



DON BOSCO COLLEGE MAMPETTA

Accredited by NAAC with B++ Grade

Affiliated to the University of Calicut

Mampetta, Mukkom, Kozhikode - 673 602

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**PROSPECTUS AND CALENDAR
2025 - 2026**

DON BOSCO COLLEGE MAMPETTA

The Salesians of Don Bosco came to Mampetta in the year 1989. They began the work for the youth of the locality by organizing a daily Youth Centre and giving tuition classes to the local children. Soon an Industrial Training Centre and a Computer Centre were begun offering various job oriented training programmes. The ITI got its approval from NCVT-Government of India in 1997. Plus two programme was started in 2005 imparting Higher Secondary Education to aspiring and deserving students. Later on, to cater to more youth of the neighbourhood and to make them responsible citizens, the institution launched into the Higher Education sector. Don Bosco College received the official sanction from the Government of Kerala and approval from University of Calicut in 2013 and the first batch of students were enrolled in the same year itself. The institution spares no effort in imparting integral and quality education to lead the students to self-transformation and to make them agents of social development and enrichment.

PRAYERS

PRAYER OF STUDENTS

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.
Make me diligent and constant
in the pursuit of learning.
Give me an attentive mind,
keen and alert,
so that I can concentrate
and grasp my lessons.
Give me an eager mind
to learn something new every day
O, Invisible, Eternal and Unchangeable Truth.

PRAYERS OF TEACHERS

O Spirit of God,
with a humble yet confident attitude
I beg of you for a dedicated will
to help me lead the hearts and minds of the young
to knowledge and to truth.
Help me to remember
the greatness of the work
which has been given me to do.
Help me always to remember
that I work with the most precious material in the world,
the mind of the child.
Help me always to remember
that I am making marks upon that mind
which time will never rub out.
Give me patience with those who are slow to learn
and even with those who refuse to learn.

When I have to exercise discipline
help me to do so
with sternness and yet in love.
Keep me from the sarcastic
and the biting tongue,
and help me always
to encourage and never to discourage
those who are doing their best,
even if that best is not very good.
Help me to help these children
not only to store things in their memories
but to be able to use their minds
and to think for themselves.
And amidst the worries and the irritations
and the frustrations of my job,
help me to remember
that the future of the nation and of the world
is in my hands.
All these and more I ask
of your bounteous goodness, Holy Lord.

TEACH ME, MY LORD

Teach me, my Lord
to be serene and gentle in all the events of life,
in disappointments,
in the thoughtlessness of others,
in the insincerity of those I trusted,
in the unfaithfulness of those on whom I relied,
let me put myself aside
to think of the happiness of others,
to hide my personal pains and heartaches
so that they may not diminish the joy of others.
As I go my rounds from one duty to another,
let me from time to time
turn my attention to you,
help me to be aware of your continual presence by my side,

to listen to you discerningly
and to respond to you faithfully.
May my life become permeated with your spirit,
may it remain strong in its purpose
of following you,
and become full of power for good
and the edification of your people.

PRAYER SONGS

THERE SHALL BE SHOWERS OF BLESSING

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the Savior above

Ref: Showers of blessing
Showers of blessing we need
Mercy drops round us are falling
But for the showers we plead.

There shall be showers of blessing
Send them upon us O Lord
Grant to us now a refreshing
Come and now honour Thy Word

There shall be showers of blessing
O that today they might fall
Now as to God we're confessing
Now as on Jesus we call.

A PRAYER

This is my prayer to Thee. My Lord -
Strike, strike at the root of penury in my heart
Give me the strength lightly to bear my joys and sorrows
Give me the strength to make my love fruitful in service
Give me the strength never to disown the poor
Or bend my knees before insolent might
Give me the strength to raise my mind high above daily trifles
And give me the strength to surrender my strength
To Thy Will with love.
(Rabindranath Tagore)

ആലം ദയാലുവായ് ദാക്ഷിണ്യം
ശാലിയായ്.....
വാഴുന്നൊരീശ്വരൻ
തിരുനാമത്തിൽ....

നിവില ലോകങ്ങൾക്കും ഏക രക്ഷകനാകും
അവിലേശ്വരനല്ലയോ
സകലസ്തുതിയും.....
അവിലേശ്വരനല്ലയോ
സകലസ്തുതിയും.....

പരമ കാരുണ്യവാൻ കരുണാനിധിയെ....
വിധി പറയും ദിവസത്തിൽ ഏകാധിപനെ.....
നിയതമാരാധിപ്പൂ ഞങ്ങളങ്ങയെ മാത്രം...
സദദം സഹായമർത്ഥിപ്പതും തിരുമുമ്പിൽ..

നയിക്കേണം ഞങ്ങളെ നേരായ മാർഗത്തിൽ
നിന്നനുഗ്രഹ പാത്രമായോർ തൻ മാർഗത്തിൽ...
അങ്ങയാൽ കോപിക്കപ്പെട്ടോരുടെ വഴിയല്ല...
സന്മാർഗ ഭ്രഷ്ടർ തൻ വഴിയിലുമല്ല.. (ആലം ദയാലുവായ് ദാക്ഷിണ്യം)

PRAYER BEFORE CLASS

Direct, O God / our actions / and further them / by your gracious help / so that / every prayer / word and work of ours/ may begin always from you/ and be through you/ happily ended

Seat of Wisdom, Pray for us.

Don Bosco, Pray for us.

MORNING PRAYER

Direct O God, all our thoughts,/ words and deeds/ so that / we may study / and understand the Truth. Show us the way / to our goal. Teach us/ to forgive/ and forget/ the wrongs done to us. Bless our parents/ and teachers. Above all / mould us / into citizens / who work for / the welfare of all / regardless of / caste creed / and community.

Seat of Wisdom, Pray for us.

Don Bosco, Pray for us.

PLEDGE TO THE NATION

India is my country. All Indians are/ my brothers and sisters. I love my country / and I am proud of/ its rich and varied heritage. I shall always strive / to be worthy of it. I shall give my parents, teachers/ and all elders respect /and treat every one / with courtesy. To my country and my people I pledge my devotion. In their well-being / and prosperity alone, lies my happiness.

From the Director

Don Bosco College Mampetta with its motto “Crescat et floreat’(grow and glow) aims at the integral growth of its students by actualizing the potencies inherent in every one of them. Being part of an international group of institutions spread across 135 countries, the students at Don Bosco College Mampetta are exposed to international standard and global vision.

“It is enough that you are young for me to love you,” said Don Bosco. Being loved and cared for by its founder and his followers, every member of Don Bosco family experiences familiarity and family spirit and gets educated in the preventive system of education that gives due emphasis to God, Reason and Loving Concern.

With the blessing of God, I wholeheartedly welcome everyone to Don Bosco family at Mampetta to be part of it and to grow, glow and soar.

Rev. Fr. Martin Augustin

Director

Don Bosco College, Mampetta

DON BOSCO COLLEGE, MAMPETTA

Accredited by NAAC with B++ Grade (2.82 CGPA)

Affiliated to the University of Calicut

MAMPETTA, MUKKAM, KOZHIKODE-673 602

PERSONAL DETAILS

2025- 2026

Name:

Stamp Size

Age & Date of Birth:

Photo

Course.....

Admission No: Year of Admission.....

Home Address.....

Name of Father..... Signature.....

Occupation of the Father..... Contact No.....

Name of Mother..... Signature.....

Occupation of the Mother.....Contact No.....

Name of the Guardian.....Signature.....

Occupation of the Guardian..... .Contact No.....

Blood Group:

Iagree to abide by the rules and regulations of the college as contained in the college calendar and those implemented by the management from time to time.

Place

Date:

Signature of the Student

Signature of the Principal

VISION

"Inspired by the Salesian Educational System, Don Bosco College, Mampetta aims at enabling and empowering its students to pursue integral formation leading to success, commitment and integrity. It prepares its students to be responsible and compassionate citizens who are equipped with the knowledge, skills, and values they need to succeed in their chosen fields and make a positive impact on society."

MISSION

- To develop human resources in discovering and assimilating knowledge and its application beyond the boundaries of its campus towards social commitment and global vision.
- To develop in the students heightened intellectual, cultural, moral, spiritual and human sensitivities.
- To ensure personal accompaniment towards self-transformation.

Quality Policy

To Provide Quality Education aimed at enhancing skill development in our beneficiaries and continually reinforce the mission of imparting values of spirituality and social commitment in conformity with the requirements of Higher Education.

Value Charter

1. Academic Excellence: We value excellence in teaching, learning, research, and scholarship that prepare our students for success in their chosen fields and contribute to the advancement of knowledge and innovation.

2. Intellectual Curiosity: We value intellectual curiosity and critical thinking that inspire our students to explore diverse perspectives, challenge assumptions, and seek knowledge beyond the classroom.

3. Lifelong learning: We value lifelong learning as a fundamental and ongoing process of personal and professional growth.

4. Diversity and Inclusion: We value diversity and inclusiveness that enrich our community, promote mutual respect and understanding, and prepare our students to engage in a global and multicultural society.

5. Personal Growth: We value personal growth and development that foster self-awareness, resilience, ethical behaviour, and social responsibility, and prepare our students to become responsible and engaged citizens.

6. Sustainability: We value sustainability and environmental responsibility that promote the wise use of resources, reduce our ecological footprint, and prepare our students to be stewards of the planet.

7. Ethical Leadership: We value ethical leadership that uphold integrity, transparency, and accountability, and prepare our students to lead with courage, compassion, and social responsibility.

8. Respect: We respect the dignity and worth of every person regardless of their background, identity, or beliefs. We treat everyone with kindness, empathy, and understanding, and we value diversity as a source of strength and richness.

9. Integrity: We uphold the highest standards of honesty, transparency, and accountability in all our actions and interactions. We act with fairness, professionalism, and ethical responsibility, and we strive to earn and maintain the trust and respect of our peers and society.

10. Service: We recognize our responsibility to contribute to the common good and to make a positive impact in our local and global communities. We engage in meaningful service and outreach activities that address social, environmental, and humanitarian issues, and we strive to be agents of change and ambassadors of hope.

CLASS TIME

9.30 am - 4.00 pm

LIBRARY TIME

8.30 am - 4.30 pm

Lunch Break: 12.40 pm to 1.40 pm

OFFICE TIME

Monday - Friday: 9.00 am - 4.30 pm

Saturday: 9.00 am - 3.00 pm

(Documents/certificates can be collected from the office only
from 3.30 pm to 4.30 pm on working days)

**On Sundays and Public Holidays
library and office will remain closed**

MANAGEMENT

Rev. Fr. Martin Augustin	Manager
Fr. Dr. Joby M Abraham	Principal
Rev. Fr. Shino Karintholil	Administrator
Rev. Fr. Jose Pathickal	Campus Minister

TEACHING STAFF

Department of Commerce and Management

Mr. Sudheesh C	M.Com
Ms. Anjana Lohithakshan K	M.Com, MPhil, NET
Ms. Ambili V	M.Com, NET
Ms. Sheeja E	M.Com, DCP
Ms. Greeshma P	M.Com, MBA
Ms. Rathi Chelamoolayil	M.Com, NET
Ms. Vidyeshwari K	M.Com, B.Ed, SET
Ms. Abila KM	MA
Ms. Anupama K.	MA, B.Ed
Ms. Rahna CP	M.Com, B.Ed, SET

Department of Computer Applications

Ms. Geena Varghese	MCA
Ms. Swathy Mohan	M.Tech
Ms. Jamshina V	MCA, NET
Ms. Amrutha TK	MCA
Ms. Neethu KJ	M.Tech
Mr. Vimal Mathew	MA

Department of Sociology

Ms. Askshaya Sivan	MA
Ms. Athira K	MA
Ms. Athira KP	MA
Ms. Jouhara E	MA
Ms. Anjana Johnson	MA
Ms. Prabhitha AC	MA, BEd, SET, NET

Department of Social Work

Ms. Abhirami KU	MSW, NET
Ms. Silpa Meenakshi V	MSW, PGDMH
Ms. Sangeetha KV	MSW
Ms. Aswathi Manoharan	MSW
Ms. Jamshida Jasmin	MSW, NET
Mr. Amal Thomas	MSW
Ms. Anjali P	MA
Mr. Rabith BK	MJT

ADMINISTRATIVE STAFF

Mr. Santhosh Augustine	PRO
Ms. Shanty Mathew	Office Superintendent
Mr. Liju Joseph	Lab Assistant
Ms. Divya VS	Accountant
Ms. Rajula A	Office Clerk
Ms. Shapna Thomas	Office Assistant
Ms. Ponnammam KC	Librarian
Mr. Jibin Joseph	Asst. Librarian
Ms. Sheeja V	Receptionist
Mr. Jimmy Augustine	Peon
Ms. Lakshmi Kutty	Sweeper
Ms. Sreeja Raju	Sweeper
Ms. Ramani NK	Sweeper
Mr. Oseppachan PA	Security

No	Name	Number
1.	Fr. Martin Augustin	8075706043
2.	Fr. Dr. Joby M Abraham	9061112504
3.	Fr. Shino Karintholil	8921946897
4.	Fr. Jose Pathickal	9446988443
5.	Gigi George	9497645655
6.	Sudheesh C	7736541154
7.	Anjana Lohithakshan K	9995014997
8.	Ambili V	9847133809
9.	Sheeja E	8547606152
10.	Greeshma P	9526600569
11.	Rathi Chelamoolayil	9633264905
12.	Vidyaswari K	9656258578
13.	Rahna CP	9267331788
14.	Abila KM	9526738497
15.	Anupama K	9048217011
16.	Geena Varghese	9446657742
17.	Swathy Mohan	8089699675
18.	Jamshina V	8943534135
19.	Amrutha TK	9539269469
20.	Vimal Mathew	8086931682
21.	Neethu KJ	8593929972
22.	Akshaya Sivan	8606172644
23.	Athira K	8606685292
24.	Athira KP	9645682020
25.	Jouhara E	9946130065
26.	Anjana Johnson	6282962524
27.	Prabhitha AC	9746396824
28.	Abhirami KU	8606847816
29.	Silpa Meenakshi V	9744184766
30.	Sangeetha KV	8075005113
31.	Aswathi Manoharan	8848595515
32.	Jamshida Jasmin	7591919782
33.	Anjali P	8606505045
34.	Rabith BK	7025511547
35.	Neethu Jose	9745166981
36.	Ponnamma KC	9497081928
37.	Jibin Joseph	8606227860
38.	Santhosh Augustine	9745146993
39.	Shanty Mathew	9744246880
40.	Shapna Thomas	8281453904
42.	Rajula A	8078496580
43.	Liju Joseph	9400128453
44.	Divya VS	9562471626

45.	Sheeja V	9048267235
46.	Jimmy Augustine	9539112662
47.	Sreeja K	9895641753
48.	Lakshmikutty AK	9947357269
49.	Ramani NK	97479 07567
50.	Ouseppachan PA	9635295991

Departments, Committees and Cells 2025-26

1	Dept. of Commerce and Management	Mr. Sudheesh C Ms. Ambili V Ms. Anjana Lohithakshan K Ms. Greeshma P Ms. Sheeja E Ms. Rathi Chelamoolayil Ms. Vidyeshwari K Ms. Rahna CP Ms. Abila KM Ms. Anupama K.	HoD Secretary
2	Dept. of Computer Applications	Ms. Geena Varghese Mr. Vimal Mathew Ms. Swathy Mohan Ms. Jamshina V Ms. Amrutha TK Ms. Neethu KJ Mr. Liju Joseph	HoD Secretary
3	Department of Sociology	Ms. Akshaya Sivan Ms. Athira K Ms. Athira KP Ms. Jouhara E Ms. Anjana Johnson Ms. Prabhitha AC	HoD Secretary

4	Dept. of Social Work	Ms. Abhirami KU Mr. Amal Thomas Ms. Sangeetha KV Ms. Aswathi Manoharan Ms. Jamshida Jasmin Ms. Silpa Meenakshi V Ms. Anjali P Mr. Rabith BK	HoD Secretary
5	Academic Council	Fr. Joby M Abraham Fr. Martin Augustin Fr. Shino Joy Ms. Gigi George Mr. Anjana Lohithakshan K Mr. Sudheesh C Ms. Geena Varghese V Ms. Akshaya Sivan Ms. Abhirami KU Mr. Santhosh Augustine	Principal Manager Administrator Vice Principal IQAC Coordinator HoD-Commerce/Secretary HoD-Computer HoD- Sociology HoD- Social Work College PRO
6	IQAC	Ms. Anjana Lohithakshan K Ms. Jamshina V Mr. Sudheesh C Ms. Akshaya Sivan Ms. Abhirami KU Ms. Geena Varghese Ms. Anasya PK Ms. Aneeta Binu Mr. Adarsh P Dr. Sabeen Govind	Coordinator Asst. Coordinator Dept. of Commerce Dept. of Sociology Dept. of Social Work Dept. of Computer Applications Student Representative Student Representative Alumni President External Member
7	Class Time Table	Ms. Swathy Mohan	Coordinator

8	Library Council	Fr. Joby M Abraham Fr. Martin Augustin Fr. Shino Joy Ms. Gigi George Ms. Ponnamma KC Mr. Jibin Joseph Ms. Anjana Lohithakshan Mr. Sudheesh C Ms. Geena Varghese Ms. Akshaya Sivan Ms. Abhirami KU	Principal Manager Administrator Librarian / Coordinator Asst. Librarian/Secretary IQAC Coordinator HoD, Commerce HoD, Computer Science HoD, Sociology HoD, Social Work
9	Examinations Committee	Ms. Prabhitha AC Ms. Ambili V Ms. Anjana Johnson	Coordinator
10	Discipline	Fr. Joby M Abraham Ms. Gigi George Mr. Sudheesh C Ms. Geena Varghese Ms. Akshaya Sivan Ms. Abhirami KU Mr. Santhosh Augustine Mr. Rabith BK	Principal/Chairman Vice Principal/ Coordinator HoD, Commerce/Secretary HoD, Computer Science HoD, Sociology HoD, Social Work College PRO
11	Assembly	Class Teachers	
12	Grievance Redressal	Fr. Joby M Abraham Ms. Ambili V Ms. Rathi Chelamoolayil Ms. Anjana Lohithakshan Mr. Akshaya Sivan Ms. Abhirami KU Mr. Santhosh Augustine	Principal/Chairman Coordinator Secretary K College PRO

13	Anti-Ragging	Fr. Joby M Abraham Ms. Gigi George Ms. Anjana Lohithakshar Mr. Santhosh Augustine PTMA Vice President College Union Chairman First Year Student Rep.	Principal / Chairman Vice Principal/ Coordinator Secretary
14	Anti-Drug	Fr. Joby M Abraham Ms. Aswathi Manoharan	Principal/Chairman an Coordinator
15	Safety Committee	Ms. Shanty Mathew Ms. Shapna Thomas Mr. Jimmy Augustine	Coordinator Secretary
16	Value Education	Mr. Vimal Mathew Ms. Geena Varghese Ms. Sheeja E	Coordinator
17	PTMA	Fr. Joby M Abraham Fr. Martin Augustin Fr. Shino Joy Ms. Rathi Chelamoolayil PTMA Vice President Reps. of Parents	Principal Manager Administrator Secretary
18	Staff Coordinator	Ms. Rathi Chelamoolayil	
19	Campus Minister	Fr. Jose Pathickal	
20	Mentoring Core Committee	Ms. Greeshma P	Coordinator
21	Placement and Career Guidance Cell	Ms. Neethu Jose	Coordinator

22	Alumni Association	Ms. Geena Varghese	Coordinator
23	Women Development Cell	Ms. Silpa Meenakshi V	Coordinator
24	Internal Complaints Committee: Women Anti-Harassment Cell	Ms. Anjana Lohithakshan	Coordinator
25	Entrepreneurship Development Cell	Ms. Neethu Jose	Coordinator
26	Magazine and Reports	Mr. Rabith BK	Coordinator
27	Website	Mr. Liju Joseph	Coordinator
28	Literary Club	Ms. Jamshina V	Coordinator
29	Social Service Club	Ms. Rathi Chelamoolayil	Coordinator
30	Photography, Drama and Theatre	Mr. Rabith BK	Coordinator
31	Union Advisor	Mr. Amal Thomas	Coordinator
32	Sports Club	Mr. Santhosh Augustine	Coordinator
33	Arts Club	Ms. Athira K	Coordinator
34	Election	Ms. Geena Varghese	Coordinator
35	Bio Diversity	Ms. Jamshida Jasmin	Coordinator
36	SC & ST and Equal opportunity	Ms. Anupama V	Coordinator
37	OBC Cell	Ms. Greeshma P	Coordinator
38	NSS	Ms. Gigi George Ms. Athira KP	Coordinator

		Ms. Anjali P Mr. Santhosh Augustine	
39	Research	Ms. Vidyeeswari K	Coordinator
40	Quiz Club	Ms. Anjali P	Coordinator
41	Innovation Cell	Ms. Neethu Jose	Coordinator
42	Dance Club	Ms. Sheeja E	Coordinator
43	Red Ribbon Club	Ms. Amrutha TK	Coordinator
44	Tourism Club	Jouhara E	Coordinator
45	Social Work Outreach	Sangeetha KV	Coordinator
46	FYUGP Academic Coordinator	Ms. Greeshma P	Coordinator
47	Admissions	Mr. Liju Joseph	Coordinator

UG COURSES OFFERED

1. Bachelor of Commerce (B.Com with CA)

Specilization: Computer Applications, Tally

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with at least one commerce subject are eligible for admissions to the B.Com degree course. Candidates who have not studied commerce subject for Higher Secondary or an equivalent examination with not less than 45% marks are also eligible. A concession of 5% will be given to OBC/OEC candidates. The SC/ST candidates need to get only a pass.

2. Bachelor of Business Administration (BBA)

Specilization: Human Resource Management, HRM

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto, with not less than 50% is eligible for admissions. A concession of 5% will be given to OBC/OEC candidates. The SC/ST candidates need to get only a pass.

3. Bachelor of Computer Application (BCA)

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with Mathematics/Computer Science/Computer Application/Information Technology/Informatics Practice/Informatics/Additional Mathematics as one of the subjects are eligible for admissions.

5. Bachelor of Arts (BA Sociology)

Complimentary Courses: English and Journalism

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.

6. Bachelor of Social Work (BSW)

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognised as equivalent thereto are eligible for admission.

7. Bachelor of Science (B.Sc AI)

Eligibility for Admission: Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with Mathematics/Computer Science/Computer Application/Information Technology/Informatics Practice/Informatics/Additional Mathematics as one of the subjects are eligible for admissions.

PG COURSES OFFERED

1. Master of Social Work (MSW)

Eligibility for Admission: A bachelor's Degree in any discipline recognized by the University of Calicut with a minimum of 50% marks/equivalent grade. Bachelor's Degree includes other four year degree programmes like LLB, B.Tech also.

DON BOSCO COLLEGE, MAMPETTA
Courses Offered by the BA Sociology (Honours)

Major Courses	Sem	Minor Courses (1.Sociology of Mass Media and 2. Society & Individual)	Sem
Introduction to Sociology	1	Minor 1	
Indian Social Structure	2	Invitation to Sociology	1
Foundations of Social Thought	3	Mass media & Society	2
Fundamentals of Social Research	3	Sociology of Cinema	3
Rural Sociology	4	Minor 2	
Urban Sociology	4	Introduction to Social Psychology	1
Methodology of Social Research	4	Fundamentals of Social Psychology	2
Classical Sociological Theory	5	Counselling	3
Gender and Society	5	Skill Enhancement Courses (SEC)	
Social Anthropology	5	Statistics for Sociology	5
Sociology of Development	6	Guidance and Counselling	6
Environmental Sociology	6	Multi-Disciplinary Courses (MDC)	
Sociology of Keralam	6	Women and Society	1
Internship	6	Disaster Management	2
Advanced Sociological Theory	7	Kerala Knowledge System	3
Political Sociology	7	Value Added Courses (VAC)	
Migration and Diaspora	7	Disability and Society	3
Sociology of Stratification and Inequality	7	Society and Ethics	4
Sociology of Stratification and Inequality	7	Elective Courses (Tribal Studies)	
Contemporary Social Theories	8	Introduction to Indigenous and Tribal Studies	5
Economic Sociology	8	Tribal Development in India	5
Family, Marriage and Kinship	8	Dalit Realities and Discourses of India	6
Advanced Social Research	8	Tribal Heritage and Discourses of Keralam	6

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the BBA (Honours)

Major Courses	Sem	Minor Courses (Functional Business Administration)	Sem
Foundations in Business Decisions	1	Minor 1: General Management	
Marketing Management	1	Marketing Management	1
Communicating with Financial Data	1	Financial Management	2
Business Economics	2	Human Resource Management	3
Financial Management	2	Minor 2: Analytics for Financial Data	
Foundations for Business Analytics	2	Communicating with Financial Data	1
Domestic Logistic Management	3	Foundations for Business Analytics	2
Business and Corporate Regulations	3	Strategic Cost Analysis	3
Human Resource Management	3	Networking in Business	4
Strategic Cost Analysis	3	Total Quality Management	5
Decision Science	4	Skill Enhancement Courses (SEC)	
Organisation Behaviour	4	Digital Marketing for Business	1
Entrepreneurship Essentials	4	Spread sheet Modelling for Business	2
Corporate Governance & Ethics	4	Skills for Employability	3
Operations Management	5	Communicating with AI	5
Behavioural Finance	5	Internship 1	5
Business Research Methods	5	Project 1	6
Networking in Business	6	Internship 2	7
Total Quality Management	6	Project 2	8
Strategic Management	7	Elective Courses (Logistics)	
Data Analysis Tools for Social Scientists	7	Logistics Management	5
Multi-Disciplinary Courses (MDC)		Air Cargo Logistics Management	5
Creativity, Innovations & Business Development	1	Export & Import policies and Procedures	6
Kerala Knowledge System	3	Shipping & Ocean Freight Logistics Management	6
Value Added Courses (VAC)		Advanced Human Resource Management	7
Innovation and Business Dynamics	4	International Finance	7
Business Environment	6	International Marketing	7
Open Elective Course		Start- Up Management	8
Hospitality Management	7	Entrepreneurial Capital Management	8
		Advertising and Branding	8

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the B.Com (Honours)

Major Courses	Sem	Vocational Minor Courses (1. Travel and Tourism Management 2. Hospitality Management)	Sem
Management Principles & Application	1	Minor 1	
Financial Accounting	2	Fundamentals of Travel and Tourism	1
Business Regulations	3	Tourism Business	2
Corporate Accounting	3	Travel Formalities and Documentation	3
Corporate Regulations & Governance	4	Emerging Trends in Tourism Business	8
Applied Costing and Control	4	Minor 2	
Business Statistics	4	Foundations of Hospitality	1
Income Tax Law & Accounts	5	Front Office Management	2
Management Accounting	5	Digital Transformation in Tourism	3
Principles of Marketing	5	Tourism Marketing	8
Auditing & Assurance	6	Skill Enhancement Courses (SEC)	
Income Tax and GST	6	Accounting Software Applications	5
Methodology for Business Research	6	E-filing for Tax Returns	6
Internship	6	Multi Disciplinary Courses (MDC)	
Economic Environment of Business	7	Business Start-up Essentials	1
Mergers, Acquisitions & Corporate Restructuring	7	Event Management	2
Forensic Accounting	7	Kerala Knowledge System	3
Organisational Behaviour	7	Elective Courses (Computer Applications)	
International Business	7	Computer Applications in Business	5
Strategic Management	8	Business Information Systems	5
Business Valuation Strategies	8	Office Automation Tools	6
Strategic Financial Management	8	Computerised Accounting with Tally	6
Advanced Methodology for Business Research	8	Contemporary HR Leadership	8
Project	8	Behavioural Finance	8
		Total Quality Management	8

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the BSW (Honours)

Major Courses	Sem	Minor Courses (1. Foundations of Social Work 2. Social Work Perspectives of Society & Human Behaviour)	Sem
Introduction to Social Work	1	Minor 1	
Understanding Life Span Development & Human Behaviour for Social Work Practice	2	Fundamentals of Professional Social Work	1
Community, Organisation & Social Action	3	Fields of Social Work: An Introduction	2
Field Work 1	3	Introduction to Social Work Methods	3
Social Case Work	4	Minor 2	
Social Group Work	4	Social Analysis & Strategies of Social Change	1
Field Work 2	4	Basics of Human Behaviour for Social Work Practice	2
Social Work Administration	5	Basic Counselling skills for Social Work Practice	3
Social Work Research	5	Skill Enhancement Courses (SEC)	
Field Work 3	5	Professional Skills for Social Work Practice	5
Social Legislation	6	Technology for Social Work Practice	6
Field Work 4	6	Multi Disciplinary Courses (MDC)	
Corporate Social Responsibility & Social Work Practice	6	Human Rights & Social Justice	1
Internship	6	Life Skill Education for Personal Well Being	2
Generalist Social Work Practice	7	Kerala Knowledge System	3
Advanced Methods in Social Work Research	7	Elective Courses (Health Centered Social Work)	
Public Health & Social Work	7	Social Work in Health Settings	5
Theory & Practice of Counselling	7	Gerontological Social Work	5
Field Work 5	7	Social Work in Mental Health Settings	6
Human Resource Management in Service Organisation	8	Therapeutic Approaches in Social Work Practice	6
Social Policy & Social Development	8	Social Work Practice with Differently Abled	8
Field Work 6	8	Social Work with Children	8
		Social Work in Disaster Management: Mental Health and Well Being	8

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the BCA (Honours)

Major Courses	Sem	Minor Courses (Data Science & Artificial Intelligence)	Sem
Fundamentals of Computers and Computational Thinking	1	Minor 1: Data Science	
Mathematical Foundation for Computer Applications	1	Mathematical Foundation for Computer Applications	1
Discrete Structures for Computer Applications	1	Statistical Foundation for Computer Applications	2
Fundamentals of Programming (C Language)	2	Introduction to Data Science	3
Statistical Foundation for Computer Applications	2	Minor 2: Artificial Intelligence	
Numerical Analysis & Optimization Techniques	2	Discrete Structures for Computer Applications	1
Data Structures using C	3	Numerical Analysis and Optimization Techniques	2
Computer Network	3	Foundations of Artificial Intelligence	3
Introduction to Data Science	3	Introduction to AI and ML	8
Foundations of Artificial Intelligence	3	Principles of Operating System	8
Database Management System	4	Skill Enhancement Courses (SEC)	
Python Programming	4	Introduction to Computers and Office Automation	1
Software Engineering	4	Data Analysis using Spread Sheet	2
Automation and Robotics	4	Website Designing using Content Management System	3
Object Oriented Programming (Java)	5	Professional Skill Development for IT Career Excellence	5
Progressive Web Application using PHP	5	Internship 1	5
Digital Fundamentals and Computer Organization	5	Project 1	6
Introduction to AI and ML	6	Internship 2	7
Principles of Operating System	6	Project 2	8

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the BCA (Honours)

Major Courses	Sem	Minor Courses (Data Science & Artificial Intelligence)	Sem
Advanced Data Structures and Algorithms	7	Elective Courses (Cloud Computing)	1
Data Science Programming using R	7	Cloud Computing	1
Value Added Courses (VAC)		Security & Privacy in Cloud	1
Introduction to Cyber Laws	4	Storage Technologies	2
Business Intelligence and Innovation	6	Virtualization	2
Multi-Disciplinary Courses (MDC)	2	Theory of Computation	2
Digital Marketing	1	Data Mining	3
Kerala Knowledge System	3	Compiler Design	3
Open Elective Course		Mastering Java Web Development	3
Ethical Hacking	7	Parallel Computing	3

B.Sc. Artificial Intelligence

Sl No	Course Code	Course Name	Credit	Hours
Semester : 1				
1	AIN1CJ101/ AIN1MN100	Fundamentals of Computers & Computational Thinking	4	5
2	XXX1MNXXX	Minor Course 1	4	5
3	XXX1MNXXX	Minor Course 2	4	5
4	ENG1FA101 (2)	Ability Enhancement Course 1	3	4
4	XXX1FA102 (2)	Ability Enhancement Course 2	3	3
5	XXX1FM105	Multi-Disciplinary Course 1	3	3
Semester : 2				
1	AIN2CJ101/ AIN2MN100	Computational Logic for Artificial Intelligence	4	5
2	XXX1MNXXX	Minor Course 3	4	5
3	XXX1MNXXX	Minor Course 4	4	5
4	ENG2FA103 (2)	Ability Enhancement Course 3	3	4
5	XXX2FA104 (2)	Ability Enhancement Course 4	3	3
6	XXX2FM106	Multi-Disciplinary Course 2	3	3
Semester : 3				
1	AIN3CJ201	Mathematical Foundation for Artificial Intelligence	4	4
2	AIN3CJ202/ AIN3MN200	Data Structures and Algorithm 7	4	5
3	XXX1MNXXX	Minor Course 5	4	5
4	XXX1MNXXX	Minor Course 6	4	5
5	XXX3FM107 (2)	Multi-Disciplinary Course 3 – Kerala Knowledge System	3	3
6	ENG3FV108 (2)		3	3

B.Sc. Artificial Intelligence

Sl No	Course Code	Course Name	Credit	Hours
Semester : 4				
1	AIN4CJ203	Object Oriented Programming in java	4	5
2	AIN4CJ204	Data Base Management System	4	5
3	AIN4CJ205	Foundations of Artificial Intelligence and Machine learning	4	5
4	ENG4FV109 (2)	Value-Added Course 2	3	3
5	XXX4FV110(2)	Value-Added Course 3	3	3
6	ENG4FS111 (2)	Skill Enhancement Course – 1 (P)	3	4
Semester : 5				
1	AIN5CJ301	Python Programming	4	5
2	AIN5CJ302	Operating System	4	5
3	AIN5CJ303	Expert system and Fuzzy logic	4	4
4	AIN5EJ305	Elective Course 1 in Major	4	4
5	AIN5EJ306	Elective Course 2 in Major	4	4
6	AIN5FS112	Skill Enhancement Course 2-Introduction to Digital Marketing	3	3
Semester : 6				
1	AIN6CJ304/ AIN8MN304	Automation and Robotics	4	5
3	AIN6CJ305/ AIN8MN305	Fundamentals of Data Science	4	5
4	AIN6CJ306/ AIN8MN306	Machine Learning Algorithms	4	4
5	AIN6CJ311	Elective Course 3 in Major	4	4
5	AIN6CJ312	Elective Course 4 in Major	4	4
5	AIN6FS113	Skill Enhancement Course 3 - Project Implementation	3	3
5	AIN6CJ349	Internship in Major (Credit for internship to be awarded only at the end of Semester 6)	2	

B.Sc. Artificial Intelligence				
Sl No	Course Code	Course Name	Credit	Hours
Semester : 7				
1	AIN7CJ401	Natural Language Processing	4	5
2	AIN7CJ402	Knowledge Engineering	4	4
3	AIN7CJ403	Soft Computing	4	4
4	AIN7CJ404	Introduction to Generative Models	4	4
5	AIN7CJ405	Data Science Programming using R	4	5
Semester : 8				
1	AIN8CJ406	Data Mining	4	4
2	AIN8CJ407	Block chain Technology	4	4
3	AIN8CJ408	Deep learning	4	4

DON BOSCO COLLEGE, MAMPETTA
Courses Offered by the Language & Literature (English)

Ability Enhancement Courses (AEC)	Sem	Skill Enhancement Courses (SEC)	Sem
AEC 1		Contemporary Language Skills for Humanities & Other BA Programmes (BA, BSW)	4
English Language Skills for Humanities & Other BA programmes (BA, BSW)	1	Contemporary Language Skills for Sciences (BCA)	4
English Language Skills for Sciences (BCA)	1	Contemporary Language Skills for Commerce & Management (B.Com, BBA)	4
English Language Skills for Commerce & Management (B.Com, BBA)	1	Value Added Courses (VAC)	
AEC 3		VAC 1	
Advanced English Language Skills for Humanities & other BA programmes (BA, BSW)	2	Framing Values: Literary & Cultural Narratives for Humanities & Other BA Programmes (BA, BSW)	3
Advanced English Language Skills for Sciences (BCA)	2	Framing Values: Literary & Cultural Narratives for Sciences (BCA)	3
Advanced English Language Skills for Commerce & Management (B.Com, BBA)	2	Framing Values: Literary & Cultural Narratives for Commerce & Management (B.Com, BBA)	3
Multi Disciplinary Courses (MDC)		VAC 2	
Understanding Kerala: Society, Economy and Ecology (BA, BSW)	3	Framing Perspectives: Literary & Cultural Narratives for Humanities & Other BA Programmes (BA, BSW)	4
Understanding Kerala: Science, Culture and Literature (BCA)	3	Framing Perspectives: Literary & Cultural Narratives for Sciences (BCA)	4
Understanding Kerala: Narratives of Development, Commerce and Entrepreneurship (B.Com, BBA)	3	Framing Perspectives: Literary & Cultural Narratives for Commerce & Management (B.Com, BBA)	4

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the Journalism Discipline

Minor Courses (1. Professional Journalism, 2. Electronic Media)	Sem
Minor 1	
Basics of Communication	1
News reporting & Editing	2
Corporate Communication	3
Minor 2	
Introduction to Electronic Media	1
Radio & Television	2
Digital Media	3

DON BOSCO COLLEGE, MAMPETTA			
Courses Offered by the Malayalam Discipline			
Ability Enhancement Courses (AEC)	Sem	Multi - Disciplinary Courses (MDC)	Sem
AEC 2		Kerala Samoohavum Saamskarika Parambaryavum (Kerala Society and Cultural Traditions) (BA,BSW)	3
Malayala Sahithyanusheelanam (Literary Practices in Malayalam) (BA, BSW)	1	Kerala Samoohavum Shasthra Njana Parambaryavum (Kerala Society and Scientific Knowledge Traditions) (BCA)	3
Malayala Sahithyaswadanam (Malayalam Literary Appreciation) (BCA)	1	Kerala Samoohavum Vanijya Samskaravum (Kerala Society and Trade Culture) (B.Com, BBA)	3
Malayala Sahithya Vicharam (Understanding Literature in Malayalam) (BBA, B.Com)	1	Value Added Courses (VAC)	
AEC 4		Sahithyavum Manavikathayum (Literature and Humanity) (BA, BSW)	4
Vinimaya Malayalavum Sargathmaka Rachanayum (Communicative Malayalam and Creative Writing) (BA, BSW)	2	Shaastravum Manavikathayum (Science and Humanity) (BCA)	4
Vinimaya Malayalavum Shasthra Rachanayum (Communicative Malayalam and Science Writing) (BCA)	2	Vaanijyavum Manavikathayum (Trade and Humanity) (BBA, B.Com)	4
Vinimaya Malayalavum Vanijya Rachanayum (Communicative Malayalam and Business Writing) (BBA, B.Com)	3		

DON BOSCO COLLEGE, MAMPETTA

Courses Offered by the Hindi Discipline

Ability Enhancement Courses (AEC)	Sem	Multi - Disciplinary Courses (MDC)	Sem
AEC 2		Keral Ka Sanskrithik Ithihas (The Cultural History of Kerala) (BA, BSW)	3
Hindi Bhasha Mein Sanchar aur Rachanatmak Lekhan Ka Vikas - Bhag 1 (Enhancement in Communication and Creative Writing in Hindi Language -Part I) (BA, BSW)	1	Keral Ka Sanskrithik Saundarya (The Cultural Aesthetics of Kerala) (BCA)	3
Hindi Bhasha Mein Sanchar aur Rachanatmak Lekhan Ka Vikas - Bhag 1 (Communication And Creative Writing in Hindi Language -Part I) (BCA)	1	Keral Ka Arthik Vikas (The Economic Development of Kerala) (B.Com, BBA)	3
Sanchar Kaushal Vikas - Bhag 1 (Communication Skills Enhancement - Part I) (BBA, B.Com)	1	Value Added Courses (VAC)	
AEC 4		Hindi Sahitya Mein Manavikata Ka Alok (The Light of Humanity in Hindi Literature) (BA, BSW)	4
Hindi Bhasha Mein Sanchar aur Rachanatmak Lekhan Ka Vikas - Bhag II (Enhancement in Communication and Creative Writing in Hindi Language -Part II) (BA, BSW)	2	Hindi Sahitya Mein Manavikata Ki Chhatrachhaya (The Protection of Humanity in Hindi Literature) (BCA)	4
Hindi Bhasha Mein Sanchar aur Rachanatmak Lekhan Ka Vikas - Bhag II (Communication And Creative Writing in Hindi Language -Part II) (BCA)	2	Hindi Sahitya Mein Manavikata Ka Samanwaya (Harmony of Humanity in Hindi Literature) (BBA, B.Com)	4
Sanchar Kaushal Vikas - Bhag II (Communication Skills Enhancement - Part II) (BBA, B.Com)	2		

ADMISSION

1. Application for admission must be sought in the prescribed form made available in the College office. Registration of an application does not guarantee admission. The registration number has to be quoted in all future references.
2. The duly filled Application Form has to be sent to the Principal. The entries shall be carefully made without leaving any room for doubt. If necessary, additional details may be given in a separate sheet.
3. It is the duty of the applicant to check the allotment list and the date of admission.
4. If an application is favourably considered, an intimation will be given to the applicant announcing the date for the interview. All selections are provisional and are subject to confirmation, after the personal interview with the Principal and scrutiny of certificates.
5. Admission to the college is made in accordance with the directives of the University. However, the right to deny an admission to the college rests with the Principal and the Management.
6. Any candidate, who is found to have secured admission by false representation, will be sent away forthwith and she / he shall forfeit whatever fees she/he has remitted.
7. At the time of interview the applicant should produce the following documents in original.
 - i. CAP Reg. Form/admit card in case of allotment
 - ii. SSLC certificate/mark book
 - iii. Mark list and pass certificates
 - iv. Transfer certificate from school/college last attended
 - v. Course and conduct certificates
 - vi. Two passport and two stamp size photos
 - vii. Two copies of the SSLC and HSC certificates
8. Immediately after the interview, the candidate, if selected, will be enrolled forthwith on payment of the fees and the submission of the certificates.
9. Students are advised to have with them soft copies and sufficient number of attested copies of their documents before the original certificates are submitted to the office. Certificates will be given back only after the completion of the course and after paying all the dues.

CAMPUS DISCIPLINE

1. The Staff, with the support of the Staff Council, and the Discipline Committee will be in charge of ensuring discipline on the campus. The Grievances Cell will look into the grievances and complaints of the Students, if any, and they will do their best to set things right. Students are therefore advised not to resort to any direct action or create disturbances on the campus.
2. Students may present their grievances in writing to the convener of the Grievances Cell. Any activity of the students or the staff that hinders the smooth conduct of classes and the maintenance of discipline of the college is prohibited on the Campus

3. Suspension Policy: A student may be suspended from the college as a disciplinary measure for any act of misconduct. A suspension is a temporary removal from academic and/or extracurricular activities, which may be imposed for a specified period based on the severity of the violation.

- First Suspension: The student will receive a formal warning and be suspended for a specified period.
- Second Suspension: If the student engages in further misconduct, a second suspension will be imposed.
- Third Suspension: In the event of another violation, the student will face a final suspension, after which their conduct will be subject to strict monitoring.

4. Dismissal Policy: A student who has been suspended three times due to misconduct will face dismissal from the college. This action will be taken if:

- The student continues to engage in misconduct after three suspensions.
- The student fails to demonstrate a significant change in behavior and adherence to the college's code of conduct.

Dismissal from the college means that the student's enrollment will be permanently revoked, and they will not be allowed to continue their education at Don Bosco College, Mampetta.

EXAMINATION AND TEST PAPERS

1. The primary purpose of examinations and test papers is to evaluate the works and programmes of the Students and also to give them training. Exemption from examinations and test papers is granted only by the Principal.
2. Malpractice in test papers and examinations will be regarded as a serious breach of discipline.
3. College scholarship/prize/concessions etc. will be awarded only to those Students who appear for both internal examinations and test papers conducted by the College and who are punctual and regular.
4. During each semester two internal examinations will be conducted, the marks of which will be taken in to account at the end of the semester when internal marks are awarded.

GENERAL REGULATIONS

The regulations set forth in this calendar are meant to secure good ambience necessary for the effective pursuit of knowledge, to help the Students to attain the level of quality required of them and to ensure the integral development of the individual.

1. Registration of a Student in the college is considered as an expression of his/her willingness to abide by all the rules and regulations of 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's goal is primarily to achieve academic excellence and to develop his/her total self for the service of the fellow beings. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the College.

3. Important notices are displayed on the notice boards 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 when information is communicated, it is the duty of the student to get updated with the information. The College will not be responsible if one is absent and fails to respond to the notices displayed and information passed on. Notice boards are for official use only, tampering with them is a serious offence.
4. Students may be summoned during class hours ordinarily by means of a call slip signed by the Principal. Unless otherwise indicated on the call slip, it is understood that the student is wanted only at the end of the period.
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 students to the property of the college or of others, must be repaired or replaced at the student's expense. Disciplinary action will also be taken against them.
6. If a teacher is not in the class at the prescribed time, the leader shall report the teacher's absence to the Principal; however, if the class is notified of the teacher's time of arrival, the students are obliged to wait until the time notified.
7. Congregating at the entrance of the college gate, and sitting on the step of the staircases, would cause inconvenience and create bad impression and therefore it is to be avoided.
8. There shall be no movement of the students on the corridors of the college building while lecture is in progress in the class rooms.

9. The dress code of the students should be modest, neat and dignified. Any types of casual wear (e.g. low waste pant, dhoti, cargos) are not allowed. The rules of the college including those of the dress code apply until a student is issued T.C. Students who come to the college without conforming to the dress code will not be allowed on the campus.
10. The students must wear uniforms on all prescribed days. Those who do not have uniform will not be allowed on to the campus. However, on important days like examination and test paper days he/she may be allowed to the campus on payment of a fine of Rs.10/- and written permission of the Principal.
11. Any student may be suspended, dismissed or expelled from the college at any time during the course of the study for the following reasons: stealing, any form of cheating or dishonesty; any form of public immorality on the campus, possessing or bringing to the campus pornographic materials; bringing/being under the influence of alcohol or any intoxicating beverage on the campus and during the college activities including picnics, study tours and excursions; 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; possessing, using or trafficking of drugs on or outside the campus; vandalism in the college or on the college property; gambling on the college premises; tampering with and /or falsification of college or public documents; preventing or threatening students or college staff / authorities from discharging their duties, or from attending classes or from entering the college premises; frequent contemptuous disregard of the disciplinary code or any offence considered serious in the same code; any other ground similar or analogous to foregoing; ragging and copying in the examinations.

12. Use of chewing gum, pens or similar items are strictly forbidden on the campus.
13. Industrial visits may be arranged for the second year students by the class teacher and the Head of the Department. Prior permission for the visit must be obtained from the Principal. During the visit the students must be accompanied by the class teacher and a member of the staff.
14. Students are not allowed to organize any picnics, tours or outings without the written permission from the Principal. When such programs are organized it should be arranged with the knowledge and support of the HOD and the class teacher, and should not be on working days. However a two day tour (3 nights 2 days of which one could be a working day) may be organized in the sixth semester provided the class teacher, HOD and other faculty members needed are willing to accompany the students and there should be at least 75 percent of class present for the same.
15. Any one is free to follow and practice the religion of his / her choice. But external worship other than catholic services is not permitted on the college Campus.
16. It is forbidden to write or scribble on the walls or desks or throw paper or ink in the class room or in any way damage the college property. Damages caused must be paid for as per the directive of the Principal.
17. All the students are expected to pay the fees as per the notification from the college office.
18. Students are forbidden to disfigure college furniture, walls, doors or windows, with drawings, engraving or posters. Tampering with electrical installations, are also not permitted.

19. Outsiders can address the students in the class room, or any gathering on the campus, only with the prior permission of the Principal.
20. Strikes, slogan shouting, skipping classes and crowding on the campus are strictly banned.
21. All are expected to observe perfect silence and decorum during the assembly and class hours.
22. The medium of instruction and communication on the campus shall be preferably English.
23. All are expected to keep the rules of the language lab, computer lab and library and co-operate with those in charge for effective functioning of the facilities.
24. Students are not allowed to enter the Staff Room without due permission.
25. When the home address or telephone numbers are changed, it is to be informed to the college office at the earliest.
26. The college campus is a no-smoking zone and no one is permitted to smoke inside the campus. Any violation of this from any person will be considered as a serious offence.
27. Use of mobile phone is strictly banned in the class. In the event of any violation of the above rule, the Principal or any staff member is empowered to seize the phone and to impose appropriate punishment.
28. Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the college authorities, no one shall bring or entertain outsiders on the campus or in the college.

29. No visitors are allowed to meet staff members or students on the campus without the prior consent of the Principal.
30. Prior permission from the Principal is needed to invite guests for programs, seminars, workshops and the like.
31. Nobody shall collect money from the students, either by request or by coercion, on the campus or outside the campus without the specific permission from the Principal.
32. All are strictly prohibited from participating in any agitation, demonstration, strike, dharna, gherao and such activities which will disturb the classes or cause disturbance to the peaceful atmosphere of the college campus.
33. No political / organizational activities shall be permitted on the campus, except those official activities which are specifically permitted or sponsored by the college management. As per the order of the honourable High court of Kerala, Campus will follow parliamentary form of election to elect student representatives to the college union.
34. In case students have any grievance or complaint they shall first approach the class teacher. If they are not satisfied they may approach the HOD and the Vice Principal, then if needed, appeal to the Principal. The Principal can at his discretion refer any matter regarding discipline to the Grievance Redressal Committee, Discipline Committee or a Committee constituted at his discretion.
35. Any student who is persistently insolent or insubordinate or wilfully and repeatedly commits mischief or is guilty of fraud or malpractice or who in the opinion of the Principal is like to have a unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls. The removal shall be either temporary or permanent subject to the gravity of the misconduct.

36. In the interest of the institution and for the sake of discipline the Principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any other punitive action on any student for his / her misconduct.
37. Students are not allowed to bring four-wheelers to campus. Two wheelers of the students should be parked in the place allotted for it. Any disturbance created with the two wheelers will be considered as a serious offence. Management will not in any way be responsible for the safety of the vehicles parked on or outside the campus.
38. Photographs and the other details of the Institution, Staff Members and Students shall not be printed, published or shared on the internet or other media and social networks which will embarrass the concerned person or the institution.

IDENTITY CARDS

1. Every student is expected to wear the identity card with her/ his photograph attested by the Principal while on the campus and when travelling to and from the college.
2. Students should produce their identity cards for inspection whenever they are required to do so by any member of the Staff or other College authorities.
3. The Identity Card must be presented at the time of the payment of fees, before entering the library, while receiving the hall tickets, refund of the caution deposit, mark list and other certificates.
4. However, if one has not brought his/her ID card or the Hand Book he / she may be allowed to attend the class on that day by paying a fine of Rs.10/- If the card is lost, a duplicate one may be issued at the student's expense with the permission of the Principal and on submission of a written request for a duplicate card, attested by parent or guardian.

ATTENDANCE AND LEAVE

1. Attendance will be marked at the beginning of each period. If a student is late or absent he/she is expected to get the necessary permission before entering the class. If a student is absent for one period, it will be considered as absence for half the day and absence for more than one period will be considered absence for the whole day. Students who reach the college late will be allowed to enter the class only after the first hour. In addition to it, other appropriate punishments may also be imposed on such students. Those who arrive later than the stipulated time will be marked as absent.
2. Each class will have a class leader who will assist the lecturer in his/her routine duties. The leader shall report without delay to the class teacher / HOD / Principal of any special situation that may arise in the class such as the absence of the lecturer, inadequate facilities etc., so that necessary arrangements can be made at the earliest.
3. No student shall absent himself / herself from class without application for leave.
4. 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 case, the application should be made on the day of his/her return to the college, failing which he/she will not be allowed to take part in the college activities.

5. Absence without leave on the re-opening day, days of class tests/ Internal examinations and other functions, will be considered as serious offense and fine or any other appropriate forms of punishment will be given according to the discretion of the Principal.
6. Leave or absence from terminal examinations conducted by the college can be granted only by the Principal. It is also applicable for value education programmes, seminars, retreat for catholic students etc., arranged on the campus.
7. The semester certificate of attendance required for appearing at the University Examination will, in no case, be granted unless the students progress and conduct have been satisfactory and the student has seventy five percent of attendance. The responsibility of making sure that a student has earned the required minimum percentage of attendance (75 Percent for each semester) rests entirely upon the student. It is the responsibility of parents and guardians to find out from the concerned department or college office the attendance score of their wards from time to time. Condonation of the shortage of attendance is not a matter of right. The Principal, on recommendation of the concerned Department may condone any shortage of attendance of any deserving student. This benefit will be restricted to those students who have applied for leave within one day of their rejoining the class after leave. Such condonation will not be granted for more than two semesters during a course of study. No duty leave will be granted to students for college union election activities.
8. Students are to get a minimum of 75 percent attendance in every semester. If a student falls short of it, he/she will be

recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student.

9. Students should occupy their respective seats before the attendance is taken. They are not allowed to leave the class room and the late comers are not permitted to enter the class without the permission of the Principal / Vice Principal.
10. For the purpose of attendance, all working days shall be counted as whole days irrespective of the number of working hours.
11. The names of Students absenting themselves for more than ten consecutive days 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 fees due, before they are readmitted.
12. All serious cases of illness should be reported to the Principal in writing through the Guardian or the Warden. In case of absence on account of illness, medical certificate may be called for.
13. An application for leave, which does not fully conform to the prescribed format, will be rejected. Those applications, on the days of class, examinations, test papers, seminars or to escape from punishment for default of any such work, will also be rejected.
14. It is the duty of the Student to enquire whether his / her applications for leave have been sanctioned.
15. A Student who absents himself / herself from a test paper, seminar, exercise or any other assignment shall not attend the class again until he / she writes the paper or exercise again and submits it to the teacher concerned. Failure to do this shall involve loss of attendance or other punishments.

16. All the Students are expected to be present for the internal examination conducted by the college and there will not be any chance for repeating the internal examination.
17. Attendance shall be marked at the beginning of each class whether lecture, practical or seminar, by the concerned faculty member.
18. Disciplinary action, including imposition of fine, will be taken against those who repeatedly absent themselves on insufficient grounds.
19. At the end of each semester or at the beginning of the following semester a list will be put on the general notice board showing the number of days of attendance obtained by each student. Students shall diligently examine this list and see that they do not fall below the minimum percentage required for the semester.
20. Internal marks are given to the students according to the norms of the university based on attendance, classroom assignments, Seminars, Presentations and Internal examinations.

LIBRARY

1. The College Library is a very convenient place to study and do research and hence, strict silence has to be observed inside the library at all times.
2. Those who enter the library are expected to leave their belongings at the entrance and take with them only the writing materials.
3. Personal books for reference are to be taken into the library only with the permission of the librarian.
4. Students are allowed to borrow only two books at a time.

5. The books lent out should be returned within 14 days or renewed on the 14th day for further use. In the case of renewal, the books are to be brought to the library and the librarian will renew them and then they can be kept for another 14 days. If the library books are not returned on time, a fine of Rs.2/- will be charged per book, per day. If the book is not returned he/she will be suspended from membership till the book is returned and the fine is paid.
6. A Student may reserve a book. In such cases, preference will be given to those who reserve it on "first come first served" basis and such books cannot be renewed.
7. Reference Books, Magazines and Projects cannot be taken out of the library or lent out from the library without the permission of the Principal.
8. Once a book is taken off rack, it should not be put back on the rack, but to be left on the table.
9. The books taken by the staff members are to be returned within two months or is to be renewed.
10. Students coming to the library should show their identity cards to the librarian, when demanded. Though library will remain open during the Onam, Christmas and summer holidays, books will be issued only for reference in the library. If such books are taken out of the library a fine of Rs.50/- will be charged per day per book. Students are forbidden to lend books of the college library to others.
11. The Students are given two library cards each and they must bring them personally to take books from the library. For each book, a card is taken by the librarian and when the book is returned the card is given back. Books will not be issued without cards or on the cards of another student. However, the books taken by a student may be returned by another, in unavoidable and exceptional situations, such as sickness etc. to avoid fine.

12. If a book is damaged, spoiled or lost the student will either have to pay for it or supply to the library a new copy of the book according to the decision of the Principal / Librarian
13. Students are forbidden to remove any page or article from newspapers or magazines in the reading room. If removed it should be replaced or the price of the same should be given to the library.
14. All are expected to return the books/CD, etc. to the library as indicated in the college calendar, failing which Rs.50/- will be charged per item per day.
15. If library cards are lost duplicate cards may be issued on written request of the student and on payment of Rs.50/- per card.
16. 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.

ISSUE OF CERTIFICATES

1. The official documents submitted by the Students during the admission will be returned only on completion of their respective university examinations or when his / her TC is issued. If however a student requires the documents for producing it elsewhere he / she will have to apply to the Principal, along with a request from parents, clearing all dues as per rules and paying the required charges.
2. After the completion of the course, Transfer Certificate and course Completion Certificates will be issued to students. Students have to settle their accounts and surrender their ID cards before applying for transfer certificate and course certificate.
3. The Conduct Certificate is a document which a student has to earn. It will not be issued as a matter of course. It will be issued together with TC after the completion of the course and all the examinations.

4. Conduct certificates will be issued by the Principal only with reference to the actual character and conduct of the students during their period of study.
5. Certificates should be claimed from office within one year of having completed the course. The College Office will not be responsible for any damage or loss to the certificates left unclaimed by the student after one year. From the second year onwards a search fee of Rs.500/- will be levied for each year that has elapsed.
6. On working days, ordinarily, a notice of 24 hours is necessary for the issue of Certificates. Certificates can be collected from the office from 3.30 to 4.15 pm on the following working day.
7. A Student applying for any certificate shall furnish the following details.
 - i. Full name as in the SSLC book :
 - ii. Course of study :
 - iii. Class last studied in :
 - iv. Period of study :
 - v. Class number :
 - vi. Subjects taken :
 - vii. Admission number :
 - viii. Date of Admission :
 - ix. Signature :
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 to collect them. 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.500/-

COLLECTION AND REFUND OF FEES

1. Tuition fees are collected in two instalments in the months of June and November respectively. The first instalment of fees including special fees will be collected within a period of seven consecutive working days beginning with the date of the re-opening of the college. In the case of first year students, the instalment of tuition fees and caution deposit will be collected on the day of admission.

Payment of Fine for Default

If any student fails to pay the fees by the due date he/she shall be liable to pay a fine of Rs.5 per day along with the fees. The due dates for collection of fees for various courses will be published on the notice board.

Publication of the Names of Defaulters

The names of defaulters will be published on the notice board after the expiry of the date fixed for payment, and they will not be allowed to attend classes and other activities of the college till they clear all the dues.

Consequences of Non-payment of Fees

- 1 If the fees and fine are not paid before the last opportunity given for payment of that instalment, the name of the student will be removed from the rolls of the college with effect from the date following the expiry of the date period and if the student is to be re-admitted she/he shall have to apply for permission from the Principal and also will have to remit all the arrears of fees with fine, together with Rs.1000/- as readmission fees.

2. The re-admitted students will get the benefit of attendance only from the date of readmission.
3. If a student does not pay the dues on or before the date prescribed she/he shall not be allowed to take part in the college activities and appear for examinations.

Payment of Fees in Certain Other Cases

1. Students, who are admitted for a term for making up shortage of attendance for the course which the student is undergoing, should pay half of the tuition fees of the semester together with full special fees and caution deposit at the time of admission.
2. Fees will be received in the College office only on working days from 9 am to 4.00 pm.
3. For every fee payment made to the office, (except for Examination) receipts will be issued and it should be produced when demanded. It is the duty of the student to get receipts for every payment made and be satisfied with money transaction before leaving the counter.
4. Mistakes in receipts, if any, should be pointed out then and there and should get it corrected on the spot. Complaints made later will not be entertained.

Payment of Fees by students on Rolls

1. Every Student is liable to pay the prescribed fees of the whole semester during any part of which her / his name is on the rolls of the College.

2. Once the payment of fees is done, it 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 special fees of the full course (Three 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.

Refund of Caution Deposit

The caution deposit will be refunded to the students when TC is issued. The students should surrender their identity card and produce the fee receipts of the first instalment and that of the caution deposit. 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. Fees arrears if any
- iv. Any other

KERALA RAGGING PROHIBITION ACT 1998 ACT 10 OF 1998

(Published in Kerala Gazette Extra No.1007 dated 24.06.1998)
An Act to prohibit ragging in educational institutions in the State of Kerala Preamble WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala; Be it enacted in the forty – ninth year of the Republic of India as follows:-

1. Short title, extent and commencement – (1) This Act may be called the Kerala Prohibition of Ragging Act, 1998.
2. It extends to the whole of the State of Kerala.
3. It shall be deemed to have come into force on the 23rd day of October 1997.
2. **Definition** – In this Act, unless the context otherwise required:-
 - a 'Head of the education institution' means the Principal or the Head master or the person responsible for the management of that educational institution.

- b '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 students or
 - ii Asking a student to do any act or perform something which such student will not in the ordinary course, willingly do.
- 3. **Prohibition of ragging** – Ragging within or without any educational institution is prohibited.
- 4. **Penalty of 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.
- 5. **Dismissal of a Student**-Any student convicted of an offence under section 4 shall be dismissed from the education 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.
- 6. **Suspension of a Student** – (1) Whenever any student or as the case may be, the parents or guardian, or a teacher of an educational institution complains, 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, 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.

COLLEGE CALENDAR 2025-2026

JUNE - 2025

1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	Bakrid
8	SUN	
9	MON	
10	TUE	IV Semester University Exams Begin
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	II Semester University Supplementary Exams Begin
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	

COLLEGE CALENDAR 2025-2026

JULY - 2025

1	TUE	Inauguration and Induction for first year batch
2	WED	Induction for first year batch
3	THU	Induction for first year batch
4	FRI	Bridge course
5	SAT	
6	SUN	
7	MON	Bridge course
8	TUE	Bridge course
9	WED	Bridge course
10	THU	Bridge course
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	

COLLEGE CALENDAR 2025-2026

AUGUST - 2025

1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	Academic Year Inauguration
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	Talent Hunt
15	FRI	Independence Day Celebration
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	Karkidaka Vavu
25	MON	
26	TUE	
27	WED	Onam Celebration
28	THU	Ayyankali Jayanti
29	FRI	
30	SAT	
31	SUN	

COLLEGE CALENDAR 2025-2026

SEPTEMBER - 2025

1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	Leaders Training
13	SAT	
14	SUN	
15	MON	Sree Krishna Jayanti
16	TUE	
17	WED	III Semester Internal Exams Begin
18	THU	
19	FRI	
20	SAT	PTMA General Body Meeting
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	Union Inauguration

COLLEGE CALENDAR 2025-2026

OCTOBER - 2025

1	WED	Mahanavami
2	THU	Gandhi Jayanti
3	FRI	
4	SAT	
5	SUN	
6	MON	V Semester Internal Exams Begin
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	I Semester Internal Exams Begin
17	FRI	
18	SAT	
19	SUN	
20	MON	Deepavali
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

COLLEGE CALENDAR 2025-2026

NOVEMBER - 2025

1	SAT	
2	SUN	
3	MON	III & I Semester University Exams Begin
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	

COLLEGE CALENDAR 2025-2026

DECEMBER - 2025

1	MON	
2	TUE	
3	WED	
4	THU	Sports Day
5	FRI	Sports Day
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	Christmas Celebration
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	Christmas
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

COLLEGE CALENDAR 2025-2026

JANUARY - 2026

1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	Arts Day
16	FRI	Arts Day
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	Class wise PTMA Meeting
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	Don Bosco Feast

COLLEGE CALENDAR 2025-2026

FEBRUARY - 2026

1	SUN	
2	MON	VI Semester Internal Exams Begin
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	IV Semester Internal Exams Begin
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	

COLLEGE CALENDAR 2025-2026

MARCH - 2026

1	SUN	
2	MON	II Semester Internal Exams Begin
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	VI Semester University Exams Begin
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	

COLLEGE CALENDAR 2025-2026

APRIL - 2026

1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	II & IV Semester University Exams Begin
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	Nature Camp by Bio Diversity Club
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	

COLLEGE CALENDAR 2025-2026

MAY - 2026

1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

[illegible]

[illegible]

LEAVE RECORD

Name of the Student.....

Course.....

[illegible]

LEAVE RECORD

Name of the Student.....

Course.....

[illegible]

LEAVE RECORD

Name of the Student.....

Course.....

[illegible]

[illegible]

LATE ARRIVAL RECORD

Name of the Student.....

Course.....

Date	Time of Arrival	Signatures		Date	Time of Arrival	Signatures	
		Class Teacher	Principal / Vice Principal			Class Teacher	Principal / Vice Principal

LATE ARRIVAL RECORD

Name of the Student.....

Course.....

Date	Time of Arrival	Signatures		Date	Time of Arrival	Signatures	
		Class Teacher	Principal / Vice Principal			Class Teacher	Principal / Vice Principal

LATE ARRIVAL RECORD

Name of the Student.....

Course.....

[illegible]

LATE ARRIVAL RECORD

Name of the Student.....

Course.....

[illegible]

LATE ARRIVAL RECORD

Name of the Student.....

Course.....

[illegible]

PRINCIPAL’S PERMISSION FOR LEAVE
DURING COLLEGE HOURS

Name of the Student.....

Course.....

Date	Time	Reason	Signatures		
			Principal	Parent	Class Teacher

PRINCIPAL'S PERMISSION FOR LEAVE
DURING COLLEGE HOURS

Name of the Student.....

Course.....

Date	Time	Reason	Signatures		
			Principal	Parent	Class Teacher

PRINCIPAL’S PERMISSION FOR LEAVE
DURING COLLEGE HOURS

Name of the Student.....

Course.....

Date	Time	Reason	Signatures		
			Principal	Parent	Class Teacher

PRINCIPAL'S PERMISSION FOR LEAVE DURING COLLEGE HOURS

Name of the Student.....

Course.....

[illegible]

PRINCIPAL'S PERMISSION FOR LEAVE **DURING COLLEGE HOURS**

Name of the Student.....

Course.....

Date	Time	Reason	Signatures		
			Principal	Parent	Class Teacher

NOTES FROM THE PRINCIPAL
TO THE PARENTS

NOTES FROM THE PRINCIPAL
TO THE PARENTS

NOTES FROM THE PRINCIPAL
TO THE PARENTS

NOTES FROM THE PRINCIPAL
TO THE PARENTS

FEES RECORD

[illegible]

Mark/Grade Record

Semester One			Semester Two		
Subject	I Internal	II Internal	Subject	I Internal	II Internal
Class Teacher	Parent/Guardian		Class Teacher	Parent/Guardian	

Mark/Grade Record

Semester Three		
Subject	I Internal	II Internal
Class Teacher	Parent/Guardian	

Semester Four		
Subject	I Internal	II Internal
Class Teacher	Parent/Guardian	

Mark/Grade Record

Semester Five				Semester Six		
Subject	I Internal	II Internal		I Internal	II Internal	
Class Teacher	Parent/Guardian			Class Teacher	Parent/Guardian	