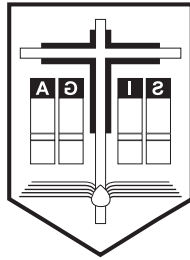


SIGA POLYTECHNIC COLLEGE

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



To Foster
Virtue
Knowledge
and Art

CALENDAR 2016 - 2017

Name

Year

ID. NoReg.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.

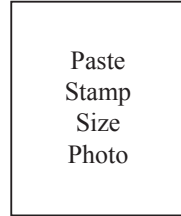
Tel : 044-42859372 / 26411588 / 26424204

Fax : 044 - 42859371

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. Harris Pakkam, SDB. B.Ph., B.Th. M.A.(Comm)
Rector / Secretary / Manager / Alumni Delegate

Br. Julian Santi, SDB
Patron / Manager Emeritus

Fr. Stalin Dhanaraj SDB. M.Ph., JCL, B.A.
Vice Rector / Administrator / Warden

Fr. Charles Gaspar, SDB, B.Ph., B.Th., DPT.
Principal / Dean - Hostel

Fr. Arul Antony Rozario, SDB. B.Ph., B.Th., DPT., B.Sc.
Vice Principal / Dean of Studies / Director - DBYC

Academic Faculties

Fr. Charles Gaspar, SDB, B.Ph., B.Th., DPT.
Principal

Fr. Arul Antony Rozario, SDB. B.Ph., B.Th., DPT., B.Sc.
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 /
CIICP Manager***

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.

Name	Designation	Department
Mr. V. John Fredrick	HoD	Chemistry
Mr. C. Vinoth	Lecturer	Physics
Mr. D. Ravi Kumar	Lecturer	Mathematics
Mr. P. Joy Louis	Lecturer	English

Printing Technology

Fr. Charles Gaspar,	Principal	Printing
Fr. Arul Rozario	V. Principal	Printing
Mr. Ignatius Adaikalaraj	HoD	Printing
Mr. I. Sagayaraj Jerald	Instructor	Printing
Mr. A. Vimal Raj	Instructor	Printing
Mr. A. Baskar	Instructor	Printing
Mr. Patric Sofia	Lecturer	Comp. Science

Non - Teaching Staff

Name	Designation	Department
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. Selvakumar

Animators

Prayer Club	- Mr. Ignatius
Media Club	- Mr. Vimal Raj
Volunteers Club	- Mr. Baskar
Social Services	- Mr. C.Vinoth
Entrepreneurs Club	- Mr. V. John Fredrick
Eco Club	- Mr. Joy Louis

EPCC

Fr. Charles Gaspar - Salesian Representative

Mr. V. John Fredrick - Teaching Staff Representative

Mr. Daniel Nirmal Raj - Industry Representative

Mr. A. Prakasam - Alumni Representative

Mr. Merlin Livingston X- Student Representative - Formal

Mr. Ajith Kumar - Student Representative - Non-Formal

Student Welfare Council

Formal Course Representatives

- First Year
- Muthaiah M R
 - Akesh Raj
- Second Year
- Silvester
 - George Arputharaj
- Third Year
- Merlin Livingston
 - Alfred Ibrabone

Non-Formal Course Representatives

- First Year
- Xavier Jackson
 - S. Sarath Kumar
- Second Year
- R. Ajith
 - Stephen Raj

Hands-on-Training

Name	Designation	Department
Mr. A. James	Prod. Head	SIGA Press
Mr. A. Antony Samy	Incharge	Front Office
Mr. Julian Anand	Designer	Pre Press
Mr. Lourdu Anand	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. Harris Pakkam, SDB (**Secretary**)

Fr. Charles Gaspar, SDB (**Principal**)

Fr. Arul Antony Rozario, SDB (**Dean of Studies**)

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

Mr. Merlin Livingston *Student Welfare President (Student Representative)*

Mr. Albert. *Non-teaching Representative*

Counselling Committee

Fr. Harris Pakkam, SDB
Rector / Secretary

Fr. Stalin Dhanaraj, SDB
Vice Rector / Administrator / Warden

Fr. P.P. George, SDB
Counsellor

Fr. John Joseph, SDB
Counsellor

Br. Julian Santi, SDB
Patron / Manager Emeritus

Fr. Charles Gaspar, SDB
Principal

Fr. Arul Antony Rozario, SDB
Vice Principal / Dean of Studies

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. James Bernard, 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.
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23.	23.	23.
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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.
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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			
	CIA 1	Staff Initial	CIA 2	Staff Initial	CIA 1	Staff Initial	CIA 2	Staff Initial
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	CIA				Assignment						
	1	ST	2	ST	1	ST	2	ST	3	ST	
<i>Semester 3</i>											
Image Processing											
Printing Process											
Visual Design & DPT											
TOTAL											
Attendance											
Parent's Signature											
Verified Signature											
<i>Semester 4</i>											
Offset Printing Tech.											
Flexo Gravure and Screen Printing											
Print Finishing											
Printing Materials											
Total											
Attendance											
Parent's Signature											
Verified Signature											

ST - Staff Initials

THIRD YEAR MARK SHEET

Name: _____

Subjects	CIA				Assignment						
	1	ST	2	ST	1	ST	2	ST	3	ST	
Semester 5											
DIGITAL PRE PRESS											
Adv. Printing Technologies											
Packaging Technology											
E Publishing											
TOTAL											
Attendance											
Parent's Signature											
Verified Signature											
Semester 6											
Total Quality Management											
Printing Press management											
Printing Machinery Maintenance											
Total											
Attendance											
Parent's Signature											
Verified Signature											

ST - Staff Initials

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 - 2016

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

JULY - 2016

Date	Days	
1	Fri	Last Date for payment of Tuition Fee without fine
2	Sat	Inaguration of Academic Year Mass of Holy Spirit
3	Sun	
4	Mon	Last Date for payment of Tuition Fee with fine I - CIA - GDC II and III Year
5	Tue	I - CIA - GDC II and III Year
6	Wed	Ramzan
7	Thu	I - CIA - GDC III Year
8	Fri	I - CIA - GDC III Year
9	Sat	Seminar / Press Visit / Communication English
10	Sun	
11	Mon	Last Date for payment of Tuition Fee with fine
12	Tue	
13	Wed	
14	Thu	Inaguration of Clubs and Movements
15	Fri	
16	Sat	Seminar / Press Visit / Communication English
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Seminar / Press Visit / Communication English
24	Sun	
25	Mon	
26	Tue	Staff Animation
27	Wed	
28	Thu	
29	Fri	
30	Sat	Marian Month Begins
31	Sun	

AUGUST - 2016

Date	Days	
1	Mon	Second Assignment Submission
2	Tue	
3	Wed	
4	Thu	
5	Fri	First Friday - Holy Mass
6	Sat	Seminar / Press Visit / Communication English
7	Sun	
8	Mon	II - CIA - GDC I, II and III Year
9	Tue	II - CIA - GDC I, II and III Year
10	Wed	II - CIA - GDC I, II and III Year Last date for payment of Exam Fee without fine for October 2016 Exam
11	Thu	II - CIA - GDC I, II and III Year
12	Fri	II - CIA - GDC I, II and III Year
13	Sat	Seminar / Press Visit / Communication English
14	Sun	
15	Mon	Independence Day/Assumption/SIGAPPU DAY
16	Tue	
17	Wed	Last date for payment of Exam Fee with fine of Rs. 100/- for October 2016 Exam
18	Thu	
19	Fri	
20	Sat	Seminar / Press Visit / Communication English
21	Sun	
22	Mon	
23	Tue	
24	Wed	Comm. MHoC
25	Thu	Krishna Jayanthi
26	Fri	Inter College Technical Symposium
27	Sat	Seminar / Press Visit / Communication English
28	Sun	
29	Mon	
30	Tue	Third Assignment Submission
31	Wed	Comm. of Don Bosco

SEPTEMBER - 2016

Date	Days	
1	Thu	
2	Fri	First Friday - Holy Mass
3	Sat	
4	Sun	
5	Mon	Vinayaka Chaturthi
6	Tue	
7	Wed	Model Exam for GDC II and III Year
8	Thu	Model Exam for GDC II and III Year
9	Fri	64 th Convocation
10	Sat	Model Exam for GDC II and III Year
11	Sun	
12	Mon	Model Exam for GDC II and III Year
13	Tue	Bakrid
14	Wed	III- CIA - GDC I Year; Last date for submission of Tatkal Application for October 2016 Exam
15	Thu	III- CIA - GDC I Year
16	Fri	III- CIA - GDC I Year Last working day for the III Semester
17	Sat	III- CIA - GDC I Year
18	Sun	
19	Mon	CIA for SDC
20	Tue	CIA for SDC
21	Wed	CIA for SDC
22	Thu	CIA for SDC
23	Fri	Last working day for the V Semester
24	Sat	Comm.of.MHOC
25	Sun	
26	Mon	Animation for Staff
27	Tue	Last day to get clearance II and III Year
28	Wed	
29	Thu	
30	Fri	Comm. of Don Bosco / Issue of Hall Ticket

OCTOBER - 2016		
Date	Day	
1	Sat	
2	Sun	Gandhi Jayanthi
3	Mon	Commencement of October 2016 Exams for II sem to Final semester - Practical
4	Tue	Model Exam for I Sem
5	Wed	Model Exam for I Sem
6	Thu	Model Exam for I Sem
7	Fri	Model Exam for I Sem/ First Friday - Holy Mass
8	Sat	
9	Sun	
10	Mon	Ayudha Pooja
11	Tue	Vijaya Dashami
12	Wed	Muharam
13	Thu	
14	Fri	Last working day for the I Year
15	Sat	
16	Sun	
17	Mon	Last day to get clearance I Year
18	Tue	Commencement of October 2016 Exams for II sem to Final semester - Theory
19	Wed	
20	Thu	
21	Fri	Issue of Hall Ticket for November 2016 I Sem Exams
22	Sat	
23	Sun	
24	Mon	Comm. of MHOc
25	Tue	Commencement of November 2016 Exam for I Semester
26	Wed	
27	Thu	
28	Fri	
29	Sat	Deepavali
30	Sun	
31	Mon	Comm. of Don Bosco

NOVEMBER - 2016		
Date	Day	
1	Tue	Industrial Exposure begins for II and III year
2	Wed	All Souls Day
3	Thu	
4	Fri	First Friday - Holy Mass
5	Sat	
6	Sun	
7	Mon	SDC Semester Exam I and II Year
8	Tue	SDC Semester Exam I and II Year
9	Wed	SDC Semester Exam I and II Year
10	Thu	SDC Semester Exam I and II Year
11	Fri	
12	Sat	
13	Sun	
14	Mon	Commencement of Winter Camp
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	Commencement of Central Valuation
22	Tue	
23	Wed	
24	Thu	Comm. of MHoC
25	Fri	
26	Sat	
27	Sun	
28	Mon	Re-Opening of Institution after Winter Vacation
29	Tue	
30	Wed	Industrial Exposure Ends for II and III year Comm. of Don Bosco

DECEMBER - 2016		
Date	Day	
1	Thu	Annual Retreat for Students
2	Fri	Annual Retreat for Students
3	Sat	Annual Retreat for Students
4	Sun	
5	Mon	
6	Tue	Final Year Project - Zero Review Annual Retreat for Students
7	Wed	Annual Retreat for Students
8	Thu	Annual Retreat for Staff
9	Fri	
10	Sat	
11	Sun	
12	Mon	Milad-un-Nabi
13	Tue	UNIT TEST - 1 - GDC
14	Wed	UNIT TEST - 1 - GDC
15	Thu	UNIT TEST - 1 - GDC
16	Fri	UNIT TEST - 1 - GDC
17	Sat	
18	Sun	
19	Mon	First Assignment Submission
20	Tue	
21	Wed	Publication of results of October 2016 Exams
22	Thu	Christmas Celebrations @ SIGA
23	Fri	
24	Sat	Comm. of MHoC
25	Sun	Christmas
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	Comm. of Don Bosco

JANUARY - 2017		
Date	Day	
1	Sun	New Year's Day
2	Mon	
3	Tue	Reopening after Christmas
4	Wed	DB Month Begins
5	Thu	
6	Fri	First Friday - Holy Mass
7	Sat	Seminar / Press Visit / Communication English
8	Sun	
9	Mon	Final Year Project - First Review
10	Tue	I CIA TEST (II, IV, VI Semester)
11	Wed	I CIA TEST (II, IV, VI Semester)
12	Thu	I CIA TEST (II, IV, VI Semester)
13	Fri	I CIA TEST (II, IV, VI Semester)
14	Sat	Pongal
15	Sun	Thiruvalluvar Day
16	Mon	Uzhavar Thirunal
17	Tue	
18	Wed	
19	Thu	
20	Fri	Annual Sports Day
21	Sat	
22	Sun	
23	Mon	
24	Tue	Comm. of MHoC
25	Wed	
26	Thu	Republic Day
27	Fri	
28	Sat	Seminar / Press Visit / Communication English
29	Sun	
30	Mon	Don Bosco - Founders Day Celebrations
31	Tue	Feast of Don Bosco

FEBRUARY - 2017		
Date	Day	
1	Wed	Campus Interview Begins
2	Thu	
3	Fri	First Friday - Holy Mass
4	Sat	Seminar / Press Visit / Communication English
5	Sun	
6	Mon	Last date for payment of Exam Fee without fine for April 2017 Exam
7	Tue	Final Year Project - Second Review
8	Wed	
9	Thu	
10	Fri	Second Assignment Submission
11	Sat	Seminar / Press Visit / Communication English
12	Sun	
13	Mon	Last date for payment of Exam Fee with fine of Rs.100/- for April 2017 Exam
14	Tue	II CIA TEST (II, IV, VI Semester)
15	Wed	II CIA TEST (II, IV, VI Semester)
16	Thu	II CIA TEST (II, IV, VI Semester)
17	Fri	II CIA TEST (II, IV, VI Semester)
18	Sat	Seminar / Press Visit / Communication English
19	Sun	
20	Mon	
21	Tue	CIA for SDC
22	Wed	CIA for SDC
23	Thu	CIA for SDC
24	Fri	Comm. of MHoC / Staff Meeting
25	Sat	Seminar / Press Visit / Communication English
26	Sun	
27	Mon	Final Year Project - Final Review
28	Tue	Third Assignment Submission/Comm. of Don Bosco

MARCH - 2017		
Date	Day	
1	Wed	Ash Wednesday – Season of LENT begins
2	Thu	
3	Fri	First Friday - Holy Mass
4	Sat	
5	Sun	65 th College and Parents Day
6	Mon	
7	Tue	
8	Wed	Final Year Project - Internal Viva-voce
9	Thu	Last date for submission of tatkal Application for April 2017 Exam
10	Fri	Last working day for the II and IV Semesters
11	Sat	
12	Sun	
13	Mon	Model Exam - Theory (II, IV & VI Semester)
14	Tue	Model Exam - Theory (II, IV & VI Semester)
15	Wed	Model Exam - Theory (II, IV & VI Semester)
16	Thu	Model Exam - Theory (II, IV & VI Semester)
17	Fri	Last working day for VI Semester
18	Sat	
19	Sun	
20	Mon	Last day to get Clearance
21	Tue	
22	Wed	
23	Thu	
24	Fri	Comm. Of MHoC / Issue of Hall Ticket
25	Sat	
26	Sun	
27	Mon	Commencement of April 2017 Exams - Practical
28	Tue	
29	Wed	
30	Thu	
31	Fri	Comm. of Don Bosco

APRIL - 2017		
Date	Day	
1	Sat	ISSUE OF APPLICATION FOR ADMISSION 2017-2018
2	Sun	
3	Mon	
4	Tue	Commencement of April 2017 Exams - Theory
5	Wed	
6	Thu	
7	Fri	First Friday - Holy Mass
8	Sat	
9	Sun	Palm Sunday / Mahavir Jayanthi
10	Mon	
11	Tue	
12	Wed	
13	Thu	Maundy Thursday
14	Fri	Good Friday / Tamil New Year
15	Sat	
16	Sun	Easter Sunday
17	Mon	
18	Tue	SDC IV Semester Exams
19	Wed	SDC IV Semester Exams
20	Thu	SDC IV Semester Exams
21	Fri	SDC IV Semester Exams
22	Sat	
23	Sun	
24	Mon	Comm. of MHoC
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

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

