

DON BOSCO COLLEGE MAMPETTA

An Institution with Minority Status An ISO 9001:2015 Certified Institution (Affiliated to the University of Calicut)

Mampetta, Mukkom, Kozhikode - 673 602
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PROSPECTUS AND CALENDAR 2023 - 2024



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 selftransformation and to make them agents of social development and enrichment.

DON BOSCO College Mampetta



Fr. Dr. Joby M Abraham
PRINCIPAL
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

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.

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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,

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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.

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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)

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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.

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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

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PERSONAL DETAILS 2023-2024

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:	
T	agree to abide by the rules
and regulations of the college as contain	
those implemented by the managemen	nt from time to time.
Place Date:	
Signature of the Student	Signature of the Principal

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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 selftransformation.

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

 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.

DON BOSCO College Mampetta

10



- 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.

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CLASS TIME

9.20 am - 3.30 pm

Lunch Break: 12.45 pm. to 1.35 pm

LIBRARY TIME

8.30 am - 4.30 pm

Lunch Break: 12.45 pm to 1.20 pm

OFFICE TIME

Monday - Friday: 9.00 am - 4.30 pm
Saturday: 9.00 am - 3.30 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. Jomy Parecattil Administrator

Rev. Fr. Jose Pathickal Campus Minister

DON BOSCO College Mampetta

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Fr. Dr. Joby M Abraham PRINCIPAL Don Bosco College Mampetta, Mukkam, Kozhikode Pin - 673 602

TEACHING STAFF

Department of Commerce

Ms. Nisha VL	M.Com, MBA, BEd	
Ms. Ambili V	M.Com, NET, SET	
Ms. Sheeja E	M.Com	
Ms. Greeshma P	M.Com, MBA	
Ms. Deepoo Siby	M.Com	
Ms. Aleena Benny	M.Com, NET	

Department of Management

Ms. Gigi George	M.Com, MBA, DCP	
Ms. Vidyeswari K	M.Com, BEd, SET	
Ms. Jancy M Scaria M.Com, MBA, BEd,		
Ms. Shyma C	M.Tech, MSc	
Ms. Rathi Chelamoolayil	MA, BEd, NET, SET	

Department of Computer Science

Ms. Anuprabha V	MCA
Ms. Geena Varghese	MCA
Ms. Swathy Mohan	M.Tech
Mr. Dipin P	MCA, NET
Fr. Martin Augustine	MCA

Department of English

Ms. Abila KM	MA
Ms. Liya Sussone Mathai	MA, BEd
Ms. Rohith MV	MA
Ms. Kavya Sree	MA

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Department of Sociology

Mr. Adarsh KK MA		
Ms. Prabhitha AC	MA, BEd, NET, SET	
Ms. Anupama	MA, BEd	

Department of Social Work

Fr. Dr. Joby M Abraham	MSW, PhD, NET
Ms. Abhirami KU	MSW, NET

ADMINISTRATIVE STAFF

Mr. Santhosh Augastine	PRO
Ms. Shanty Mathew	Office Superintendent
Mr. Liju Joseph	Lab Assistant
Ms. Divya VS	Accountant
Ms. Anjana Jose	Office Assistant
Ms. Ponnamma KC	Librarian
Mr. Jibin Joseph	Asst. Librarian
Mr. Jimmy Augustine	Peon
Ms. Lakshmi Kutty	Sweeper
Ms. Sreeja Raju	Sweeper
Ms. Ramani NK	Sweeper
Mr. Oseppachan PA	Security

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No	Name	Number	
1.	Fr. Martin Augustin	8075706043	
2.	Fr. Dr. Joby M Abraham	9061112504	
3.	Fr. Jomy Parecattil	7592031766	
4.	Fr. Jose Pathickal	9446988443	
5.	Nisha VL	9400912042	
6.	Ambili V	9847133809	
7.	Sheeja E	8547606152	
8.	Deepoo Siby	9539607646	
9.	Alcena Benny	8590273115	
10.	Greeshma P	9526600569	
11.	Gigi George	9497645655	
12.	Shyma Chandrasekharan	9020680500	
13.	Jancy M Scaria	9539983593	
14.	Vidyeswari K	9656258578	
15.	Rathi Chelamoolayil	9633264905	
16.	Anuprabha V	8089699675	
17.	Geena Varghese	9446657742	
18.	Swathy Mohan	8943534135	
19.	Dipin P.	8089811885	
20.	Abila KM	9526738497	
21.	Liya Sussone Mathai	9446773852	
22.	Rohit MV	7025665177	
23.	Riya Roy	9048615699	
24.	Kavya Sree	9961761202	
25.	Alex Thomas	9544306085	
26.	Adarsh KK	9562578172	
27.	Abhirami KU	8606847816	
28.	Prabhitha AC	9946338290	
29.	Anupama K	9048217011	
30.	Ponnamma KC	9497081928	
31.	Jibin Joseph	8606227860	
32.	Santhosh Augustine	9745146993	
33.	Shanty Mathew	9744246880	
34.	Anjana Jose	9544646446	
35.	Liju Joseph	9497348453	
36.	Divya VS	9562471626	
37.	Jimmy Augustine	9539112662	
38.	Sreeja K	9895641753	
39.	Lakshmikutty AK	9947357269	
40.	Ramani NK	97479 07567	
41.	Ouseppachan PA	9635295991	

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	Departments, Committees and Cells 2023-24			
1	Dept. of Commerce	Ms. Nisha VL Ms. Aleena Benny Ms. Ambili V Ms. Sheeja E Mr. Deepoo Siby Ms. Greeshma P	HoD Secretary	
2	Dept. of Management	Ms. Gigi George Ms. Jancy M Scaria Ms. Shyma C Ms. Vidyeshwari Ms. Rathi Chelamoolayil	HoD Secretary	
3	Dept. of English	Ms. Abila KM Ms. Liya Sussone Mathai Ms. Rohith MV Ms. Kavya Sree Ms. Riya Roy	HoD Secretary	
4	Dept. of Computer Science	Ms. Anuprabha V Ms. Geena Varghese Ms. Swathy Mohan Fr. Martin Augustin Mr. Dipin P Mr. Liju Joseph	HoD Secretary	
5	Dept. of Sociology	Mr. Adarsh KK Ms. Abhirami KU Fr. Dr. Joby M Abraham Ms. Prabhitha AC Ms. Anupama K	HoD Secretary	
6	Academic Council	Fr. Dr. Joby M Abraham Fr. Martin Augustin Fr. Jomy Parecattil Mr. Shyma C Ms. Nisha VL Ms. Gigi George	Principal Manager Administrator	



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		Ms. Anuprabha V Mr. Abila KM Mr. Adarsh KK Mr. Santhosh Augustine	HoD-Computer/Secretary HoD-English HoD-Sociology College PRO
7	IQAC	Ms. Shyma C Ms. Vidyeswari K Ms. Anuprabha V Ms. Nisha VL Ms. Gigi George Mr. Abila KM Mr. Adarsh KK Mr. Adarsh Mr. Alan Dinoj Dr. Sabeen Govind	Coordinator Asst. Coordinator Dept. of Computer Science Dept. of Mgt. Studies Dept. of English Dept. of Sociology Alumni President Student Rep. External Member
8	Library Council	Fr. Dr. Joby M Abraham Fr. Martin Augustin Fr. Jomy Parekattil Ms. Ponnamma KC Mr. Jibin Joseph Ms. Shyma C Ms. Nisha VL Ms. Gigi George Ms. Anuprabha V Ms. Abila KM Mr. Adarsh KK	Principal Manager Administrator Librarian / Coordinator Asst. Librarian/Secretary IQAC Coordinator HoD, Commerce HoD, Management HoD, Computer Science HoD, English HoD, Sociology
9	Examinations Committee	Ms. Ambili V Ms. Liya Mathai Ms. Anupama K.	Coordinator
10	Class Time Table	Ms. Swathy Mohan	Coordinator



11	Discipline	Fr. Dr. Joby M Abraham Mr. Santhosh Augustine Ms. Nisha VL Ms. Gigi George Ms. Anuprabha V Ms. Abila KM Mr. Adarsh KK	Principal / Chairman College PRO/ Coordinator HoD, Commerce/Secretar HoD, Management HoD, Computer Science HoD, English HoD- Sociology
12	Assembly	Class Teachers	Coordinator
13	Grievance Redressal	Fr. Dr. Joby M Abraham Ms. Nisha VL Ms. Gigi George Ms. Anuprabha V Ms. Abila KM Mr. Adarsh KK Mr. Santhosh Augustine	Principal/Chairman Coordinator Secretary College PRO
14	Anti-Ragging		Principal / Chairman College PRO/Coordinator Secretary
15	Anti-Drug	Fr. Dr. Joby M Abraham Ms. Rathi Chelamoolayi Mr. Adarsh KK Mr. Santhosh Augustine PTMA Vice President Student Reps.	



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16	Safety Committee	Ms. Shanty Mathew Ms. Anjana Jose Mr. Jimmy Augustine	Coordinator Secretary
17	Value Education	Ms. Geena Varghese	Coordinator
18	PTMA	Fr. Dr. Joby M Abraham Fr. Martin Augustin Fr. Jomy Parecattil Ms. Liya Sussone Mathai PTMA Vice President Reps. of Parents	Principal Manager Administrator Secretary
19	Staff Coordinator	Ms. Liya Sussone Mathai	
20	Campus Minister	Fr. Jose Pathickal	
21	Mentoring Core Committee	Ms. Prabhitha AC	Coordinator
22	Placement and Career Guidance Cell	Mr. Santhosh Augustine	Coordinator/ College PRO
23	Alumni Association	Ms. Aleena Benny	Coordinator
24	Women Developmen Cell	Ms. Jancy M Scaria	Coordinator
25	Internal Complaints Committee: Women Anti Harassment Cell	Ms. Gigi George	Coordinator



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26	Entrepre- neurship Development Cell	Ms. Sheeja E	Coordinator
27	Magazine and Reports	Ms. Rohit MV	Coordinator
28	Website	Mr. Liju Joseph	Coordinator
29	Literary Club	Ms. Riya Roy	Coordinator
30	Social Service Club	Mr. Dipin P	Coordinator
31	Photography, Drama and Theatre	Ms. Kavya Sree	Coordinator
32	Union Advisor	Mr. Deepoo Siby	Coordinator
33	Sports Club	Mr. Liju Joseph	Coordinator
34	Arts Club	Ms. Kavya Sree	Coordinator
35	Election	Ms. Nisha VL	Coordinator
36	Bio Diversity	Ms. Abhirami KU	Coordinator
37	SC & ST and Equal opportunity	Ms. Anupama V	Coordinator
38	OBC Cell	Ms. Greeshma P	Coordinator
39	NSS	Mr. Adarsh KK	Coordinator
40	Research	Ms. Vidyeswari K	Coordinator
41	Quiz Club	Ms. Greeshma P	Coordinator
42	Innovation Cell	Ms. Greeshma P	Coordinator
43	Dance Club	Ms. Sheeja E	Coordinator

20



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PG COURSE OFFERED

1. Master of Commerce (M.Com) Finance

Eligibility for Admission: Any candidate who has passed B.Com or BBA (earlier BBS) degree of University of Calicut or B. Com, BBA or BBS degree of any other University or institutes in any state recognized by UGC or AICTE and approved by University of Calicut with minimum of 45% marks or equivalent grade is eligible for admission. OBC and SC/ST students are eligible for mark/grade relaxation as per the University rules.

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.

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21

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.

4. Bachelor of Arts (BA English) Complimentary Courses: Mass Communication 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.

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.

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22



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Semeste		Commerce (M.Com) Finance
Core	MCM1C01	Business Environment & Policy
Core	MCM1C02	Corporate Governance & Business Ethics
Core	MCM1C03	Quantitative Techniques for Business Decisions
Core	MCM1C04	Management Theory and Organizational Behaviour
Core	MCM1C05	Advanced Management Accounting
Semeste	er II	
Core	MCM2C06	Advanced Corporate Accounting
Core	MCM2C07	Advanced Strategic Management
Core	MCM2C08	Strategic Cost Accounting
Core	MCM2C09	International Business
Core	MCM2C10	Management Science
Semest	er III	
Core	MCM3C11	Financial Management
Core	MCM3C12	Income tax law, Practice and Tax Planning I
Core	MCM3C13	Research Methodology
Elective I	MCM3E(F)01	Investment Management
Elective II	MCM3E(F)02	Financial Markets and Institutions
Semeste	er IV	
Core	MCM4C14	Financial Derivatives and Risk Management
Core	MCM4C15	Income tax law, Practice and Tax Planning II
Elective III	MCM4E(F)03	International Finance
Elective IV	MCM4E(F)04	Advanced Strategic Financial Management
Dissertation & Viva	MCM4PV01	Project Work and Comprehensive Viva Voce

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Bachelor of Commerce (B.Com with CA)

Semester I

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Common	ENG1A01	Litmosphere: The World of Literature
Common	ENG1A02	Functional Grammar and Communication in English
Common	A07	Additional Language- Hindi/Malayalam
Core	BCM1B01	Business Management
Compl.	BCM1C01	Managerial Economics

Semester II

Common	ENG2A03	Readings from the Fringes
Common	ENG2A04	Readings on Kerala
Common	A08	Additional Language- Hindi/Malayalam
Core	BCM2B02	Financial Accounting
Compl.	BCM2C02	Marketing Management.

Semester III

Common	BCM3A11	Basic Numerical Methods	
Common	BCM3A12	Professional Business Skills	
Core	BCM3B03	Business Regulation	3 3
Core	BCM3B04	Corporate Accounting	
Compl.	BCM3C03	Human Resource Management	

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Common	BCM4A13	Entrepreneurship Development
Common	BCM4A14	Banking and Insurance
Core	BCM4B05	CostAccounting
Core	BCM4B06	Corporate Regulations
Compl.	BCM4C04	Quantitative Techniques for Business
Semest	ter V	
Core	BCM5B07	Accounting for Management
Core	BCM5B08	Business Research Methods
Core	BCM5B09	Income Tax Law and Accounts
Core	BCM5B10	Computer Applications in Business (Specialization 1
Core	BCM5B11	Business Information Systems (Specialization 2)
Open	ENG5D01	English for Competitive Examinations (Open Cours
Semest	ter VI	
Core	BCM6B12	Income Tax and GST
Core	BCM6B13	Auditing and Corporate Governance
Core	BCM6B14	Office Automation Tools (Specialization 3)
Core	BCM6B15	Computerised Accounting with Tally (Specialization 4)
Core Project	BCM6B16	Three Weeks Project and Viva-Voce



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Bachelor of Business Administration (BBA)

Semester I

Common	ENGIA01	Litmosphere: The World of Literature
Common	ENGIA02	Functional Grammar and Communication in English
Common	A07	Adiitional Language-Hindi/Malayalam
Core	BBAIB01	Management Theory and Practices
Compl.	BBAIC01	Managerial Economics

Semester II

Common	ENG2A03	Readings from the Fringes
Common	ENG2A04	Readings on Kerala
Common	A08	Adiitional Language-Hindi/Malayalam
Core	BBA2B02	Financial Accounting
Core	BBA2B03	Marketing Management

Semester III

Common	BBA3A11	Basic Numerical Methods		
Common	BBA3A12	Professional Business Skills		
Core	BBA3B04	Corporate Accounting		
Core	BBA3B05	Financial Management		
Compl.	BBA3C02	Business Regulations		
	-			

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PRINCIPAL Don Bosco College Mampetta, Mukkam, Kozhikode Pin - 673 602

Common	BBA4A13	Entrepreneurship Development
Common	BBA4A14	Banking and Insurance
Core	BBA4B06	Cost & Management Accounting
Compl.	BBA4C03	Corporate Regulations
Compl.	BBA4C04	Quantitative Techniques for Business
Core	BBA5B08	Business Research Methods
Core	BBA5B07	Human Resources Management
Core	BBA5B09	Operations Management
Core	BBA5B10	Human Resource Planning and Development (Specialization 1)
Core	BBA5B11	Industrial Relations (Specialization 2)
Open	ENG5D01	English for Competitive Examination (Open Course)
Semes	ter VI	
Core	BBA6B12	Organizational Behaviour
Core	BBA6B13	Management Science

BBA6B14

BBA6B15

BBA6B16

BBA6B17

Core

Core

Core

Project



Project Management

Performance Management (Specialization 3)

Three Weeks Project and Viva-Voce

Management Training & Development (Specialization 4)

Fr. Dr. Joby M Abraham
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Mampetta, Mukkam, Kozhikode
Pin - 673 602

Bachelor of Computer Application (BCA)

Semester I

Common	ENG1A01	Litmosphere: The World of Literature
Common	ENG1A02	Functional Grammar and Communication in English
Common	A07	Additional Language – Hindi/Malayalam
Core	BCA1B01	Computer Fundamentals and HTML
Compl.	BCA1C01	Mathematical Foundation for Computer Applications
Compl.	BCA1C02	Discrete Mathematics

Semester II

Common	A03	Readings from the Fringes
Common	A04	Readings on Kerala
Common	A08	Additional Language - Hindi/ Malayalam
Core	BCA2B02	Problem Solving using C
Core Lab	BCA2B03	Lab I: HTML & Programming in C
Compl.	BCA2C03	Financial & Management Accounting
Compl.	BCA2C04	Operations Research

Semester III

Common	A11	Python Programming
Common	A12	Sensors and Transducess
Core	BCA3B04	Data Structures Using C
Compl.	BCA3C05	Computer Oriented Numerical & Statistical Methods
Compl.	BCA3C06	Theory of Computation

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28



Semes	ter IV	
Common	A13	Data Communiction and Optical Fibers
Common	A14	Microprocessors - Architeture and Programming
Core	BCA4B05	Database Management System and RDBMS
Core Lab	BCA4B06	Lab II: Data Structures & RDBMS
Compl.	BCA4C07	E-Commerce
Compl.	BCA4C08	Computer Graphics
Semes	ter V	
Core	BCA5B07	Computer Organization & Architecture
Core	BCA5B08	Java Programming
Core	BCA5B09	Web Programming using PHP
Core	BCA5B10	Principles of Software Engineering
Open	BBA5D01	Tourism Management (Open Course)
		Project Work; Industrial Visit
Semes	ter VI	
Core	BCA6B11	Android Programming
Core	BCA6B12	Operating Systems
Core	BCA6B13	Computer Networks
Core Lab	BCA6B14	Lab III: Java & PHP Programming
Core Lab	BCA6B15	Lab IV: Android & Linux Shell Programming
Elective	BCA6B16C	Software Testing & Quality Assurance (Elective
Core	BCA6B17	Industrial Visit/ Internship and Project Work



Fr. Dr. Joby M Abraham
PRINCIPAL
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

Bachelor of Arts (BA English)

Semester 1

Common	ENG1A01	Litmosphere: The World of Literature
Common	ENG1A02	Functional Grammar and Communication in English
Common	A07	Additional Language - Hindi/ Malayalam
Core	ENG1B01	Introducing Literature
Compl.	JOU1(2)C01	Introduction to Communication & Journalism

Semester II

	FNOOLOG	
Common	ENG2A03	Readings from the Fringes
Common	ENG2A04	Readings on Kerala
Common	A08	Additional Language - Hindi/ Malayalam
Core	ENG2B02	Appreciating Poetry
Compl.	JOU1(2)C02	Introduction to Electronics Media

Semester III

Common	ENG3A05	Signatures: Expressing the Self (2021)
		Readings on Indian Litrature (2022)
Common	A09	Additional Language - Hindi/ Malayalam
Core	ENG3B03	Appreciating Prose
Core	ENG3B04	English Grammar and Usage
Compl.	JOU3C01	Journalistic practices

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30



Semes	Semester IV	
Common	ENG4A06	Spectrum: Literature and Contemporary Issues (2021) Songs and Stories of our World (2022)
Common	A10	Additional Language - Hindi/ Malayalam
Core	ENG4B05	Appreciating Fiction
Core	ENG4B06	Literary Criticism
Compl.	JOU4(3)C02	Introduction to TV & Cinema

Semester V

ENG5B07	Appreciating Drama & Theatre
ENG5B08	Literary Theory
ENG5B09	Language and Linguistics
ENG5B10	Indian Writing in English
BCA5D01	Introduction to Computers & Office Automation (Open Course)
	Project
	ENG5B08 ENG5B09 ENG5B10

Semester VI

Core	ENG6B11	Voices of Women
Core	ENG6B12	Classics of World Literature
Core	ENG6B13	Film Studies
Core	ENG6B14	New Literatures in English
Elective	ENG6B17	Writing for the Media
Project	ENG6B21	(PR) Three Weeks Project and Viva-Voce

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Pin - 673 602

Bachelor of Arts (BA Sociology)

Semester 1

Common	ENG1A01	Litmosphere: The World of Literature
Common	ENG1A02	Functional Grammar and Communication in English
Common	A07	Additional Language - Hindi/Malayalam
Core	SGY1B01	Basics of Sociology
Compl.	JOU1(2)C01	Introduction to Communication and Journalism

Semester II

Common	ENG2A03	Readings from the Fringes
Common	ENG2A04	Readings on Kerala
Common	A08	Additional Language - Hindi/Malayalam
Core	SGY2B02	Indian Society: Structure and Transformation
Compl.	ENG1(2)C01	Aspects of Oral and Interpersonal Communication

Semester III

Common	ENG3A05	Readings on Indian Literatures
Common	A09	Additional Language - Hindi/Malayalam
Core	SGY3B03	Sociological Theory: An Introduction
Core	SGY3B04	Social Stratification and Inequality
Compl.	ENG4(3)C01	Aspects of Reading and Writing

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Semester IV		
Common	ENG4A06	Songs and Stories of our World
Common	A10	Additional Language - Hindi/Malayalam
Core	SGY4B05	Introduction to Social Research
Core	SGY4B06	Sociology of Keralam
Compl.	JOU4(3)C01	Journalistic Practices

Semester V

Core	SGY5B07	Social Anthropology
Core	SGY5B08	Sociology of Rural and Urban Societies
Core	SGY5B09	Women in Contemporary Society
Core	SGY5B10	Environment and Society
Open	BCM5D02	Basics of Entrepreneurship and Management
Core	SGY6B18	Project

Semester VI

Core	SGY6B11	Invitation to Sociological Theory
Core	SGY6B12	Social Psychology
Core	SGY6B13	Population Studies
Core	SGY6B14	Political Sociology
Elective	SGY6B15	Life Skill Education
Core	SGY6B18	Project

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Pin - 673 602

Bachelor of Social Work (BSW)

Semester I

Common	ENG1A01	Litmosphere: The World of Literature
Common	ENG1A02	Functional Grammar and Communication in English
Common	MAL1A07(1)	Malayala Sahityam 1
	HIN1A07(1)	Prose and Drama
Core	BSW1B01	Introduction to Social Work
Compl.	SGY1(2)C01	Principles of Sociology

Semester II

Common	ENG3A05	Readings on Indian Literatures
Common	MAL3A09	Malayala Sahityam 3
	HIN3A09	Poetry in Hindi
Core	BSW3B03	Introduction to Social Case Work
Core	BSW3B04	Introduction to Social Group Work
Compl.	PSY3C06/	Life Span Development and
	PSY4C06	Health Psychology

Semester III

Common	ENG4A06	Songs and Stories of our World
Common	MAL4A10	Malayala Sahityam 4
	HIN4A 10	Novel and Short Stories
Core	BSW4B05	Introduction to Community Organization and Social Action
Core	BSW4B06	Field Work – Community (P)
Compl.	SGY3(4)C02	Sociology of Indian Society

DON BOSCO College Mampetta

3



Semest	er IV	
Common	ENG4A06	Songs and Stories of our World
Common	MAL4A10	Malayala Sahityam 4
	HIN4A 10	Novel and Short Stories
Core	BSW4B05	Introduction to Community Organization and Social Action
Core	BSW4B06	Field Work – Community (P)
Compl.	SGY3(4)C02	Sociology of Indian Society
Core Core	BSW5B07 BSW5B08	Introduction to Social Work Administration Rural and Urban Community Development
Semes	tor V	
Core	BSW5B09	Introduction to Social Work Research and Statistics
Core	BSW5B10	Gandhian Philosophy and Social Work
Open	BCA5D01	Introduction to Computers &
		Office Automation
Core	BSW6B15	Project
COLE		
Semes	ter VI	
	BSW6B11	Project Planning and Management for Social Work
Semes	BSW6B11	
Semes	BSW6B11	for Social Work
Semes Core	BSW6B11 BSW6B12 BSW6B13	for Social Work Legal Information for Social Workers
Semes Core	BSW6B11 BSW6B12 BSW6B13	for Social Work Legal Information for Social Workers Community Health and Health
Semes Core Core Core	BSW6B11 BSW6B12 BSW6B13 BSW6B14	for Social Work Legal Information for Social Workers Community Health and Health Care Services
Semes Core Core Core	BSW6B11 BSW6B12 BSW6B13 BSW6B14	for Social Work Legal Information for Social Workers Community Health and Health Care Services Fieldwork (Agency based concurrent

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ADMISSION

- 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.
- 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.
- 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.
- 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.
- 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
- Immediately after the interview, the candidate, if selected, will be enrolled forthwith on payment of the fees and the submission of the certificates.

DON BOSCO College Mampetta

36



Fr. Dr. Joby M Abraham
PRINCIPAL
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

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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

- 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.
- 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

EXAMINATION AND TEST PAPERS

- 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.
- Malpractice in test papers and examinations will be regarded as a serious breach of discipline.
- 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.
- 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.

673 602

DON BOSCO College Mampetta

Fr. Dr. Joby M Abraham
PRINCIPAL
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

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.

- 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.
- 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 studentsto 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.

DON BOSCO College Mampetta

38



- 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.
- 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.
- 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.
- 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, dhothi, 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.

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- 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, hans 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.
- Students are forbidden to disfigure college furniture, walls, doors or windows, with drawings, engraving or posters.
 Tampering with electrical installations, are also not permitted.
- Outsiders can address the students in the class room, or any gathering on the campus, only with the prior permission of the Principal.
- 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,

DON BOSCO College Mampetta

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- 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

42



- 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.

Fr. Dr. Joby M Abraham
PRINCIPAL
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

IDENTITY CARDS

- 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.
- 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.
- 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.

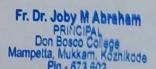
ATTENDANCE AND LEAVE

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.

DON BOSCO College Mampetta

44





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- 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.
- 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.
- 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

45



Fr. Dr. Joby M Abraham PRINCIPAL Don Bosco College Mampetta, Mukkam, Kozhikode Pin - 673 602

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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 benfit 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.
- 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.
- 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.

DON BOSCO College Mampetta

46



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- 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.
- Attendance shall be marked at the beginning of each class whether lecture, practical or seminar, by the concerned faculty member.
- 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.

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Fr. Dr. Joby M Abraham
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Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602

 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

- The College Library is a very covenient place to study and do research and hence, strict silence has to be observed inside the library at all times.
- Those who enter the library are expected to leave their belongings at the entrance and take with them only the writing materials.
- 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.
- 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.
- Reference Books, Magazines and Projects cannot be taken out of the library or lent out from the library without the permission of the Principal.

DON BOSCO College Mampetta

48



- 8. Once a book is taken off rack, it should not be put back on the rack, but to be left on the table.
- 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.
- If library cards are lost duplicate cards may be issued on written request of the student and on payment of Rs.50/- per card.

49



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.
- 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.
- 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.
- 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.
- 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.

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 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

 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.50/- along with the fees

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before the 7th consecutive day after the due date. If the 7th day happens to be a holiday, the next working day will be counted as the 7th day. After the due date, another 7 consecutive working days will be given, to pay the fees with a fine of Rs.100/-. 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

- 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.
- 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

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.

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- 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 mode and be satisfied with money transaction before leaving the counter.
- 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

- 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

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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:-

- 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.
- It shall be deemed to have come into force on the 23rd day of October 1997.
- 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.
- Prohibition of ragging Ragging within or without any educational institution is prohibited.
- Penalty of ragging Whoever commits, participates in, abets or propagates ragging within or without, any educational institution shall, on conviction, be punished with

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54



imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.

- 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 yeras 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 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, 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.

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		COLLEGE CALENDAR 2023-2024
		JUNE - 2023
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	World Environment Day
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	World Blood Donor Day
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	Reading Day
20	TUE	
21	WED	International Day of Yoga
22	THU	
23	FRI	
24	SAT	*
25	SUN	
26	MON	
27	TUE	
28	WED	Bakrid
29	THU	
30	FRI	

5



	COLLEGE CALENDAR 2023-2024 JULY - 2023		
1	SAT		
2	SUN		
3	MON		
4	TUE		
5	WED		
6	THU		
7	FRI		
8	SAT		
9	SUN		
10	MON		
11	TUE		
12	WED		
13	THU		
14	FRI	Holy Mass/Value Education Class	
15	SAT	World Youth Skill Day	
16	SUN		
17	MON	Karkidakavavu	
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN		
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI	Muharam	
29	SAT		
30	SUN		
31	MON		



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		COLLEGE CALENDAR 2023-2024 AUGUST - 2023
1	TUE	Classes Begin for First Year Students
2	WED	
3	THU	
4	FRI	Holy Mass/Value Education Class
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	Independence day
16	WED	First Internal UG 5th Semester Begins
17	THU	Farmer's Day
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	Onam Celebration
26	SAT	
27	SUN	
28	MON	
29	TUE	THIRUVONAM
30	WED	
31	THU	

58

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		COLLEGE CALENDAR 2023-2024 SEPTEMBER - 2023
1	FRI	
2	SAT	
3	SUN	
4	MON	College Reopens After Onam Holidays
5	TUE	
6	WED	Sreekrishna Jayanti
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	First Internal UG Third Semester Begins
20	WED	
21	THU	
22	FRI	Sree Narayana Guru Samadi Dinam
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	Nabidinam
28	THU	
29	FRI	
30	SAT	



		COLLEGE CALENDAR 2023-2024
1	SUN	OCTOBER - 2023
2	MON	Gandhi Jayanthi
3	TUE	
4	WED	
5	THU	
6	FRI	Holy Mass/Value Educatoin Class
7	SAT	
8	SUN	
9	MON	
10	TUE	World Mental Health Day
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	World Food Day/First Internal UG and PG First Sem Begins
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	Mahanavami
24	TUE	Vijayadashami
25	WED	
26	THU	
27	FRI	Second Internal UG Fifth Sem Begins
28	SAT	
29	SUN	
30	MON	
31	TUE	

60

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		COLLEGE CALENDAR 2023-2024 NOVEMBER - 2023
1	WED	Kerala Piravi
2	THU	
3	FRI	Holy Mass/Value Educatoin Class
4	SAT	
5	SUN	
6	MON	Union Inauguration
7	TUE	
8	WED	
9	THU	
10	FRI	Sports Day
11	SAT	
12	SUN	Deepavali
13	MON	
14	TUE	
15	WED	
16	THU	International Day of Tolerance
17	FRI	
18	SAT	
19	SUN	World Philosophy Day
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	National Constitution Day
26	SUN	
27	MON	
28	TUE	Second Internal UG & PG Third Sem Begins
29	WED	
30	THU	



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COLLEGE CALENDAR 2023-2024 DECEMBER - 2023 World AIDS Day Holy Mass/Value Education Class 1 FRI 2 SAT 3 SUN 4 MON 5 TUE 6 WED 7 THU 8 FRI 9 SAT 10 SUN Human Rights Day 11 MON 12 TUE 13 WED 14 THU 15 FRI Arts Day 16 SAT 17 SUN 18 MON 19 TUE 20 WED Human Solidarity Day 21 THU 22 FRI Christmas Celebration 23 SAT 24 SUN 25 MON **CHRISTMAS** TUE 26 27 WED THU 28 FRI 29 SAT 30 31 SUN

6

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	COLLEGE CALENDAR 2023-2024				
1	1 MON NEW YEAR				
2		Mannam Jayanthi			
3	WED	College Reopens After Christmas Holidays			
4	THU	- Consignation Control			
5	FRI	Holy Mass/Value Education Class			
6	SAT				
7	SUN				
8	MON				
9	TUE				
10	WED				
11	THU				
12	FRI				
13	SAT				
14	SUN				
15	MON	First Internal UG Sixth Sem Begins			
16	TUE				
17	WED				
18	THU				
19	FRI				
20	SAT	Industrial Visit for Fourth Sem UG Students			
21	SUN				
22	MON				
23	TUE				
24	WED	International Day of Education			
25	THU				
26	FRI	Republic Day Study Tour Final Years			
27	SAT				
28	SUN				
29	MON				
30	TUE				
31	WED	Feast of Don Bosco			

63



	COLLEGE CALENDAR 2023-2024 FEBRUARY-2024		
1	THU		
2	FRI	Holy Mass/Value Education Class	
3	SAT		
4	SUN		
5	MON	First Internal UG & PG Fourth Sem Begins	
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN		
12	MON		
13	TUE		
14	WED		
15	THU		
16	FRI	College Day	
17	SAT		
18	SUN		
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN		
26	MON		
27	TUE		
28	WED		
29	THU		

64

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		COLLEGE CALENDAR 2023-2024 MARCH - 2024
1	FRI	MANON 2024
2	SAT	
3	SUN	
4	MON	First Internal UG & PG Second Sem Begins
5	TUE	
6	WED	
7	THU	
8	FRI	Mahasivaratri
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	World Water Day
23	SAT	
24		Palm Sunday
25	MON	Second Internal UG Sixth Sem Begins
26	TUE	
27	WED	
28	THU	Maundy Thursday
29	FRI	Good Friday
30	SAT	
31	SUN	EASTER

65



	COLLEGE CALENDAR 2023-2024 APRIL - 2024		
1	MON		
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT		
7	SUN		
8	MON		
9	TUE		
10	WED	Idul Fitr	
11	THU		
12	FRI		
13	SAT		
14	SUN	Dr. Ambedkar Jayanthi Vishu	
15	MON	Second Internal UG & PG Fourth Sem Begins	
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	World Creativity & Innovation Day	
22	Mon	International Mother Earth Day	
23	TUE	English Language Day	
24	WED	Second Internal UG & PG Fourth Sem Begins	
25	THU		
26	FRI		
27	SAT		
28	SUN		
29	MON		
30	TUE		

66

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COLLEGE CALENDAR 2023-2024 MAY - 2024 WED 1 May Day THU 2 FRI 3 SAT 4 5 SUN MON 6 TUE 7 WED Mother's Day 8 THU 9 FRI 10 SAT 11 SUN 12 13 MON TUE 14 WED 15 THU 16 FRI 17 SAT 18 SUN 19 MON 20 TUE 21 22 WED 23 THU FRI 24 SAT 25 SUN 26 MON 27 TUE 28 WED 29 THU 30 FRI 31

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67

LEAVE RECORD Name of the Student..... No of Signatures Date Reason days Principal Class Parent Teacher

68

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LEAVE RECORD Name of the Student..... Course..... No of Signatures Date Reason days Class Principal Parent Teacher

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LEAVE RECORD Name of the Student..... No of Signatures Date Reason days Class Principal Parent Teacher

70

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LEAVE RECORD Name of the Student..... Course No of Signatures Date Reason days Class Principal Parent Teacher

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LEAVE RECORD Name of the Student..... Course..... No of Signatures Date Reason days Class Principal Parent Teacher

72

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LEAVE RECORD Name of the Student..... Signatures No of Date Reason Class Principal Days Parent DON BOSCO College Mampetta



LATE ARRIVAL RECORD Name of the Student..... Signatures Signatures Date Time of Date Time of Class Class Principal / Principal / Arrival Arrival Vice Teacher Vice Teacher Principal Principal

74

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LATE ARRIVAL RECORD Name of the Student..... Course..... Signatures Signatures Date Time of Date Time of Principal / Principal / Class Class Arrival Arrival Vice Vice Teacher Teacher Principal Principal

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LATE ARRIVAL RECORD Name of the Student..... Signatures Signatures Date Time of Date Time of Principal / Class Principal / Class Arrival Arrival Vice Teacher Vice Teacher Principal Principal

76

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LATE ARRIVAL RECORD Name of the Student..... Course..... Signatures Signatures Date Time of Date Time of Principal / Class Principal / Class Arrival Arrival Vice Teacher Vice Teacher Principal Principal

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LATE ARRIVAL RECORD Name of the Student..... Signatures Signatures Time of Date Time of Date Principal / Class Principal / Class Arrival Arrival Teacher Vice Teacher Vice Principal Principal



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Date		Time Reason	Signatures			
	Time		Principal	Parent		
					PHA.	

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Date		Reason	Signatures			
	Time		Principal	Parent	Class Teacher	

80

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Date			Signatures			
	Time Reason		Parent			
prod.						

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Date		Reason	Signatures			
	Time			Parent		

82

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Folymeds

Date		Reason	5	Signatures			
	Time			Parent			

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NOTES FROM THE PRINCIPAL TO THE PARENTS



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NOTES FROM THE PRINCIPAL TO THE PARENTS				

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	FEES RECORD					
Date of Payment	Amount	Reg.No	Signature of Cashier	Signature of Parent		
	HEE					
	4215					
	E. E.					
				HE TO		

88

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Parent/Guardian Internal Internal Semester Two Subject Class Teacher Mark/Grade Record Parent/Guardian Internal Internal Semester One Subject Class Teacher



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Parent/Guardian Internal Internal Semester Four Subject Class Teacher Mark/Grade Record Parent/Guardian Internal Internal Semester Three Subject Class Teacher



Parent/Guardian Internal Internal Semester Six Subject Class Teacher Mark/Grade Record Parent/Guardian Internal Internal Semester Five Subject Class Teacher DON BOSCO College Mampetta



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