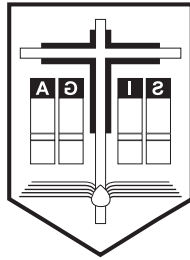


# SIGA POLYTECHNIC COLLEGE

A DON BOSCO INSTITUTE OF GRAPHIC ARTS TECHNOLOGY  
Run by South India Salesian Society



To Foster  
Virtue  
Knowledge  
and Art

**CALENDAR 2018 - 2019**

Name .....

Year .....

ID. No .....Reg.No.....

---

**This Handbook must be brought to SIGA daily**

## **VISION STATEMENT**

**Living and journeying with the young,  
we as SIGA family  
commit ourselves to build God's Kingdom  
animated by the Charism of Don Bosco  
and to be witnesses  
especially to the young.  
We educate the young to life and  
form them into citizens  
who will be conscious of their obligation  
to God and Nation.**

# SIGA POLYTECHNIC COLLEGE

Approved by AICTE - F. No. 43-44 / TTD / 2003 / SRO / 1691 dated 12th Feb 2004  
Affiliated to the State Board of Technical Education (G.O. No. 749 / 1973)

**Managed by**

**THE SALESIANS OF DON BOSCO**

49, Taylors Road, Chennai - 600 010.

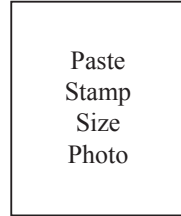
Tel : 044 - 26411588 / 26424204

Principal : 044 - 42859372

e-mail : principal@sigaindia.com

collegeoffice@sigaindia.com

website: www.sigaindia.com



**Name** .....

**Year** ..... **Batch 20**.....**20**.....

**I.D. No**.....**Reg. No**.....

**Date of Birth** ..... **Blood Group** .....

**Parent's / Guardian's Name (with relationship)**

.....

**Address (in Block Letters)**

.....

.....

.....

**Tel** : ..... **email** .....

**Parent's Mobile No** .....

**Specimen Signature of the Parent**.....

---

Any change of address should be intimated in writing to the  
College Office / Dean without delay

# Office

***All correspondence should be addressed to***

**The Principal  
SIGA Polytechnic College**

49, Taylors Road, Kilpauk,  
Chennai - 600 010.

Principal email :. principal@sigaindia.com

*Official email* :. collegeoffice@sigaindia.com

Tel : 044-42859372 / 26411588 / 26424204

**Kindly enclose self-addressed and sufficiently stamped envelopes with all letters officially addressed to the Principal, if replies are required.**

## **OFFICE VISITING HOURS**

**Monday to Friday :  
9.00 a.m. to 12.00 noon**

**NO OFFICE TRANSACTIONS WILL BE DONE  
ON SATURDAYS, SUNDAYS AND HOLIDAYS**

## PRAYER OF A STUDENT

O God  
from whom all wisdom  
and knowledge proceed,  
help me to do my studies well.  
Make me diligent and constant  
in the pursuit of learning.  
And may, my aim always be  
to pierce the veil  
of the visible world,  
to reach you.  
O invisible, eternal,  
unchangeable Truth.

Amen

# PRAYER

## **Prayer before work**

O God, \* without whom nothing will ever prosper, \*  
we pray for your kind blessings \* upon the work we  
are going to do.\* Help us to do it well \* and fulfill  
the purpose for which you have created us \* and  
placed us here on earth.

Our father, who art in heaven,  
hallowed be thy name;  
thy kingdom come,  
thy will be done  
on earth as it is in heaven.

Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

## **Prayer to the Holy Spirit**

O Holy Spirit, \* Soul of my soul, \* I adore You.\*  
Enlighten, guide, strengthen and console me. \*  
Tell me what I ought to do, \* and command me to  
do it. \* I promise to submit myself \* to all that You  
desire of me \* and to accept all that you permit to  
happen to me. \* Let me only know Your will.

## **Prayer after work**

O God, \* we thank you for having helped us \*  
to complete the work which we undertook. \*  
May your assistance be always with us.

## HYMNS

### There Shall be Showers of Blessing

1. There shall be showers of blessings  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Saviour above.  
Ch : Showers of blessings  
Showers of blessings we need  
Mercy drops round us are falling  
But for the showers we plead.
2. There shall be showers of blessing  
Send them upon us, O Lord  
Grant to us now a refreshing  
Come and now honour thy word

### We thank you O Lord for Don Bosco

We thank you O Lord for Don Bosco  
In him we see the wonders of your love  
you filled him with gifts of nature and of grace  
To lead young people to their home above

- 1 He was a man profoundly human  
Open to the signs of the times  
And yet he was a man  
He was a man of God
- 2 Enable us to be his doubles  
Faithful to the service of youth  
Overcoming hardship with firmness  
With hearts filled with your love

### ஆவே கீதம்

ஆவே கீதம் பாடியே உன் புகழை பாடுவேன் - உன்  
அன்பின் பெருமை அகிலம் விளங்கும்  
மாண்பைப் போற்றுவேன் - ஆவே - 3

1. பாவிகளின் ஆதரவே பாருலகோர் ஒளியே - 2  
அன்பின் தாய் நீயே எம் குரல் கேளம்மா
2. தாயெனவே யாமழைத்தோம் தாயன்பில் வாழுவோம் - 2  
மாய உலகினில் காத்திடுவாய் அம்மா

## போஸ்கோ வழி நடப்போம்

என் உயிரினும் இனிய தோழர்களே  
என் உள்ளத்தின் வார்த்தையை கேளுங்களே  
நம் தாயினும் மேலாம் இந்தியநாடு  
நலம்பெற போஸ்கோ வழிநடப்போம் - 2

1. தேசநலம் எங்களில் வளர்ந்தவர் ஜான்போஸ்கோ  
தியாகம்மென்னும் சொல்லிற்கு விளக்கம் ஜான்போஸ்கோ  
ஒன்றுபட்டால் வாழ்வு உண்டு என்றவர் ஜான்போஸ்கோ  
ஒளிவிளக்காய் உலகிற்கு உத்தமர் ஜான்போஸ்கோ - 2
2. இல்லை என்று வந்தவர்க்கு இருப்பதை கொடுத்திடுவோம்  
எல்லாரும் எல்லாமும் அடைந்திட உழைத்திடுவோம்  
கத்தியின்றி இரத்தமின்றி செய்திடும் புரட்சியிது  
கனவுகளும் நினைவுகளுமாய் மாறிடுவோம் - 2

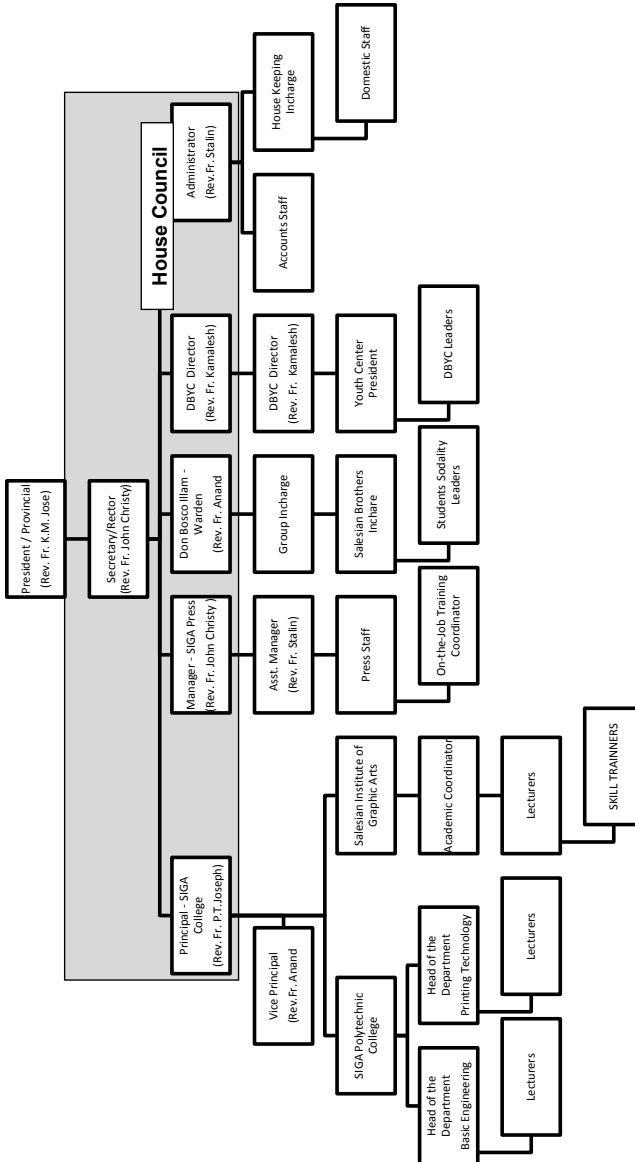
## ஓ பரிசுத்த ஆவியே என் ஆன்மாவின் ஆன்மாவே

ஓ பரிசுத்த ஆவியே என் ஆன்மாவின் ஆன்மாவே  
உம்மை ஆராதனை செய்கிறேன் - இறைவா  
ஆராதனை செய்கிறேன் - 2

1. என்னை ஒளிரச் செய்து வழிகாட்டும்  
புது வலுவூட்டி என்னை தேற்றும்  
என் கடமை என்னவென்று காட்டும்  
அதை கருத்தாய் புரிந்திடத் தூண்டும்  
என்ன நேர்ந்தாலும் நன்றிதுதி கூறிப் பணிவேன் என் இறைவா  
உந்தன் திருவுளப்படி என்னை நடத்தும்



# SIGA Organisation Hierarchy



## Management

Fr. John Christy, SDB. M.Th., B.Sc. Vis. Com., MCJ  
**Rector / Secretary / Manager / Alumni Delegate**

Fr. Stalin Dhanaraj SDB. M.Ph., JCL, B.A.  
**Administrator / Asst. Manager**

Fr. P.T. Joseph SDB. B.Ph., B.Th., B.E.  
**Vice Rector / Principal**

Fr. Anand, SDB, B.A. B.Ph., B.Th., DPT.  
**Vice Principal / Warden**

Fr. Kamalesh D'Souza SDB. MA, B.Ph., B.Th.,  
**Director - DBYC**

## Academic Faculties

Fr. P.T. Joseph, SDB, B.Ph., B.Th., DPT. B.E.  
**Principal**

Fr. Anand, SDB, B.A. B.Ph., B.Th., DPT.  
**Vice Principal / Dean of Studies**

Mr. V. John Fredrick, M.Sc., M.Phil., B.Ed., PGDCA. COMP.  
**Head of the Department - Basic Engg / P.A. to the Principal**

Mr. Ignatius Adaikalaraj J  
**Head of the Department - Printing**

Mr. I. Sagayaraj Jerald, DPT, B.Sc.  
**Head of the Department - Printing - Nonformal**

## Teaching Staff

### First Year - Basic Engg.

<b>Name</b>	<b>Designation</b>	<b>Department</b>
Mr. V. John Fredrick	HoD	Chemistry
Mr. C. Vinoth	Lecturer	Physics
Mr. D. Ravi Kumar	Lecturer	Mathematics
Mr. Arockia Celastine	Lecturer	English
Bro. Henrick	Lecturer	Basic Engg.

### Printing Technology

Fr. P.T. Joseph,	Principal	Printing
Fr. Anand	V. Principal	Printing
Mr. Ignatius Adaikalaraj	HoD	Printing
Mr. I. Sagayaraj Jerald	Instructor	Printing
Mr. Sathan	Instructor	Printing
Mr. Patric Sofia	Lecturer	Comp. Science

### Non - Teaching Staff - Hands-on Training

<b>Name</b>	<b>Designation</b>	<b>Department</b>
Mr. D. Vasanth	Accountant	Accounts Office
Mr. RMT Justus	Demonstrator	Pre Press
Mr. N. Veeramani	Demonstrator	Offset Printer
Mr. Shane	Demonstrator	Offset Printer
Mr. A.P. Kennedy	Demonstrator	Post-Press
Mr. S. Albert	Electrician	Maintenance
Mr. C. Nagayah	House Keeper	House Keeping

# Groups & Movements

## ***Groups Coordinator***

Mr. I. Sagayaraj Jerald

## **Animators**

- |                           |                        |
|---------------------------|------------------------|
| <b>Prayer Club</b>        | - Mr. Ignatius J       |
| <b>Media Club</b>         | - Mr. Sathan           |
| <b>Volunteers Club</b>    | - Mr. Ravi Kumar       |
| <b>Social Services</b>    | - Mr. Celastine        |
| <b>Entrepreneurs Club</b> | - Mr. V. John Fredrick |
| <b>Eco Club</b>           | - Mr. Justus           |

## **EPCC**

Fr. P.T. Joseph - Salesian Representative

Mr. Sagayaraj Jerald- Teaching Staff Representative

Mr. Sivasakthibalan- Industry Representative

Mr. John Paul- Alumni Representative

Mr. P. Anto Franklin - Student Representative - Formal

Mr. Prathanyia - Student Representative - Non-Formal

## **Student Welfare Council**

### **Formal Course Representatives**

- |                    |                    |
|--------------------|--------------------|
| <b>First Year</b>  | - Swarn Lourduraj  |
|                    | - Alex Roy         |
| <b>Second Year</b> | - Jeeva anand      |
|                    | - Abish Nicson     |
| <b>Third Year</b>  | - P. Anto Franklin |
|                    | - Benny Robert     |

## **Non-Formal Course Representatives**

- First Year - Jestin Christopher  
- Sachin Srikanth
- Second Year - Prathaniya  
- Ajith John Bosco

## **On-The-Job Training**

<b>Name</b>	<b>Designation</b>	<b>Department</b>
Mr. Parthasarathy	Prod. Head	SIGA Press
Mr. D.J. Peter	Supervisor	SIGA Press
Mrs. Sahaya Sangeetha	Incharge	Front Office
Mr. Julian Anand	Designer	Pre Press
Mr. Antony J	Designer	Pre Press
Mr. Ragu Ramesh A	Printer	Press
Mr. Vintoh Kumar S	Printer	Press
Mr. Kulandai Yesu T	Printer	Press
Mr. Vijay Jermanus	Printer	Press
Mr. A. Antony Samy	Incharge	Binding Supervisor
Mr. T. Kuppusamy	Binder	Post press
Mr. V. Babu	Binder	Post press
Mr. K.V. Mahendran	Folding M/c	Post Press

## **Anti-Ragging / Redressal Committee**

Fr. John Christy, SDB (**Secretary**)

Fr. P.T. Joseph, SDB (**Principal**)

Fr. Anand, SDB (**Dean of Studies**)

Mr. I. Sagayaraj Jerald *Academic Coordinator (Staff Representative)*

Mr.M.R. Muthiah *Student Welfare President (Student Representative)*

Mr. Albert. *Non-teaching Representative*

## **Counselling Committee**

Fr. John Christy, SDB

**Rector / Secretary / Manager - SIGA Press**

99627 79971 / johnchristysdb@gmail.com

Fr. Stalin Dhanaraj, SDB

**Administrator / Asst. Manager - SIGA Press**

73582 89260 / arokiamstalin@gmail.com

Fr. P.T. Joseph SDB

**Principal**

94440 76408 / ptjosephsdb@gmail.com

Fr. Anand SDB

**Vice Principal / Dean of Studies / Warden**

9474239224 / donbosco.anand@gmail.com

Fr. Kamallesh D'Souza SDB, MA, B.Ph., B.Th.

**Counsellor**

9962616296 / kamalidb@gmail.com

Fr. P.P. George, SDB

**Counsellor**

Fr. John Joseph, SDB

**Counsellor**

## Staff at Bagalur Campus

Fr. Lawrence Varapasatham, SDB., B.Ph., B.Th., M. A., M.Ed.

*Director/Rector & Correspondent*

Fr. Thomas George Savari, SDB., B.Ph., M.Th., DPT.

*Principal / Warden*

Br. Sukan, SDB., DME,

*Instructor / Basic Engg.*

Br. Tominic, SDB.

*Instructor / English*

Br. Baran SDB, DPT

*Instructor / Printing*

Mr. Kumaravel

*Instructor / Printing*

Mr. Roch Paul

*Instructor / Printing*

## **“Dear Boys**

**for you, I study**

**for you, I work**

**for you, I live**

**for you, I am ready to give my life“**

**– DON BOSCO**

# LATE ATTENDANCE

Name ..... ID. No.....

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



# LATE ATTENDANCE

Name ..... ID. No.....

OCTOBER	NOVEMBER	DECEMBER
1. ....	1. ....	1. ....
2. ....	2. ....	2. ....
3. ....	3. ....	3. ....
4. ....	4. ....	4. ....
5. ....	5. ....	5. ....
6. ....	6. ....	6. ....
7. ....	7. ....	7. ....
8. ....	8. ....	8. ....
9. ....	9. ....	9. ....
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18. ....	18. ....	18. ....
19. ....	19. ....	19. ....
20. ....	20. ....	20. ....
21. ....	21. ....	21. ....
22. ....	22. ....	22. ....
23. ....	23. ....	23. ....
24. ....	24. ....	24. ....
25. ....	25. ....	25. ....
26. ....	26. ....	26. ....
27. ....	27. ....	27. ....
28. ....	28. ....	28. ....
29. ....	29. ....	29. ....
30. ....	30. ....	30. ....
31. ....		31. ....

# LATE ATTENDANCE

Name ..... ID. No.....

JANUARY	FEBRUARY	MARCH
1. ....	1. ....	1. ....
2. ....	2. ....	2. ....
3. ....	3. ....	3. ....
4. ....	4. ....	4. ....
5. ....	5. ....	5. ....
6. ....	6. ....	6. ....
7. ....	7. ....	7. ....
8. ....	8. ....	8. ....
9. ....	9. ....	9. ....
10. ....	10. ....	10. ....
11. ....	11. ....	11. ....
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14. ....	14. ....	14. ....
15. ....	15. ....	15. ....
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18. ....	18. ....	18. ....
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20. ....	20. ....	20. ....
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22. ....	22. ....	22. ....
23. ....	23. ....	23. ....
24. ....	24. ....	24. ....
25. ....	25. ....	25. ....
26. ....	26. ....	26. ....
27. ....	27. ....	27. ....
28. ....	28. ....	28. ....
29. ....		29. ....
30. ....		30. ....
31. ....		31. ....

# LATE ATTENDANCE

Name ..... ID. No.....

APRIL	MAY	JUNE
1. ....	1. ....	1. ....
2. ....	2. ....	2. ....
3. ....	3. ....	3. ....
4. ....	4. ....	4. ....
5. ....	5. ....	5. ....
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24. ....	24. ....	24. ....
25. ....	25. ....	25. ....
26. ....	26. ....	26. ....
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28. ....	28. ....	28. ....
29. ....	29. ....	29. ....
30. ....	30. ....	30. ....
	31. ....	

# SIGA POLYTECHNIC COLLEGE

#49, TAYLORS ROAD, CHENNAI - 600 010

TEL: +91 44 42859372/26411588/26424204

SPECIMEN COPY

Date .....

## Student Leave Application

Name .....

Year.....Batch 20.....- 20 .....

ID.No.....Reg. No .....

No. of days required/taken:.....From..... To .....

Reason .....

(For medical reasons attach medical certificate)

Type of Leave : Education / Medical / Family

Parent's Contact Details :

Name .....

Mobile No .....

Student's Signature

Parent's Signature

---

Forwarded by  
Class Attendance In-charge

Submitted to  
Office / Ac. Coordinator

Approved by  
Principal / Dean

# SIGA POLYTECHNIC COLLEGE

#49, TAYLORS ROAD, CHENNAI - 600 010

TEL: +91 44 42859372/26411588/26424204

SPECIMEN COPY

Date .....

## Student Permission Application

Name .....

Year.....Batch 20.....- 20 .....

ID.No.....Reg. No .....

Permission required

From..... To .....

Reason .....

.....

Parent's Contact Details :

Name .....

Mobile No .....

Student's Signature

Parent's Signature

Forwarded by  
Class Attendance In-charge

Approved by  
Principal / Dean

# ABSENCE RECORD

Name ..... ID. No ..... Course.....

Date of Return	No. of Days	Leave Type	Reason	Parent's Full Signature	Principal / Dean Initial

Type of Leave : Education / Medical / Family; Leave should not exceed more than 12 days in a year. Extra leave will be viewed seriously by the Management

# ABSENCE RECORD

Name ..... ID. No ..... Course.....

Date of Return	No. of Days	Leave Type	Reason	Parent's Full Signature	Principal / Dean Initial

Type of Leave : Education / Medical / Family; Leave should not exceed more than 12 days in a year. Extra leave will be viewed seriously by the Management

# PERMISSION RECORD

Name ..... ID. No ..... Course.....

Date	Reason	Duration	Hours		Dean's Signature
			From	To	

N.B. : Permission should not exceed more than 2 hours. Extra permission will be considered as half a day leave



# PERMISSION RECORD

Name ..... ID. No ..... Course.....

Date	Reason	Duration	Hours		Dean's Signature
			From	To	

N.B. : Permission should not exceed more than 2 hours. Extra permission will be considered as half a day leave

## FIRST YEAR MARK SHEET

Name: \_\_\_\_\_

Subjects	Semester 1						
	U -1	CIA 1	U - 2	CIA 2	ME	Assignments	
English 1 (30011)							
Maths 1 (30012)							
Physics 1 (30013)							
Chemistry 1 (30014)							
Engg. Graphics 1 (30015)							
Physics Lab 1 30016)							
Chemistry Lab 1 (30017)							
Work shop Lab (30018)							
Total							
Attendance							
Verified Signature							
Parent's Signature							

# FIRST YEAR MARK SHEET

Name: \_\_\_\_\_

Subjects	Semester 2						
	U -1	CIA 1	U - 2	CIA 2	ME	Assignments	
English 2 (30021)							
Maths 2 (30022)							
Applied Maths (30023)							
Physics 2 (30014)							
Chemistry 2 (30025)							
Engg. Graphics 2 (30026)							
Physics Lab 2 (30027)							
Chemistry Lab 2 (30028)							
Total							
Attendance							
Verified Signature							
Parent's Signature							

## SECOND YEAR MARK SHEET

Name: \_\_\_\_\_

Subjects	Unit Test		CIA		Assignment			Seminar	
	1	2	1	2	1	2	3	Ppt	Rpt
<b><i>Semester 3</i></b>									
Printing Process (38231)									
Visual Design & DPT (38232)									
Image Processing (38233)									
Attendance									
Parent's Signature									
Verified Signature									
<b><i>Semester 4</i></b>									
Offset Printing Tech. (38241)									
Flexo Gravure and Screen Printing (38242)									
Print Finishing (38243)									
Printing Materials(38244)									
Attendance									
Parent's Signature									
Verified Signature									

## THIRD YEAR MARK SHEET

Name: \_\_\_\_\_

Subjects	Unit Test		CIA		Assignment			Seminar	
	1	2	1	2	1	2	3	Ppt	Rpt
<b><i>Semester 5</i></b>									
DIGITAL PRE PRESS(38251)									
E Publishing(38252)									
Adv. Printing Technologies(38253)									
Packaging Technology(38254)									
Attendance									
Parent's Signature									
Verified Signature									
<b><i>Semester 4</i></b>									
Total Quality Management(38261)									
Printing Press management(38262)									
Printing Machinery Maintenance(38263)									
Attendance									
Parent's Signature									
Verified Signature									

# STUDENTS PERFORMANCE EVALUATION POINT SYSTEM

Name:

Id No.....

Subjects	1	2	3	4	5	6	7	8	9	10

**LEGENDS**

- 1 - Punctuality / Attendance
- 2 - Appearance
- 3 - Ability to Communicate
- 4 - Attitude to peer
- 5 - Attitude to Mentor

- 6 - Initiative / Motivation
- 7 - Reliability / Comprehension
- 8 - Responsibility
- 9 - Quality of Work
- 10 - Quantity of Work

# STUDENTS PERFORMANCE EVALUATION POINT SYSTEM

Name:

Id No.....

Subjects	1	2	3	4	5	6	7	8	9	10

**LEGENDS**

- 1 - Punctuality / Attendance
- 2 - Appearance
- 3 - Ability to Communicate
- 4 - Attitude to peer
- 5 - Attitude to Mentor

- 6 - Initiative / Motivation
- 7 - Reliability / Comprehension
- 8 - Responsibility
- 9 - Quality of Work
- 10 - Quantity of Work

# Remarks

**Name**.....

**Course**.....**ID.No**.....

**Year**.....**Group**.....

Note: Parents Signature is must



# Remarks

**Name**.....

**Course**.....**ID.No**.....

**Year**.....**Group**.....

Note: Parents Signature is must

# STUDENT WELFARE FUND CONTRIBUTION

Name ..... ID. No ..... Course.....

Date	Reason	Amount	Dean's Signature	Student Treasurer	Receipt No.

# STUDENT WELFARE FUND CONTRIBUTION

Name ..... ID. No ..... Course.....

Date	Reason	Amount	Dean's Signature	Student Treasurer	Receipt No.

# COLLEGE FEES & PAYMENT SCHOLARSHIPS / CONCESSIONS DETAILS

Name ..... ID. No ..... Course.....

Date	Scholarship nature	Amount	Concession.	Amount	Rector / Principal	Parent's Signature

## COLLEGE FEES & PAYMENT DETAILS

Name ..... ID. No ..... Course.....

Date	Purpose	Semester	Receipt No.	Amount Paid	College Fees Due	Admin. Signature

# OBSERVATION TO THE PARENT / GUARDIAN

Name..... Course..... Year.....

ID.No ..... Reg. No ..... Batch.....

CALL - 1

Date:.....

Reason:

Dear Parent / Guardian,

You are called to meet the .....  
on.....at.....a.m/p.m.

As this meeting is a must, kindly make yourself available.

Principal / Dean

---

Points Discussed:

Date:

Signature of Parent / Guardian

Principal / Dean

# OBSERVATION TO THE PARENT / GUARDIAN

Name..... Course..... Year.....

ID.No ..... Reg. No ..... Batch.....

CALL - 2

Date:.....

Reason:

Dear Parent / Guardian,

You are called to meet the .....  
on.....at.....a.m/p.m.

As this meeting is a must, kindly make yourself available.

Principal / Dean

---

Points Discussed:

Date:

Signature of Parent / Guardian

Principal / Dean

# OBSERVATION TO THE PARENT / GUARDIAN

Name..... Course..... Year.....

ID.No ..... Reg. No ..... Batch.....

CALL - 3

Date:.....

Reason:

Dear Parent / Guardian,

You are called to meet the .....  
on.....at.....a.m/p.m.

As this meeting is a must, kindly make yourself available.

Principal / Dean

---

Points Discussed:

Date:

Signature of Parent / Guardian

Principal / Dean



# OBSERVATION TO THE PARENT / GUARDIAN

Name..... Course..... Year.....

ID.No ..... Reg. No ..... Batch.....

CALL - 4

Date:.....

Reason:

Dear Parent / Guardian,

You are called to meet the .....  
on.....at.....a.m/p.m.

As this meeting is a must, kindly make yourself available.

Principal / Dean

Points Discussed:

Date:

Signature of Parent / Guardian

Principal / Dean

# STUDENTS ACADMEIC PERFROMANCE RECORD

Name: .....Id No.....

DoTE RegNo.....

(Students to put TICK (✓) on Passed subjects)

## SEMESTER 1

1	2	3	4	5	6	7	8

## SEMESTER 2

1	2	3	4	5	6	7	8

## SEMESTER 3

1	2	3	4	5	6	7

## SEMESTER 4

1	2	3	4	5	6	7

## SEMESTER 5

1	2	3	4	5	6	7

## SEMESTER 6

1	2	3	4	5	6	7

## SEMESTER 1

1	English 1
2	Maths
3	Physics 1
4	Chemistry 1
5	Engg. Graphics 1
6	Physics Lab 1
7	Chemistry Lab 1
8	Work shop Lab

## SEMESTER 2

1	English 2
2	Maths 2
3	Applied Maths
4	Physics 2
5	Chemistry 2
6	Engg. Graphics 2
7	Physics Lab 2
8	Chemistry Lab 2

## SEMESTER 3

1	Printing Process
2	Visual Design
3	Image Processing
4	DSP
5	IPP
6	PPP
7	CAP

## SEMESTER 4

1	Offset Printing Tech
2	Flexo Gravure and Screen Printing
3	Print Finishing
4	Printing Materials
5	DTP Lab
6	Offset Practical
7	Print Finishing Practical

## SEMESTER 5

1	DIGITAL PRE PRESS
2	E Publishing
3	Adv. Printing Technologies
4	Packaging Technology
5	English Practical
6	DPPP
7	PP

## SEMESTER 6

1	Total Quality Management
2	Printing Press management
3	Printing Machinery Maintenance
4	QCP
5	PMMP
6	IE
7	Project

## CLEARANCE CERTIFICATE

NAME .....

SEMESTER .....

ID. No .....

Clearance	Signature of the Incharge
Semester Fees (Accounts in-charge)	
Labs / Workshop (Academic / Hands-on- Training Co-ordinator)	
Library / Browsing (In-charge)	
Attendance (Academic Co-ordinator)	
Studies & Discipline (Dean of Studies)	
Rector (Counselling)	
Principal	

Kindly get the clearance signature from the respective persons mentioned above and submit the handbook to the office before the semester exams. Students who have not cleared the clearance form will not be given the hall ticket.

## CLEARANCE CERTIFICATE

NAME .....

SEMESTER .....

ID. No .....

Clearance	Signature of the Incharge
Semester Fees (Accounts in-charge)	
Labs / Workshop (Academic / Hands-on- Training Co-ordinator)	
Library / Browsing (In-charge)	
Attendance (Academic Co-ordinator)	
Studies & Discipline (Dean of Studies)	
Rector (Counselling)	
Principal	

Kindly get the clearance signature from the respective persons mentioned above and submit the handbook to the office before the semester exams. Students who have not cleared the clearance form will not be given the hall ticket.

# COMMUNICATION / INTERNET LAB RECORDS

Name ..... ID. No ..... Course.....

Date	Reason	Duration	Hours		Dean's Signature	System Admin. Remark
			From	To		

# COMMUNICATION / INTERNET LAB RECORDS

Name ..... ID. No ..... Course.....

Date	Reason	Duration	Hours		Dean's Signature	System Admin. Remark
			From	To		

# LIBRARY RECORD

Name ..... ID. No ..... Course.....

Date	Title / Subject	Duration	Hours		Dean / Librarian	Articles Read
			From	To		

# LIBRARY RECORD

Name ..... ID. No ..... Course.....

Date	Title / Subject	Duration	Hours		Dean / Librarian	Articles Read
			From	To		



# STUDENT COUNSELING RECORD

Name ..... ID. No ..... Course.....

Date	Name of the Counselor	Time	Campus Minister	Signature of the Counselor

# STUDENT COUNSELING RECORD

Name ..... ID. No ..... Course.....

Date	Name of the Counselor	Time	Campus Minister	Signature of the Counselor

<b>JUNE - 2018</b>		
Date	Day	
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	Reopening of Institution after Summer Vacation
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Ramzan - Holiday
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Seminar / Press Visit / Groups activity
24	Sun	
25	Mon	Last date for receipt of Application Forms for Re-Admission in III & V Sem
26	Tue	Unit Test 1
27	Wed	
28	Thu	
29	Fri	First Assignment Submission
30	Sat	Comm. of Don Bosco

## JULY - 2018

Date	Day	
1	Sun	
2	Mon	I CIA - II and III Year
3	Tue	Feast of St. Thomas the Apostle
4	Wed	
5	Thu	
6	Fri	First Friday Mass
7	Sat	Seminar / Press Visit / Groups activity
8	Sun	
9	Mon	Commencement of I Year Full Time Classes
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Seminar / Press Visit / Groups activity
15	Sun	SEPP – RINALDI SIGA
16	Mon	
17	Tue	
18	Wed	CIA - 1 Marks Display
19	Thu	Technical Commission Meet
20	Fri	Inaguration of Academic Year / Freshers Day
21	Sat	
22	Sun	
23	Mon	Unit Test 2
24	Tue	Comm. MHC
25	Wed	Students Welfare Council
26	Thu	Staff Animation
27	Fri	Inaguration of Clubs and Movements & Investiture Ceremony
28	Sat	Students Welfare Council
29	Sun	
30	Mon	Second Assignment Submission
31	Tue	Comm. DB

## Theme of the Month : Health and Safety

<b>AUGUST - 2018</b>		
Date	Day	
1	Wed	
2	Thu	Monthly Recollection
3	Fri	First Friday - Holy Mass
4	Sat	Seminar on Health and Environment Education
5	Sun	
6	Mon	II CIA - II and III Year / I CIA - First Year
7	Tue	
8	Wed	IPAA - Foot Ball Match
9	Thu	Last date for payment of Exam Fee without fine for October 2018 Exam IPAA - Foot Ball Match
10	Fri	
11	Sat	Seminar on Occupational Safety
12	Sun	
13	Mon	CIA Marks Display
14	Tue	
15	Wed	Independence Day / Feast of Assumption/ SIGAPPU Day
16	Thu	Birthday of St. John Bosco
17	Fri	INM Inter-Polytechnic Sports Tournaments- IPAA - Badminton Match
18	Sat	Seminar on Substance abuse
19	Sun	
20	Mon	Last date for ayment of Exam Fee with fine of Rs. 100/- for October 2018 Exam IPAA - Volley Ball Match
21	Tue	
22	Wed	Bakrid - Holiday
23	Thu	Students Welfare Council
24	Fri	Staff Animation / Comm. MHC
25	Sat	Onam - Holiday / IPAA - Kabbadi Match
26	Sun	
27	Mon	
28	Tue	IPAA - Basket Ball Match
29	Wed	
30	Thu	IPAA - Kho-Kho Match
31	Fri	Seminar on Personal Health and Hygiene / Comm. DB

## Theme of the Month : Effective Communication

<b>SEPTEMBER - 2018</b>		
Date	Day	
1	Sat	Seminar on Effective Communication / IPAA - Indoor Games Matches (Carrom, TT, Chess)
2	Sun	Krishna Jayanthi
3	Mon	Commencement of Model Exams / CIA - First Year
4	Tue	
5	Wed	Teachers' Day Celebration
6	Thu	Monthly Recollection
7	Fri	
8	Sat	Seminar on Development of Competency and Proficiency in English
9	Sun	
10	Mon	Last date for online submission of Tatkal Application
11	Tue	
12	Wed	Convocation Day
13	Thu	Vinayaga Chathurthi - Holiday
14	Fri	Internal Marks Display
15	Sat	Seminar on Communication and Personality
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	No Due Claims - II and III Year
21	Fri	Muharram - Holiday
22	Sat	
23	Sun	
24	Mon	Last working day for the III and V Semesters / Comm. MHC
25	Tue	
26	Wed	
27	Thu	Students Welfare Council
28	Fri	
29	Sat	Seminar on 5 Ws & 1 H & 7 Cs for effective Communication / Comm. DB
30	Sun	

<b>OCTOBER - 2018</b>		
Date	Day	
1	Mon	
2	Tue	Gandhi Jayanthi - Holiday
3	Wed	Issue of Hall Ticket / Practical panel for October 2018 Exam - Practical
4	Thu	Commencement of October 2018 Exams / Monthly Recollection
5	Fri	First Friday Mass
6	Sat	
7	Sun	
8	Mon	Model Exams - I Semester
9	Tue	
10	Wed	
11	Thu	Last date for online submission of Tatkal
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	Past Pupils Association – National Meeting
17	Wed	No Due Claims - I Year
18	Thu	Ayudha Pooja - Holiday
19	Fri	Vijayadasami - Holiday
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	Last working day for the I Year / Comm. MHC
25	Thu	Issue of Hall Ticket / Practical panel for Oct 2018 Exam - Theory
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	Issue of Hall Ticket for - I Sem Exams
31	Wed	Commencement of Exam for I Sem / Comm. DB

**Theme of the Month : Self & Time Management**

<b>NOVEMBER - 2018</b>		
Date	Day	
1	Thu	All Saints Day / Monthly Recollection
2	Fri	All Souls Day / Holy Mass
3	Sat	Seminar/workshop on Self Management
4	Sun	
5	Mon	
6	Tue	Diwali - Holiday
7	Wed	
8	Thu	
9	Fri	
10	Sat	Seminar on Self Management - Education to love
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	Seminar/workshop on Time Management
18	Sun	
19	Mon	Commencement of Central Valuation
20	Tue	
21	Wed	Milad un Nabi - Holiday
22	Thu	
23	Fri	
24	Sat	Seminar on Time Management Techniques and Time Management Concept / Comm. MHC
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	Comm. DB



**Theme of the Month : Entrepreneurship**

<b>DECEMBER - 2018</b>		
Date	Day	
1	Sat	
2	Sun	
3	Mon	Re-Opening of Institution after Winter Vacation
4	Tue	
5	Wed	
6	Thu	Students Welfare Council / Monthly Recollection
7	Fri	
8	Sat	Entrepreneurship Day
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Workshop on Life Skills
16	Sun	
17	Mon	Last date for receipt of Application Forms for Re-Admission in IV & VI Sem
18	Tue	
19	Wed	
20	Thu	
21	Fri	Publication of results of October / November 2018 Exams / Christmas Celebrations
22	Sat	
23	Sun	
24	Mon	Comm. MHC
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	Comm. DB

**Theme of the Month : Interpersonal Skills**

<b>JANUARY – 2019</b>		
Date	Day	
1	Tue	New Year's Day - Holiday
2	Wed	
3	Thu	Monthly Recollection
4	Fri	
5	Sat	Seminar on Interpersonal Skill Development
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Sports Day 2018-2019
13	Sun	
14	Mon	Cultural Celebration - Pongal Day
15	Tue	Pongal - Holiday
16	Wed	Thiruvalluvar Day - Holiday
17	Thu	Uzhavar Thirunal - Holiday
18	Fri	
19	Sat	INM PC 2019
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	Students Welfare Council/ Comm. MHC
25	Fri	
26	Sat	Republic Day
27	Sun	
28	Mon	
29	Tue	
30	Wed	Staff Meeting
31	Thu	Feast of Don Bosco

**Theme of the Month : Motivation**

<b>FEBRUARY - 2019</b>		
Date	Day	
1	Fri	First Friday Mass
2	Sat	Seminar on Motivation Techniques
3	Sun	
4	Mon	
5	Tue	
6	Wed	Last date for online payment of Exam Fee without fine for April 2019 Exam
7	Thu	Monthly Recollection
8	Fri	
9	Sat	The Language Perfect Championship Competition (English, Tamil, Hindi)
10	Sun	
11	Mon	
12	Tue	PV – Rinaldi Juniorate
13	Wed	Last date for online payment of Exam Fee with fine of Rs.100/- for April 2019 Exam / PV – Rinaldi Juniorate
14	Thu	PV – Rinaldi Juniorate
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Students Welfare Council
22	Fri	
23	Sat	Comm. MHC
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	Comm. DB

<b>MARCH - 2019</b>		
Date	Day	
1	Fri	
2	Sat	
3	Sun	67th College and Parents' Day
4	Mon	
5	Tue	
6	Wed	Ash Wednesday - Holy Mass
7	Thu	Monthly Recollection
8	Fri	Last date for online submission of Tatkal
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Last working day for the Even Semesters
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Comm. MHC
24	Sun	
25	Mon	Issue of Hall Ticket / Practical panel
26	Tue	Commencement of April 2019 - Practical
27	Wed	
28	Thu	Students Welfare Council
29	Fri	Staff Meeting
30	Sat	
31	Sun	Comm. DB

<b>APRIL - 2019</b>		
Date	Day	
1	Mon	
2	Tue	
3	Wed	
4	Thu	Commencement of April 2019 Exams - Theory
5	Fri	
6	Sat	Telugu New Year - Holiday
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	Dr. Ambedkar's Birthday
15	Mon	
16	Tue	
17	Wed	Mahavir Jayanthi - Holiday
18	Thu	Maundy Thursday
19	Fri	Good Friday
20	Sat	Holy Saturday
21	Sun	Easter
22	Mon	
23	Tue	
24	Wed	Comm. MHC
25	Thu	Students Welfare Councils
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	Comm. DB





