
16. Library books will not be issued to students during University exams. They may refer them in the library. Library books are not to be used as text books.

ISSUE OF CERTIFICATES

1. After the completion of the course, transfer and course certificates will be issued to students. Students have to settle all their dues before applying for transfer certificate.
2. The conduct certificate is a document depicting the overall conduct of the student decided and signed by the Principal. It will be issued together with TC, after the completion of the course.
3. The qualifying certificates and marklists submitted by the students on admission will be returned to them only on completion of their respective university examination or his/her TC being issued. If however student requires his/her documents for producing it elsewhere he/she will have to apply to the principal, clearing all dues as per rules. A sum of Rs. 10/- will have to be paid for the same.
4. The student must collect from the office one's documents within a year after completing the course. The college office will not be responsible for any damage or loss to the certificate left unclaimed by the student, after one year. From the second year onwards a search fee of Rs. 50/- will be levied for each year that has elapsed.
5. A student applying for any certificate shall furnish the following details in the application form available at the office for Rs. 10/-
- 8 Certificates are to be collected directly by the student. If a student is unable to collect them personally, he/she should write a letter to the principal, authorizing his/her father/mother/guardian. Duplicate TC will not be issued unless there is a certificate from an officer ordinarily not below the rank of a first class Magistrate to the effect that the TC has been lost irrecoverably and on payment of Rs. 250/-

COLLECTION AND REFUND OF FEES

Mode of collection of tuition fees

The Tuition fees must be paid in full for each semester. It may be paid in the months of June and December respectively.

The college fee including fine if any is to be remitted in the College Account through the Catholic Syrian Bank using the bank ID given to the students. No college fee is collected at the college office.

Fee Defaulters

The student who fails to pay the full fees on or before the due date is given two week's time to pay the full fee along with a fine of Rs.50/-. If the student still fails to pay the full fee even after two weeks, he/she will incur loss of attendance till the fee is paid. However he/she may be permitted to attend the classes. Hall Tickets shall be issued only if the student has paid the full fee. The names of defaulters will be published on the notice board immediately after the expiry of the last date fixed for payment. No student shall be allowed to begin the subsequent semester without having paid the arrears in full.

Payment of Fees by Students on Rolls

Once the student is enrolled in the college, the paid fee will not be refunded under any circumstances. If a student wishes to discontinue the course for which she /he is admitted for whatever reasons, the full amount of tuition as well as the special fees of the full course (3 years) is to be paid and only then TC and other documents will be issued as indicated in the prospectus and as agreed at the time of admission.

Re-Fund of Caution Deposit

The caution deposit will be refunded to the students when TC is issued. Refund is made after deducting all the dues, if any, on account of:

- (i) Loss of library book
- (ii) Damage of the properties of the college
- (iii) Contribution to Past Pupil's meet.
- (iv) Other dues if any.

KERALA RAGGING PROHIBITION ACT 1998 ACT 10 OF 1998

(Published in Kerala Gazette Extra No. 1007 dated 24.6.1998)

1. Definition – In this Act, unless the context otherwise required;-

‘Ragging’ means doing of any act, by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes:-

- (i) Teasing, abusing or playing practical jokes on, or causing hurt to such student
- (ii) Asking a student to do any act or perform something which such student will not in the ordinary course, willingly, do.

2. **Prohibition of ragging** – Ragging within or without any educational institution is prohibited.
3. **Penalty for ragging** – Whoever commits, participates in, abets or propagates ragging within or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.
4. **Suspension of student** – (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complaints in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
5. **Dismissal of student** – Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.

DON BOSCO COLLEGE, SULTHAN BATHERY**ACADEMIC CALENDAR 2016-17****JUNE-2016**

1	Wed	College Re-opening after vacation - First Friday Mass / Value Education
2	Thu	
3	Fri	
4	Sat	
5	Sun	World Environmental Day
6	Mon	Inauguration of Writer's corner, environmental day activities combined with NSS – English Dept
7	Tues	
8	Wed	
9	Thu	
10	Fri	
11	Sat	II Saturday Seminar – Department of TTM
12	Sun	
13	Mon	
14	Tues	Inauguration of book Review – English Dept
15	Wed	
16	Thu	
17	Fri	Inauguration of book review – Language Dept
18	Sat	IFRS course
19	Sun	
20	Mon	PG- IV Semester II Internal, PG- II Semester I Internal
21	Tues	PG- IV Semester II Internal, PG- II Semester I Internal
22	Wed	PG- IV Semester II Internal, PG- II Semester I Internal
23	Thu	Kaizen Club Formation (BBA)
24	Fri	Organization Visit (TTM) , Social Outreach(BBA)
25	Sat	
26	Sun	
27	Mon	Bridge Course
28	Tue	Bridge Course
29	Wed	Bridge Course
30	Thu	Bridge Course/ Seminar (Computer Science)

JULY 2016

1	Fri	Bridge Course / First Friday- Value Education
2	Sat	Bridge Course
3	Sun	Bridge Course
4	Mon	Bridge Course / NSS combined activity CS Dept
5	Tue	Bridge Course
6	Wed	Id-UI- Fitre
7	Thu	Bridge Course
8	Fri	Bridge Course
9	Sat	Bridge Course
10	Sun	
11	Mon	Vocabulary corner / Notice Board
12	Tue	Seminar on ethical issues(BBA)
13	Wed	
14	Thu	
15	Fri	Seminar on Networking CS Dept
16	Sat	
17	Sun	
18	Mon	Training programme (TTM – One Month),Fresher’s Day
19	Tue	
20	Wed	M Com /M Sc/MSW II Sem II Internal
21	Thu	M Com /M Sc/MSW II Sem II Internal
22	Fri	M Com /M Sc/MSW II Sem II Internal, Industrial Visit (BBA), Fresher’s Day English Dept
23	Sat	
24	Sun	
25	Mon	Interactive Session with industrial expert TTM
26	Tue	
27	Wed	Association Inauguration - BBA
28	Thu	Seminar on Big Data- CS Dept
29	Fri	Destination Visit – TTM , Fresher’s Day CS Dept
30	Sat	
31	Sun	

AUGUST-2016

1	Mon	
2	Tue	Karkidavavu
3	Wed	Association Inauguration – Commerce Dept
4	Thu	Association Inauguration – CS Dept
5	Fri	First Friday , Value Education
6	Sat	
7	Sun	
8	Mon	
9	Tue	Second Social Outreach BBA Dept
10	Wed	UG III , Fifth semester First Internal
11	Thu	UG III , Fifth semester First Internal
12	Fri	UG III , Fifth semester First Internal
13	Sat	
14	Sun	
15	Mon	INDEPENDENCE DAY
16	Tue	Chart Exhibition – Eng Dept
17	Wed	Personality Development session – BBA
18	Thu	ED Club Inauguration – Commerce Dept
19	Fri	Association Inauguration – TTM Dept, Eng Dept
20	Sat	FDP – IQAC
21	Sun	
22	Mon	
23	Tue	Debate – Commerce Dept
24	Wed	SREEKRISHNAJAYANTI
25	Thu	Social Outreach – BSW
26	Fri	NSS combined activity BBA, Social Outreach – CS Dept
27	Sat	
28	Sun	
29	Mon	Workshop- CS Dept
30	Tue	Review – Eng Dept
31	Wed	Samskarika Vedi Inauguration – Malayalam Dept

SEPTEMBER-2016

1	Thu	Magazine Review(BBA)
2	Fri	First Friday-Value Education/Seminar(CS.Dept)
3	Sat	
4	Sun	
5	Mon	Teachers Day Celebration(Eng.Dept)
6	Tue	Literary Week Celebrations-Interdepartmental Competitions(Eng.Dept)
7	Wed	Aptitude Training(CS.Dept)
8	Thu	Expert Talk on Banking(Commerce.Dept)
9	Fri	Onam Celebration
10	Sat	NSS Special Camp
11	Sun	NSS Special Camp
12	Mon	BAKRID, NSS Special Camp
13	Tue	ONAM, NSS Special Camp
14	Wed	THIRU ONAM ,NSS Special Camp
15	Thu	ONAM, NSS Special Camp
16	Fri	ONAM SREENARAYANAGURU JAYANTI, NSS Special Camp
17	Sat	NSS Special Camp
18	Sun	NSS Special Camp
19	Mon	NSS Special Camp
20	Tue	NSS Special Camp
21	Wed	SREENARAYANAGURU SAMADHI, NSS Special Camp
22	Thu	NSS Special Camp, Suicide Prevention Day(SW.Dept)
23	Fri	Awareness Programme on social issues(SW.Dept)
24	Sat	
25	Sun	
26	Mon	UG-Ist sem,PG –Ist &IIIrd sem Ist Internal Exam
27	Tue	UG-Ist sem,PG –Ist &IIIrd sem Internal Exam, World Tourism Day(TTM.)
28	Wed	UG-Ist sem,PG –Ist &IIIrd sem Internal Exam
29	Thu	Orientation Visit to NGO's
30	Fri	One Day tour (TTM. Dept),Industrial Visit(CS.Dept)

OCTOBER-2016

1	Sat	
2	Sun	Gandhi Jayanthi
3	Mon	Mathematics Seminar(CS.Dept)
4	Tue	
5	Wed	Social Outreach(CS)
6	Thu	Seminar
7	Fri	First Friday –Value Education, Social Outreach (Eng.Dept)
8	Sat	
9	Sun	
10	Mon	MAHANAVAMI
11	Tue	VIJAYADHASAMI
12	Wed	MUHARUM
13	Thu	Industrial Visit(TTM.Dept),I Study Tour(IInd BBA)
14	Fri	Manuscript English Magazine(Eng.Dept)/ Seminar(Commerce&mgt)
15	Sat	
16	Sun	
17	Mon	Study Tour(TTM,ENG)
18	Tue	
19	Wed	UG-III&V sem II internal
20	Thu	UG-III&V sem II internal
21	Fri	UG-III&V sem II internal
22	Sat	
23	Sun	
24	Mon	Study Tour (II BCom)
25	Tue	
26	Wed	Zetta Fest(CS Department)
27	Thu	Social Outreach(TTM)
28	Fri	
29	Sat	DEEPAVALI
30	Sun	
31	Mon	Social Outreach(B Com)

NOVEMBER-2016

1	Tue	Press Visit (Eng Dept)
2	Wed	
3	Thu	Debate-Language Dept, Study Tour(II B SC)
4	Fri	First Friday –Value Education, Manager’s Day (BBA)
5	Sat	
6	Sun	
7	Mon	10 day Rural Camp begins (SW.Dept)
8	Tue	
9	Wed	
10	Thu	FDP for Faculties(CS .Dept)
11	Fri	Personality Development Programme(TTM)
12	Sat	
13	Sun	
14	Mon	Study Tour(PG _Com)
15	Tue	
16	Wed	
17	Thu	National Seminar-IQAC
18	Fri	National Seminar-IQAC
19	Sat	
20	Sun	
21	Mon	Seminar-(CS.Dept)
22	Tue	
23	Wed	UG-Ist sem PG –Ist & IIIrd sem IInd Internal Exam
24	Thu	UG-Ist sem PG –Ist & IIIrd sem IInd Internal Exam
25	Fri	UG-Ist sem PG –Ist & IIIrd sem IInd Internal Exam
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

DECEMBER-2016

1	Thu	World Aids Day(SW.Dept)
2	Fri	First Friday –Value Education
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	Seminar On Personality Development(Com.Dept)
8	Thu	Seminar
9	Fri	
10	Sat	
11	Sun	
12	Mon	Nabhi Dhinam
13	Tue	Intra Business Quiz(BBA),Social Outreach(PG. CS)
14	Wed	
15	Thu	Arts Day
16	Fri	Arts Day
17	Sat	
18	Sun	
19	Mon	Training Progamme(CS .Dept)
20	Tue	
21	Wed	Industrial Visit(Com.Dept)
22	Thu	
23	Fri	College Christmas Celebration
24	Sat	
25	Sun	Christmas
26	Mon	Christmas Holiday
27	Tue	Sunday
28	Wed	Christmas Holiday
29	Thu	Christmas Holiday
30	Fri	Christmas Holiday
31	Sat	Christmas Holiday

JANUARY - 2017

1	Sun	Christmas Holiday – New Year
2	Mon	Opening of the College after Christmas Holidays, COP starting(BBA)
3	Tue	
4	Wed	Social Outreach(PG. CS)
5	Thu	
6	Fri	First Friday Mass/Value Education Class,
7	Sat	
8	Sun	
9	Mon	Regional Seminar(TTM)
10	Tue	
11	Wed	UG –VIth sem Ist internal
12	Thu	UG –VIth sem Ist internal
13	Fri	UG –VIth sem Ist internal
14	Sat	
15	Sun	
16	Mon	UG- PG –IIInd&IV sem Ist Internal Exam
17	Tue	UG- PG –II&IVth sem stI Internal Exam
18	Wed	UG- PG –IIInd&IVth sem Ist Internal Exam
19	Thu	Social Outreach(PG.Com)
20	Fri	Industrial Visit, Personality Development Training (CS)
21	Sat	
22	Sun	
23	Mon	Meet the Personality(BBA)
24	Tue	Personal Growth Workshop(TTM)
25	Wed	IT Fest(CS)
26	Thu	Republic Day
27	Fri	College Day
28	Sat	
29	Sun	
30	Mon	
31	Tue	Feast of Don Bosco

FEBRUARY-2017

1	Wed	Seminar(Computer Department)
2	Thu	
3	Fri	Workshop on Translation(Eng.Dept)
4	Sat	
5	Sun	
6	Mon	Mock Interview(BBA)
7	Tue	Street Play(Com.dept)
8	Wed	
9	Thu	
10	Fri	One Day Tour(IIIrd CS)
11	Sat	
12	Sun	
13	Mon	Aptitude test Training(IIIrd BSC)
14	Tue	
15	Wed	UG –VIth sem IInd internal
16	Thu	UG –VIth sem IndI internal
17	Fri	UG –VIth sem IInd internal
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	Social Outreach(TTM)
24	Fri	Panel Discussion(Com.Dept)
25	Sat	
26	Sun	
27	Mon	
28	Tue	

MARCH-2017

1	Wed	Best Student Award Ceremony(BBA)
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	Women's day, Presentation ,Honoring Women Achievers(Eng.Dept)
9	Thu	
10	Fri	World Social Workers Day Celebrations(SW.Dept)
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	Alumini Gathering(CS)
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Farewell to Final Years(All Departments)
25	Sat	
26	Sun	
27	Mon	UG- PG –IInd&IV sem IInd Internal Exam
28	Tue	UG- PG –IInd&IV sem IInd Internal Exam
29	Wed	UG- PG –IInd&IV sem IInd Internal Exam
30	Thu	
31	Fri	Placement drive

APRIL-2017

1	Sat	Vacation
2	Sun	
3	Mon	University Semester Exams Begins
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	