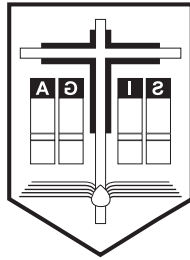


# SIGA POLYTECHNIC COLLEGE

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



To Foster  
Virtue  
Knowledge  
and Art

**CALENDAR 2017 - 2018**

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.

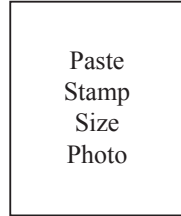
Tel : 044 - 26411588 / 26424204

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



## 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.  
**Vice Rector / Asst. Manager**

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

Fr. Charles Gaspar, SDB, B.Ph., B.Th., DPT.  
**Vice Principal / Dean / Administrator / Warden**

Fr. Sagayaraj SDB. MBA, B.Ph., B.Th.,  
**Director - DBYC**

Fr. Dr. Siluvai Muthu, SDB M.Phil, Ph.D.  
**Counsellor / Liturgical Animator**

## Academic Faculties

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

Fr. Charles Gaspar, SDB, 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 / P.A. to the Principal**

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

Mr. I. Sagayaraj Jerald, DPT, B.Sc.  
**Academic Coordinator / Instructor-Printing**

## 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.	Lecturer	English

### Printing Technology

Fr. P.T. Joseph,	Principal	Printing
Fr. Charles Gaspar	V. Principal	Printing
Mr. Ignatius Adaikalaraj	HoD	Printing
Mr. I. Sagayaraj Jerald	Instructor	Printing
Mr. A. Baskar	Instructor	Printing
Mr.A. Arun King Mear	Instructor	Printing
Mr. Patric Sofia	Lecturer	Comp. Science

## Non - Teaching Staff

<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  
Bro.

## Animators

<b>Prayer Club</b>	- Mr. Ignatius
<b>Media Club</b>	- Mr. Arun King
<b>Volunteers Club</b>	- Mr. Baskar
<b>Social Services</b>	- Mr. Vinoth
<b>Entrepreneurs Club</b>	- Mr. V. John Fredrick
<b>Eco Club</b>	- Mr. Justus

## EPCC

Fr. P.T. Joseph - Salesian Representative

Mr. - Teaching Staff Representative

Mr. - Industry Representative

Mr. - Alumni Representative

Mr. - Student Representative - Formal

Mr. - Student Representative - Non-Formal

## Student Welfare Council

### Formal Course Representatives

First Year	- A. Aru Soorath - D. Kavi Maran
Second Year	- P. Anto Franklin - M.R. Muthiah
Third Year	- J. Beni Rosario - A. George Arputharaj

### Non-Formal Course Representatives

First Year	- P. Bill Clinton - M.Prathaniya
Second Year	- A. Rohul Krishna - S. Sarath Kumar

### Hands-on-Training

<b>Name</b>	<b>Designation</b>	<b>Department</b>
Mr. Parthasarathy	Prod. Head	SIGA Press
Mr. A. Antony Samy	Incharge	Front Office
Mr. Julian Anand	Designer	Pre Press
Mr.	Designer	Pre Press
Mr. S.N. Amos	Incharge	Screen Printing Plate Making
Mr. T. Kuppusamy	Folding M/c Optr.	Post press
Mr. V. Babu	Binder	Post press
Mr. N.Chandra Sekaran	Cutting M/c Optr.	Post press

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

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

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

Fr. Charles Gaspar, SDB (**Dean of Studies**)

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

Mr.J. Beni Rosario *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

**Vice Rector / Asst. Manager - SIGA Press**

73582 89260 / arokiamstalin@gmail.com

Fr. P.T. Joseph SDB

**Principal**

94440 76408 / ptjosephsdb@gmail.com

Fr. Charles Gaspar SDB

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

99629 48093 / charliesdb@gmail.com

Fr. Dr. Siluvai Muthu, SDB

**Counsellor**

94455 56447 / asiluvaimuth@gmail.com

Fr. Kasi Sagayaraj, SDB

**Counsellor**

98849 86808 / kasisagay@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*

Fr.Augustine, SDB.,B.Ph.,B.Th.,

*Vice Rector*

Fr. Arul Antony Rosarios, SDB.,B.Ph.,B.Th.,DPT.B.Sc., MBA.,

*Principal*

Br. Leo, SDB.

*Instructor / English*

Mr. Davis

**Academic Coordinator**

Mr. Kumar

*Instructor / Computer*

Mr. Siva Sakthi

*Instructor / Printing*

Mr. Sathish

*Offset Lab*

## “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. ....
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.....

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. ....
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. ....
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. ....
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. ....	

# 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)

Total No. of Leaves taken (till date) .....

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

# ABSENCE RECORD

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

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

N.B : 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	Reason	Parent's Full Signature	Principal / Dean Initial

N.B : 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				Semester 2			
	U -1	CIA 1	U - 2	CIA 2	U -1	CIA 1	U - 2	CIA 2
English								
Maths 1								
Maths 2								
Applied Maths								
Physics 1 & 2								
Chemistry 1 & 2								
Engg. Graphics								
Physics Lab								
Chemistry Lab								
Work shop Lab								
Total								
Attendance								
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									
Visual Design & DPT									
Image Processing									
Attendance									
Parent's Signature									
Verified Signature									
<b><i>Semester 4</i></b>									
Offset Printing Tech.									
Flexo Gravure and Screen Printing									
Print Finishing									
Printing Materials									
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									
E Publishing									
Adv. Printing Technologies									
Packaging Technology									
Attendance									
Parent's Signature									
Verified Signature									
<b><i>Semester 4</i></b>									
Total Quality Management									
Printing Press management									
Printing Machinery Maintenance									
Attendance									
Parent's Signature									
Verified Signature									

# Remarks

**Name**.....

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

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

Note: Parents Signature is must

# Remarks

**Name**.....

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

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

Note: Parents Signature is must

# 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 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

## 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

## JUNE - 2017

Date	Days	
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tues	
7	Wed	
8	Thur	
9	Fri	
10	Sat	
11	Sun	
12	Mon	WD- 1 / Reopening of Institution after Summer Vacation
13	Tues	WD- 2
14	Wed	WD- 3
15	Thur	WD- 4
16	Fri	WD- 5
17	Sat	Seminar / Press Visit / Weekly Maintenance
18	Sun	
19	Mon	WD- 6
20	Tues	WD- 7
21	Wed	WD- 8
22	Thur	WD- 9
23	Fri	WD- 10
24	Sat	Seminar / Press Visit / Weekly Maintenance
25	Sun	
26	Mon	Ramzan
27	Tues	WD- 11 / Unit Test - I
28	Wed	WD- 12 / Unit Test - I
29	Thur	WD- 13 / Unit Test - I
30	Fri	WD- 14 / Comm. of Don Bosco / First Assignment Submission

WD - Working Day - 14

## JULY - 2017

Date	Days	
1	Sat	
2	Sun	
3	Mon	WD- 15 / First Year Admission
4	Tue	WD- 16
5	Wed	WD- 17
6	Thu	WD- 18
7	Fri	WD- 19 /
8	Sat	
9	Sun	
10	Mon	WD- 20 / I CIA - II and III Year
11	Tue	WD- 21 / I CIA - II and III Year
12	Wed	WD- 22 / IYWD - 1 / I CIA - II and III Year / First Year Commencement
13	Thu	WD- 23 / IYWD - 2 / I CIA - III Year
14	Fri	WD- 24 / IYWD - 3
15	Sat	
16	Sun	
17	Mon	WD- 25 / IYWD - 4
18	Tue	WD- 26 / IYWD - 5
19	Wed	WD- 27 / IYWD - 6
20	Thu	WD- 28 / IYWD - 7 / CIA - 1 Marks Display
21	Fri	WD- 29 / IYWD - 8 /
22	Sat	Inaguration of Academic Year / Investiture Ceremony / Blessing of 99.5°Studio
23	Sun	
24	Mon	WD- 30 / IYWD - 9
25	Tue	WD- 31 / IYWD - 10 / Students Welfare Coucil
26	Wed	WD- 32 / IYWD - 11 / Staff Meeting Inaguration of Clubs and Movements
27	Thu	WD- 33 / IYWD - 12
28	Fri	WD- 34 / IYWD - 13 / Staff Animation
29	Sat	
30	Sun	
31	Mon	WD- 35 / IYWD - 14 / Unit Test -II

WD - Working Day - 21 / IYWD - First Year Working Day - 14

## AUGUST - 2017

Date	Days	
1	Tue	WD- 36 / IYWD - 15 / Unit Test -II
2	Wed	WD- 37 / IYWD - 16 / Unit Test -II
4	Fri	WD- 38 / IYWD - 17 / First Friday - Holy Mass
5	Sat	Seminar on Personal Health and Hygiene
6	Sun	
7	Mon	WD- 39 / IYWD - 18 / II Assignment Submission
8	Tue	WD- 40 / IYWD - 19
9	Wed	WD- 41 / IYWD - 20
10	Thu	WD- 42 / IYWD - 21 / Last Date for Exams Fees without Fine
11	Fri	WD- 43 / IYWD - 22 /
12	Sat	
13	Sun	
14	Mon	Krishna Jayanthi
15	Tue	Independence Day
16	Wed	WD- 44 / IYWD - 23
17	Thu	WD- 45 / IYWD - 24
18	Fri	WD- 46 / IYWD - 25
19	Sat	WD- 47 IYWD - 26 / Seminar on Personality Development
20	Sun	
21	Mon	WD- 48 / IYWD - 27 / CIA - I, II and III Year / Last Date for Exams Fees with Fine
22	Tue	WD- 49 / IYWD - 28 / CIA - I, II and III Year
23	Wed	WD- 50 / IYWD - 29 / CIA - I, II and III Year
24	Thu	WD- 51 / IYWD - 30 / CIA - I, II and III Year
25	Fri	Ganesh Chaturthi
26	Sat	
27	Sun	
28	Mon	WD- 52 / IYWD - 31
29	Tue	WD- 53 / IYWD - 32 / Students Welfare Council
30	Wed	WD- 54 / IYWD - 33 / Staff Meeting
31	Thu	WD- 55 / IYWD - 34 / CIA - 2 Marks Display

WD - Working Day - 20 / IYWD - First Year Working Day - 20



## SEPTEMBER - 2017

Date	Days	
1	Fri	WD- 56 / / IYWD - 35 / III Assign. Submission
2	Sat	Bakrid
3	Sun	
4	Mon	WD- 57 / IYWD - 36 / Model Exams for II and III Year - CIA for I Year
5	Tue	WD- 58 / IYWD - 37 / Model Exams for II and III Year - CIA for I Year
6	Wed	WD- 59 / IYWD - 38 / Model Exams for II and III Year - CIA for I Year
7	Thu	WD- 60 / IYWD - 39 Model Exams for II and III Year - CIA for I Year
8	Fri	WD- 61 / IYWD - 40
9	Sat	Seminar on Self Defense
10	Sun	
11	Mon	WD- 62 / IYWD - 41 / Last Date for Exams Fees -Tatkal - II to VI Semester (Penalty Rs.500)
12	Tue	WD- 63 / IYWD - 42
13	Wed	WD- 64 / IYWD - 43
14	Thu	WD- 65 / IYWD - 44
15	Fri	WD- 66 / IYWD - 45 / Model Exams Marks Display
16	Sat	
17	Sun	
18	Mon	WD- 67 / IYWD - 46
19	Tue	WD- 68 / IYWD - 47
20	Wed	WD- 69 / IYWD - 48
21	Thu	WD- 70 / IYWD - 49
22	Fri	WD- 71 / IYWD - 50 Last Working day for the III and V Semester
23	Sat	
24	Sun	
25	Mon	IYWD - 51 / Interl Marks Display
26	Tue	IYWD - 52 / No Due Claims - II and III Year
27	Wed	IYWD - 53
28	Thu	IYWD - 54
29	Fri	Ayudha Puja
30	Sat	Vijaya Dashami

WD - Working Day - 16 / IYWD - First Year Working Day - 20

## OCTOBER - 2017

Date	Day	
1	Sun	Muharram
2	Mon	Gandhi Jayanti
3	Tue	IYWD - 55
4	Wed	IYWD - 56 / Issue of Hall Ticket October 2017 Exams - II - VI Semester
5	Thu	IYWD - 57 / Commencement of October 2017 Practical Exams
6	Fri	IYWD - 58
7	Sat	
8	Sun	
9	Mon	IYWD - 59 / Model Exams - I Semester
10	Tue	IYWD - 60 / Model Exams - I Semester
11	Wed	IYWD - 61 / Model Exams - I Semester
12	Thu	IYWD - 62 / Last Date for Exams Fees -Tatkal - I Semester (Penalty Rs.500) / Model Exams - I Semester
13	Fri	IYWD - 63 / Model Exams - I Semester
14	Sat	
15	Sun	
16	Mon	IYWD - 64
17	Tue	IYWD - 65
18	Wed	Diwali
19	Thu	IYWD - 66 / Model Exams Marks Display
20	Fri	IYWD - 67
21	Sat	
22	Sun	
23	Mon	IYWD - 68
24	Tue	IYWD - 69 / I Year Last Working Day Commencement of October 2017 Theory Exams
25	Wed	I Sem Internal Marks Display
26	Thu	No Due Claims - I Year
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

IYWD - First Year Working Day - 15

<b>NOVEMBER - 2017</b>		
Date	Day	
1	Wed	All Saints Day
2	Thu	All Souls Day
3	Fri	Issue of Hall Ticket for Nov 2017 - I Semester Exams
4	Sat	Commencement of Winter Vacation
5	Sun	
6	Mon	
7	Tue	Commencement of Nov 2017 - I Semester Exams
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	Commencement of Central Valuation
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

<b>DECEMBER - 2017</b>		
Date	Day	
1	Fri	Milad-un-Nabi
2	Sat	
3	Sun	
4	Mon	
5	Tue	Community Day / Rector's Day
6	Wed	WD - 1 / Reopening after Winter Vacation
7	Thu	WD - 2 Industrial Exposure Log Book Submission
8	Fri	WD - 3 / Final Year Project Zero Review
9	Sat	WD - 4
10	Sun	
11	Mon	WD - 5
12	Tue	WD - 6
13	Wed	WD - 7
14	Thu	WD - 8
15	Fri	WD - 9 / Industrial Exposure Report Submission
16	Sat	WD - 10/ Seminar on Self Defense
17	Sun	
18	Mon	WD - 11
19	Tue	WD - 12
20	Wed	WD - 13
21	Thu	WD - 14
22	Fri	WD - 15 / Christmas Celebrations at SIGA
23	Sat	
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	Publication of Oct/Nov 2017 Exams Results
28	Thu	
29	Fri	
30	Sat	
31	Sun	

## JANUARY - 2018

Date	Day	
1	Mon	New Year's Day
2	Tue	
3	Wed	WD - 16 / Reopening After Christmas
4	Thu	WD - 17
5	Fri	WD - 18
6	Sat	WD - 19
7	Sun	
8	Mon	WD - 20 / Unit Test - 1
9	Tue	WD - 21 / Unit Test - 1
10	Wed	WD - 22 / Unit Test - 1
11	Thu	WD - 23 / Unit Test - 1
12	Fri	WD - 24 / Submisison of First Assignment
13	Sat	Cultural Fest
14	Sun	Pongal
15	Mon	Thiruvalluvar Day
16	Tue	Uzhavar Tirunal
17	Wed	WD - 25
18	Thu	WD - 26
19	Fri	WD - 27 / Final Year Project - First Review
20	Sat	WD - 28
21	Sun	
22	Mon	WD - 29 / CIA - 1
23	Tue	WD - 30 / CIA - 1
24	Wed	WD - 31 / CIA - 1
25	Thu	WD - 32 / CIA - 1
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	WD - 33
30	Tue	WD - 34
31	Wed	Don Bosco Feast - Founders Day

<b>FEBRUARY - 2018</b>		
Date	Day	
1	Thu	WD - 35
2	Fri	WD - 36 / Last date for Apr 2018 Exams Fee without Fine
3	Sat	WD - 37 / Seminar on Education to love
4	Sun	
5	Mon	WD - 38 / 1 CIA Marks Display
6	Tue	WD - 39 / Unit Test 2
7	Wed	WD - 40 / Unit Test 2
8	Thu	WD - 41 / Unit Test 2
9	Fri	WD - 42 / Unit Test 2
10	Sat	
11	Sun	
12	Mon	WD - 43
13	Tue	WD - 44
14	Wed	WD - 45 / The Language Perfect Championship Competition / Last date for Apr 2018 Exams Fee with Fine
15	Thu	WD - 46 / Submission of Second Assignment
16	Fri	WD - 47 / Final Year Project - Second Review
17	Sat	
18	Sun	
19	Mon	WD - 48 / CIA - 2
20	Tue	WD - 49 / CIA - 2
21	Wed	WD - 50 / CIA - 2
22	Thu	WD - 51 / CIA - 2
23	Fri	WD - 52
24	Sat	
25	Sun	
26	Mon	WD - 53 / 2 CIA Marks Display
27	Tue	WD - 54
28	Wed	WD - 55

<b>MARCH - 2018</b>		
Date	Day	
1	Thu	WD - 56
2	Fri	WD - 57
3	Sat	WD - 58
4	Sun	66 <sup>th</sup> College and Parents Day
5	Mon	WD - 59
6	Tue	WD - 60
7	Wed	WD - 61
8	Thu	WD - 62
9	Fri	WD - 63 / Final Year Project - Final Review Last Date for Exams Fees -Tatkal (Penalty Rs.500)
10	Sat	WD - 64
11	Sun	
12	Mon	WD - 65 / Model Exams
13	Tue	WD - 66 / Model Exams
14	Wed	WD - 67 / Model Exams
15	Thu	WD - 68 / Model Exams
16	Fri	WD - 69 / Model Exams
17	Sat	
18	Sun	
19	Mon	
20	Tue	Model Exams Marks Display
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Issue of Hall Ticket for April 2018 Exams
27	Tue	Commencement of April 2018 Practical Exams
28	Wed	
29	Thu	Mahavir Jayanthi
30	Fri	Good Friday
31	Sat	

## APRIL - 2018

Date	Day	
1	Sun	Easter Sunday
2	Mon	
3	Tue	Commencement of April 2018 Theory Exams
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Tamil New Year / Dr. Ambedkar Jayanthi
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	



Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
Identify Boards and Paper	* Types of Board and Their Properties * GSM * Shades * Bursting strength * Tearing strength * Folding and Creasing * Grain Direction				
Identify Inks	* Pigments * Types of Inks * Resines * Solvents * Additives				
Identify Chemicals	* Fountain * Dupont * Gum * Lubricant				
Safety Precaution In Stores	* Handling materials * Fire Safety				
MRF	* Materials supply				
Quotations	* How to get quotations from companies				
Place Order for Materials	* Maintain the list of companies (where we buy the materials)				
Stock List Maintain	* Maintain the in and out of the materials				
FIFO	* Flash Card				
Inventory	* Stock maintenance				
Handling fork Lift & Trolley					
5 S	* Sort, Set in order, Shine, Sustain, Standardize				

Mode of Examination: Oral / Written / Assignment / Project

1 POOR 2 AVERAGE 3 GOOD 4 EXCELLENT 5 DISTINCTION  
0–29 30–49 50–69 70–85 86–100

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
Introduction of Printing Process	History, Principle				
Process of Plate Making	Types of plate, CTP work flow				
Basic Printing Machine Design	Stack, in-line, CIC, Blanket to blanket				
Feeder Setting	Sheet loading, Adjustment of feeder, Double Sheet detector, Front lay, Side lay adjustment				
Printing Pressure	Adjustment of Printing Couple				
Plate Mounting	Bars, Cleaning,				
Blanket Mounting	Cleaning, Care, Preparation				
Inking Units	Ink roller setting, Ink oscillator stroke Ink distributor timing				
Damping Roller	Conventional, Non conventional				
Dryers	Heat, Radiation				
Make Ready Process	Pre-make ready, Make ready				
Chemicals in Off-Set Printing	Fountain Solution Alcohol, Dupont				
Trouble Shooting & Remedy	Problems				
Press Maintenance	Daily, weekly, monthly				
Safety Precaution					
Web- Off-Set					
Dancer Rollers					
Folding	Jaw, chopper, Ribbon				
Mail Room Operation					

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

LEVEL: 1

DOMAIN: Screen Printing

Curriculum Check List		Self Assessment By Student		Trainer Assessment			
		Training Undertaken		Evaluation			
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5		
Screen Printing Frames	Wood Metal						
Stencil Preparation	Direct Method Indirect Method Capillary Film						
Squeegees	Type, Technique, Selection						
Textile Type	Natural, Synthetic Single filaments, Multi- filaments						
Screen Printing Inks	Properties Dryers						

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

LEVEL: 1  
DOMAIN: Packaging

Curriculum Check List		Self Assessment By Student		Trainer Assessment					
		Training Undertaken		Evaluation					
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5					
Introduction of Packaging	History Importance								
Identifying the Tools	Naming the tools, using of it								
Packaging Materials Wood	Application Types Physical Properties Mechanical Properties								
Plastic	Application Types Physical Properties Mechanical Properties								
Textile and Glass	Application Types Physical Properties Mechanical Properties								
Metals	Application Types Physical Properties Mechanical Properties								
Paper and Boards	Application Types Physical Properties Mechanical Properties								
Corrugated Boards	Application Types Physical Properties Mechanical Properties								
Space Fillers	Types								
Labelling	Type of label, Label Achieve characteristics, Properties								
Collapsible Tube	Closure Sealing.								
Style of Cartons	Different types of styles								
Surface Coating	Varnishing Lamination Spot and full								

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
About Type Setting	Designing				
Pages	Types of Margins Columns Parts of pages				
Books	Parts of Books Types of Books				
About Pagination	Need of pagination Rules of Pagination				
New Document Creation	Layout				
Import Files					
Page Alignment					
Table Creation	Tab, Cells				
Text Alignment	Number list, Bullet list				
Placing the Figure	Text wrap				
Style Creation	Paragraph style Nested style Character styles				
Template Creation					
Master Page Creation					
Colour Profile	Basic colour profile				
Create Advertising					
Create Cover Page					
Proof Reading (marks) Importance	Importance of Proof readings				
Fonts	Selection of fonts Serif, San serif Leading, Tracking Kerning				
Images Printing Types	Overprint Knockouts				
File Formats	Loss less, Lossy				

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
Introduction About Graphics					
Introduction About Design					
Types of Graphics					
File Format					
Vector Vs Bitmap					
Resolution DPI Document Size					
Photoshop					
Introduction About Image Editing					
Work Space					
Tool Box	Selection Navigation Enhancements tool Retouching				
Layer Palate					
Image Adjustment & Color Correction					
Save Save As Import Export Save For Web					

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

LEVEL: 1  
DOMAIN: Print Finishing

Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
Folding	Types of Folding				
Gathering					
Section					
Binders Marks					
End Paper					
Folding	Knife, Buckle, Combination				
Wire stitching					
Saddle Pinning					
Perfect Binding					
Cutting Machine					
Sewing	2(on) Sewing , Library Sewing , Flexible Sewing , Saw in sewing , Over cast Sewing				
Styles of Binding	Quarter , Half , Full bound				
Case Making					
Edge Decoration					

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal

Curriculum Check List		Self Assessment By Student		Trainer Assessment	
		Training Undertaken		Evaluation	
Concept	Key words/ Tools	KN	Skill	Theory 1 2 3 4 5	Practical 1 2 3 4 5
Film Assembly	Negative Process Positive Process Types of films				
Imposition					
Plates	Types of plates Chemicals Used In Plates				
CTP	Types Work flow				
Quality Control	Star Target Dot Gain Scale Color Control Bars Color Casting Capsule				

Mode of Examination: Oral / Written / Assignment / Project

Date of examination :

Internal examiner :

Academic Coordinator :

Principal