

## **OUR VISION**

A Society in which our youngsters will be catalysts of transformation, standing up for justice, peace, truth and human rights.

## **OUR MISSION**

To groom intellectually competent, professionally efficient, morally upright, psychologically integrated, physically sound and socially responsible persons through holistic and innovative education following Don Bosco's system.

## **OUR MOTTO**

Dare and Hope

## **OUR TAGLINE**

Be Here. Be a Legend.

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## PRAYER OF A STUDENT

O God/ from whom/ all wisdom and knowledge proceed/ help me to do my studies well. / Open my mind to the truth,/ wipe out all my prejudices. / Give me an attentive mind/ keen and alert/ so that/ I can concentrate/ and grasp my lessons. / Grant me an eager mind/ to learn something new every day. / O invisible/ Eternal/ Unchangeable truth.

Our Father in Heaven, / Holy be your Name. / Your Kingdom come. / Your Will be done. / On earth as it is in Heaven. Give us today our daily bread. Forgive us our sins. / As we forgive/ those who sin against us. / Do not bring us to the test. / But deliver us/ from every evil.

## **RULES AND GUIDELINES**

The following guidelines are issued for the conduct of academic excellence and general behaviour.

1. The normal working day in the college begins with the roll call of the students at 8.55 am. This is followed by morning assembly.
2. The Students are expected to report in the class room at 8.55 am for daily attendance.
3. It is compulsory that all the student and Staff attend the Morning Assembly on time as per their turn.
4. A student may be allowed to come late three times in a month without losing attendance. He/she would lose half day attendance for any late arrivals after the three chances.
5. Students arriving late between 8.55am to 9.15 am should obtain late form from the reception and produce the same for class entry. A student arriving late after the three chances, must obtain the late form from the reception paying a fine of Rs. 10/- each time and submit the same to the class teacher for entry. Such students would lose half day attendance for each late arrival. This is to discourage students coming late to class.
6. Those arriving later than 9.20 am are to wait in the lobby till the first hour is over and then enter the classes. Such students would automatically lose half day attendance.
7. Students shall always wear the stipulated uniform and identity tag throughout the academic schedule. No student shall enter the campus without their identity tag.
8. Loss of Identity Card must be intimated to the college office immediately, and a duplicate identity card must be procured on payment.
9. A fine of Rs. 50/- is levied if the student fails to wear any part of the uniform on any working day. Excuse can be given only by the Principal.

10. Students shall park their two-wheelers in the allotted areas. Students are not allowed to bring Four-wheelers into the campus.
11. Consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and warrants disciplinary action.
12. Forming student organizations involving political activities are banned in the campus.
13. Posters, banners, flex boards or flags are not to be kept or exhibited anywhere in the campus except with the written permission of the Principal.
14. No student shall circulate notices, pamphlets, leaflets etc. in the campus.
15. Students are strictly prohibited from indulging in anti-national, anti-social, communal and political activities in the campus
16. Strikes, *dharnas*, *gheraos*, processions, shouting slogans, mass petitions, boycott of classes etc. are prohibited in the campus.
17. Every student shall handle the college property with care, thus maintain a sense of belonging to the college.
18. All serious or willful damage to any property caused by students will be subjected to restitution and face disciplinary measures.
19. No student shall solicit fund from students in the campus without the authorization from the Principal.
20. Access to or staying on in the college campus after normal academic hours is permitted only with permission from Principal.
21. No students can leave the campus during academic hours without the written permission from the authority concerned.
22. **Use of Mobile Phones is banned in the College building during working hours (8.55am – 2.30 pm).** If detected, shall be confiscated by the faculty members and returned at the discretion of the Principal after paying a fine of Rs. 500/-.

23. The entire campus is under CCTV surveillance.
24. Students participating in intercollegiate competitions should seek permission and carry the letter of authentication from the Principal.
25. As part of academic program, a two-day educational tour is permitted during the third year with the consent of the class teacher and the approval of the Principal. A male and a female faculty/mother of a girl student in the group should accompany the students for the tour. Consumption of alcohol and smoking is strictly prohibited during the tour and any violation in this regard will have stringent punitive measures.
26. High sounding drums or public address system are not permitted in the campus without prior permission.

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### **UGC REGULATIONS ON CURBING OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

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#### **WHAT CONSTITUTES RAGGING:**

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which cause or generate a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **PUNISHMENT FOR RAGGING**

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Immediate procedure for FIR with local police.
  - b) Cases will be reported to University within 7 days.
  - c) Suspension from attending classes and academic privileges.
  - d) Withholding results.
  - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/ expulsion from the hostel.
  - g) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ❖ **From the part of the college, necessary legal and other official procedures would follow any ragging incident.**

## **ATTENDANCE AND LEAVE REQUIREMENTS**

1. Students should attend all the hours in the academic schedule.
2. A minimum of 75% attendance is required to appear for the university end semester examinations.
3. Attendance is taken every hour. A student loses half – a day attendance if he/she misses any one of the classes in the morning or afternoon sessions.
4. A student taking leave should produce leave form signed by their parents/guardian to the class teacher before entering the class when he/she returns.
5. Consecutive leave without information for a period of one week (5 working days) will lead to loss of admission.
6. Those who do not have 65% of attendance will have to apply for condonation from the University with medical certificate as evidence for leave. Those between 50% and 65% of attendance may apply for double condonation paying the prescribed fee and producing medical evidence. Those below 50% attendance will have to terminate the semester, and apply for re-admission in the same semester of the consecutive batch. The rules of the University are strictly followed in this case.

## **LIBRARY FACILITY AND GUIDELINES**

1. Library functions from 09.00 a.m. to 4.00 p.m.
2. The entry to the library is restricted to the present students & staff of Don Bosco College only.
3. Students should maintain absolute silence and seriousness in the library.
4. Users should keep their belongings in the property counter before entering the library.
5. Identity card is a must for all library transactions. ID cards are non-transferable. Fresh issue of ID card will cost Rs.25/-

6. Any loss of book or damage incurred by the student will have to be compensated as per library rules.
7. Students are allowed to borrow only two books at a time. Books shall be issued from the library during working hours only.
8. Books are issued for a fortnight and can be renewed only once.
9. A student failing to return the book within the prescribed time shall have to pay a fine of Rs.10/- per day per volume including holidays.
10. No member will be allowed to borrow books until the dues, if any, are cleared.
11. Any sort of marking or underlining on pages and removing pages of books are absolutely forbidden. Any damage or defacement of library materials is strictly prohibited and users found damaging material will have to follow disciplinary procedures.
12. Any violation of the library rules and regulations will result in disciplinary process including cancellation of library membership.

### **COMPUTER LAB GUIDELINES**

1. Students should maintain silence in the lab.
2. Students should leave their footwear outside the lab.
3. No student is permitted to shift or interchange any part of the computer with another.
4. Students should follow the procedures prescribed for logging in and logging out.
5. Violation of lab rules will necessitate serious disciplinary action.
6. Any damage to any part of the System or furniture will invite compensation.

### **EXAMINATION**

1. Internal Assessment is held twice in a semester.
2. A student caught using fraudulent methods during internal assessment will lead to cancellation of that subject/s.



3. No student will be permitted to appear for the University examination without Hall Ticket and College Identity Tag.
4. Students found guilty of using unfair means in the University examination will be reported to the University and punitive actions will be taken as per University guidelines.
5. Absolute silence should be maintained in the examination hall.
6. Question paper should carry only student's register number and name.
7. Students must sign the attendance sheet during every examination.
8. The Internal Assessment consists of two Internal tests, Assignment, Seminar and Attendance. There is no provision for repetition or second chance in internal tests. Any one missing any part of the internal assessment will lose the specified marks.

### **FEE PAYMENT**

1. Every student is liable to pay the prescribed fees for the whole semester within one month of the commencement of each Semester. A fine of Rs. 100/- will be levied for an additional period of two weeks. Further, a fine of Rs. 200/- will be charged for additional two more weeks. Failing which the student may be asked to discontinue attending the classes till payment is made.
2. Every student must obtain Non-due statement from the Library, Class teacher and the Office before collecting the Hall- Tickets for the examination. At the time of writing the University exams, the student should have cleared all dues.
3. Semester fee can be remitted at any branch of South Indian Bank Limited. Chalan Forms are available in the College Office. COLLEGE COPY of fee receipt should be compulsorily submitted at the College Office after payment. STUDENT COPY shall be kept with the student and be produced on request.