



# **DON BOSCO COLLEGE**

Tura, Meghalaya

## **PROSPECTUS 2022**

### **Degree Courses**



**B.A. (Bachelor of Arts)**  
**B.Sc. (Bachelor of Science)**  
**B.Com (Bachelor of Commerce)**









## I. DON BOSCO

The College is named after St John Bosco, popularly known as Don Bosco, the founder of the religious and educational order 'Salesians of Don Bosco.' Don Bosco was born in 1815, in a poor family near Turin, Italy. By dint of hard work and heroic sacrifices he became a priest in 1841. He dedicated himself to the service of poor youth, offering them food, shelter and education. He opened for them schools, technical schools, youth hostels and oratories. He founded a society of collaborators and extended his work all over Europe and eventually to all continents. Don Bosco died on 31 January 1888 and was declared a saint on 1 April 1934.

Don Bosco based his system of education on the three pillars of Reason, Religion and Loving Kindness. He looked after the youth as a caring father, and dedicated himself totally to their welfare. He visualized education in the context of the needs of the community. Vocational guidance, training and job placement were integral to his educational system.

## II. DON BOSCO SOCIETY

Don Bosco Society, also known as 'The Salesians of Don Bosco' is a Religious Order of the Catholic Church. The Society has over 16,000 members working in 136 countries. Through a global network of educational and social service organizations which include 15 universities, 58 institutes of higher education and thousands of schools and social development centres, it cares for the less privileged and marginalized sections of society. Don Bosco institutions currently cater to over fifteen million young people across the world. Because of its outreach and expertise in the field of education, the Society enjoys consultancy status at the United Nations (UN) and has a permanent office in the UN headquarters in New York.

## III. DON BOSCO SOCIETY IN INDIA

In India, the Salesians of Don Bosco began their operations in 1906. From a humble beginning with a trade school and hostel for poor children at Thanjavoor, Tamil Nadu, the Society today has over 2500 members. Its services are offered through a university, 31 colleges, over 100 technical schools, and a large network of high schools and scores of non-formal, vocational, technical and agricultural training centres, spread across the country, covering a vast spectrum of social development. The society also runs literacy centres, homes for street children and rehabilitation and relief centres.



## IV DON BOSCO COLLEGE, TURA

Don Bosco College, Tura, is an educational institution of the Catholic Church, belonging to the global Don Bosco Society and managed by the Salesians of Don Bosco, North East India, with headquarters in Guwahati, Assam. The Salesian Provincial Superior is the President of the Governing Body of the College. The College was established in 1987 with the intention of bringing higher education within the reach of the people of Garo Hills.

The College has distinguished itself as one of the premier institutions of higher education in Meghalaya. Today with over a hundred teaching and non-teaching staff, the College caters to about 2500 students.

## V VISION

Inspired by the noble teachings of Lord Jesus Christ who said, I am the Way, the Truth and the Life (Jn 14:6), and guided by the moral and educational philosophy of St John Bosco, Don Bosco College has the avowed aim of bringing holistic, quality education within the reach of all. The College educates young pupils in the Don Bosco way to become honest and upright citizens, wholesome, socially responsible and committed persons. It faithfully carries forward the legacy bequeathed by Don Bosco, based on Reason, Religion and Loving Kindness.

## VI MISSION

The College aims to provide an education that is participatory in nature, intellectually competent, multi-skill oriented, value-based and socially committed, for the development of persons and enrichment of society. It endeavours to offer an education which values and nurtures the religious, spiritual, intellectual, moral, aesthetic, social and physical development of each student. It strives to facilitate the building of student-student and teacher-student rapport as an appropriate, even vital relationship, to empower our young to develop a sense of purpose and respect for self, others and the environment.

### COAT OF ARMS

The Coat of Arms of the College contains the motto of the College, "In Pursuit of Excellence" and three distinct components- sun, eagle and mountains. The radiant sun is the source and giver of light, energy, inspiration and divine guidance. The soaring eagle is the seeker that looks for all that is good, noble and uplifting in the world of knowledge, skills and values. The green mountains and valleys represent the process whereby the seeker ascends, descends and strives until he/she arrives at the top. True to its motto, the College strives to be passionate about excellence in every sphere of academic, professional and social activities.







## Certifications

Don Bosco College is a Registered Society under the Societies Registration Act of 1860. It is permanently affiliated to North Eastern Hill University (NEHU) for Degree Courses in Arts, Science and Commerce. The College is recognized by UGC under 2(f) and 12-B. It has been awarded 'B' Grade by the National Assessment and Accreditation Council (NAAC) in 2011.

## VIII.ADMISSION PROCESS

### Morning Shift

The college has a morning shift for Degree courses in Arts. Interested candidates can apply for Admission. Morning Shift classes starts at 6.30 a.m. from Monday to Saturday.

**Eligibility:** Students with an aggregate of 40% and above may apply for admission for Morning Shift.

- The morning shift is intended to assist those students who are working during the day and have the desire to do their studies. Such students are encouraged to apply for the Morning Shift.

### Issue of Application Forms

The admission process for the Bachelors' Degree Courses commences after the declaration of the results of the HSSLC Examinations (Arts, Commerce, Science) of the Meghalaya Board. The forms are available at the College office on payment of Rs. 500/- or may be downloaded from the College website [www.donboscocollege.ac.in](http://www.donboscocollege.ac.in) and send, duly filled forms, to the College office. The students can also fill up the application form online and submit it online using the college website.

**Eligibility:** Students with an aggregate of 45% and above may apply for admissions. The eligibility norms are outlined in the following programme structure for graduate courses in each stream.

- Students scoring 60% aggregate Marks in any stream in Class XII and having gone through the Central Universities Entrance Test (CUET) will be given priority in admission.

### Documents to be Attached

**Mandatory:** The attested copies of the following documents are to be submitted along with the Application Form:

- All mark sheets obtained from Class X onwards
- Admit Cards obtained at Class X, showing age
- Character Certificate from the institution last attended (not required for students from DBCHS Section)
- ST/SC/BC Certificate, if applicable





- Baptism Certificate for Catholic Students
- Blood Group Certificate
- Foreign National Students must submit citizenship ID Card.
- CUET Certificate

**Optional:** Attested copies of certificates to support proficiency in fields such as: (a) Sports (b) Debate/ Quiz/Essay (c) Dramatics/Music (d) NCC/NSS (e) Scouts/Guides/Rovers.

## Online Registration for 2022-2023

### Instruction for Online Registration

#### Registration

- Click Online Admission Register on [www.donboscocollege.ac.in](http://www.donboscocollege.ac.in)
- Register by clicking on the Apply Now button, and fill in appropriate information.
- Authenticate the details and Sign In to the online admission portal.
- Select appropriate Programme or any other, as per your preferences through the "Apply Programme" option. Applicants have a choice to select the required program.
- By referring each section fill relevant information such as Personal Information (Name as of Class X, Select Programme, Date of Birth, Gender, E-mail and Mobile No. for communication from the College)

**Note:** Please ensure that all information provided are correct and accurate.

#### Upload your Photo

- Register and make the Payment.
- You will receive the Login ID and Password in your registered e-mail and Mobile.
- Use these details to login to the application portal and fill in all the relevant information.

#### Applicant Login

- Use your Login ID and Password to LOGIN to the Online Admission page. Detail used for Registration will remain the same (Name as of Class X, Select Programme, Date of Birth, Gender, E-mail and Mobile No.)
- The entire Form is divided into sections for ease of the Applicant (Personal Information, Parents Information, Education Qualification, other Information)
- The Applicant has to provide correct information that is needed in applying for the programme. While filling in the Online Form, kindly ensure that you have entered relevant data in \*fields marked mandatory.
- Applicants can login multiple times and resume from where he/she has left off.
- When the Application is fully furnished with all the details required, the applicant should submit the application by selecting Submit option.
- **CHANGES CAN BE MADE** even after submitting the application form till the last date of submission of the Application.





- Applicants are requested to note down their Application Numbers and Name of the programme for future reference.
- On successful submission of the Application Form the applicant will get a Registered successfully notification in their registered e-mail and mobile number.
- The furnished application is downloadable. You will also receive the Application Form in your registered e-mail ID.
- To complete the Admission process, the selected students will have to pay the **ADMISSION FEE** through online payment. Fee payment link will be provided through SMS.
- Applicants who do not get Direct Admission will be called for entrance test/interview.
- All candidates applying for admission will have to **UNDERGO A COMPULSORY COUNSELLING** conducted by the COLLEGE.
- Information will be given to the candidate through registered e-mail ID and mobile number.

#### Cautionary Directions on Online Admission:

- The College will not be held responsible for any consequences arising due to the furnishing of incorrect/incomplete details or failure to provide the required details.
- Submitting the application does not guarantee a seat in the college.

- All correspondence from the College including Entrance Test, if any, shall be sent only to the registered e-mail address and mobile number provided by the Applicant in the online Application Form.
- Applications which do not meet the eligibility criteria given in the prospectus or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notification available on the website of the College.
- Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application.
- Applicants applying for more than one programme of study must apply separately and pay fees separately.

#### Submission of Forms

Forms are to be submitted either Online or Hard copy on or before the notified date. Incomplete forms will be rejected. Applicants are to ensure that the acknowledgment card is endorsed by the College office, to certify that the form has been submitted.

#### Entrance Tests/Interview

The schedules of Entrance Tests/ Interview (if required) will be displayed on the College notice-board, website or SMS. The originals of all documents are to be produced for verification at the time of interview. (Those students who are directly admitted also need to meet their respective Honours Teachers for verification of their credentials). Ensure your Test/Interview card is endorsed by the Interview Board, certifying your having appeared in the interview.

#### Admission

- Admitted candidates will have their Form Numbers displayed on the notice board and website.
- Fees must be paid within the due date, failing which the admission shall stand cancelled.
- Rank holders in the qualifying examinations shall be given priority in admission.



- Outstanding sports persons who have been recognised at the State/National level will be accorded consideration.
- A few seats are reserved for differently-abled persons, minimum criteria, however, will be applicable.
- The College follows the existing policy of the State Government for admissions.
- The management reserves the right to grant or deny admission.
- Classes will commence on the notified date and admitted students are expected to report on the opening day.

### COMMON UNIVERSITY ENTRANCE TEST (CUET)

Candidates seeking admission in any STREAM and have cleared the Common University Entrance Test (CUET) will be preferred in the admission process to the college.

Bachelor of Arts (BA)				
GROUP	HONOURS	ELECTIVE 1	ELECTIVE 2	COMPULSORY
				English in 4 <sup>th</sup> and 5 <sup>th</sup> Semester Alt. Eng/MIL in 4 <sup>th</sup> Semester Env. Studies in 6 <sup>th</sup> Semester
1	ENG	EDU	PHI	”
2	ENG	HIS	SOC	”
3	ENG	HIS	PHI	”
4	ENG	HIS	EDU	”
5	ENG	SOC	EDU	”
6	GAR	SOC	EDU	”
7	GAR	HIS	POL	”
8	GAR	HIS	SOC	”
9	GAR	HIS	EDU	”
10	GAR	SOC	POL	”
11	GAR	POL	EDU	”
12	ECO	HIS	POL	”
13	ECO	SOC	POL	”
14	ECO	HIS	SOC	”
15	EDU	HIS	POL	”





16	EDU	HIS	SOC	”
17	EDU	HIS	GAR	”
18	EDU	SOC	POL	
19	EDU	SOC	GAR	”
20	EDU	POL	GAR	”
21	GEO	ECO	SOC	”
22	GEO	ECO	PHI	”
23	GEO	ECO	POL	”
24	GEO	SOC	POL	”
25	GEO	PHI	POL	”
26	HIS	ECO	POL	”
27	HIS	ECO	SOC	”
28	HIS	ECO	EDU	”
29	HIS	SOC	POL	”
30	HIS	SOC	EDU	”
31	HIS	POL	EDU	”
32	SOC	HIS	EDU	”
33	SOC	GEO	HIS	”
34	SOC	GEO	GAR	”
35	SOC	HIS	GAR	”
36	SOC	EDU	GAR	”
37	PHI	GAR	POL	”
38	PHI	GAR	HIS	”
39	PHI	GAR	EDU	”
40	PHI	HIS	POL	”
41	PHI	HIS	EDU	”
42	PHI	POL	EDU	”
43	POL	ECO	HIS	”
44	POL	ECO	SOC	”
45	POL	ECO	EDU	”
46	POL	HIS	SOC	”
47	POL	HIS	EDU	”
48	POL	SOC	EDU	”



## Bachelor of Arts (BA) Morning Shift

GROUP	HONOURS	ELECTIVE 1	ELECTIVE 2	COMPULSORY
				English in 4 <sup>th</sup> and 5 <sup>th</sup> Semester Alt. Eng/MIL in 4 <sup>th</sup> Semester Env. Studies in 6 <sup>th</sup> Semester
1	ENG	EDU	PHI	"
2	ENG	HIS	SOC	"
3	ENG	HIS	PHI	"
4	ENG	HIS	EDU	"
5	ENG	SOC	EDU	"
6	GAR	SOC	EDU	"
7	GAR	HIS	POL	"
8	GAR	HIS	SOC	"
9	GAR	HIS	EDU	"
10	GAR	SOC	POL	"
11	GAR	POL	EDU	"
12	ECO	HIS	POL	"
13	ECO	SOC	POL	"
14	ECO	HIS	SOC	"
15	EDU	HIS	POL	"
16	EDU	HIS	SOC	"
17	EDU	HIS	GAR	"
18	EDU	SOC	POL	"
19	EDU	SOC	GAR	"
20	EDU	POL	GAR	"
21	HIS	ECO	POL	"
22	HIS	ECO	SOC	"
23	HIS	ECO	EDU	"
24	HIS	SOC	POL	"
25	HIS	SOC	EDU	"
26	HIS	POL	EDU	"
27	SOC	HIS	EDU	"
28	SOC	HIS	GAR	"
29	SOC	EDU	GAR	"
30	PHI	GAR	POL	"
31	PHI	GAR	HIS	"
32	PHI	GAR	EDU	"
33	PHI	HIS	POL	"
34	PHI	HIS	EDU	"
35	PHI	POL	EDU	"
36	POL	ECO	HIS	"
37	POL	ECO	SOC	"



38	POL	ECO	EDU	”
39	POL	HIS	SOC	”
40	POL	HIS	EDU	”
41	POL	SOC	EDU	”

## Bachelor of Science (BSc)

GROUP	HONOURS	ELECTIVE	COMPULSORY English (5 <sup>th</sup> Semester) Env. Studies (6 <sup>th</sup> Semester)
1	Botany	Zoology, Chemistry	”
2	Chemistry	Botany, Zoology	”
3	Chemistry	Physics, Mathematics	”
4	Mathematics	Physics, Chemistry	”
5	Physics	Mathematics, Chemistry	”
6	Zoology	Botany, Chemistry	”

## Bachelor of Commerce (BCom)

SEM	PAPER	SUBJECT	SEM	PAPER	SUBJECT
1st	BC 101 BC 102 BC 103	Business Environment Principles & Practice of Management FA (Financial Accounting)	4th	BC 401 BC 402 BC 403	From Group A, B, C or D MIL/ Garo/ Alt Eng Financial Management
2nd	BC 201 BC 202 BC 204	Business Economics Financial Mathematics or ITB Indian Financial System	5th	BC 501 BC 502 BC 503	English Cost Accounting From Group A, B, C or D
3rd	BC 301 BC 302 BC 303	Business Statistics Business Law From Group A, B, C or D	6th	BC 601 BC 602 BC 603	From Group A, B, C or D

## Group A or B or C or D

A	ACCOUNTING AND FINANCE	B	MANAGEMENT
BC 303	Corporate Accounting	BC 304	Marketing Management
BC 403	Auditing	BC 404	Human Resource Management
BC 503	Financial Services	BC 504	Service Management
BC 603	Direct Tax Laws and Practice	BC 604	Small Enterprise Management
C	BANKING AND INSURANCE	D	MARKETING
BC 305	Fundamentals of Banking	BC 306	Marketing Management
BC 405	Fundamentals of Insurance	BC 406	Sales and Advertisement
BC 505	Bank Management	BC 506	Rural & Agricultural Marketing
BC 605	Insurance Management	BC 606	Service Management

## DON BOSCO COLLEGE - TURA

### FEE STRUCTURE FOR SEMESTER I & II – 2022 (MORNING & DAY SHIFT)

#### Admission & Session Fees

HEAD	RUPEES
<b>Admission Fee</b>	<b>300</b>
<b>Tests &amp; Examinations</b>	<b>500</b>
<b>Library</b>	<b>600</b>
<b>Computer</b>	<b>300</b>
<b>Co-curricular Activities</b>	<b>350</b>
<b>Maintenance Fees</b>	<b>1500</b>
<b>Development Fee</b>	<b>1500</b>
<b>Magazine/Handbook/Journal/ Calendar</b>	<b>400</b>
<b>Establishment Fee</b>	<b>1500</b>
<b>Identity Card</b>	<b>300</b>
<b>Functions/Socials/Orientation etc.</b>	<b>350</b>
<b>Contingency</b>	<b>400</b>
<b>Total of Admission &amp; Session Fees</b>	<b>8000</b>

#### Monthly Tuition, College & Laboratory Fees

S.N.	COURSE	TUITION FEES	COLLEGE FEES	LAB FEES	LAB EXPENDABLES	TOTAL
1	<b>Bachelor of Arts (Morning Shift)</b>	<b>100</b>	<b>400</b>			<b>500</b>
2	<b>Bachelor of Arts (Day Shift)</b>	<b>100</b>	<b>700</b>			<b>800</b>
3	<b>Bachelor of Arts (with Geography practical)</b>	<b>100</b>	<b>700</b>	<b>150</b>		<b>950</b>
4	<b>Bachelor of Commerce</b>	<b>100</b>	<b>750</b>			<b>850</b>
5	<b>Bachelor of Science (with practicals)</b>	<b>100</b>	<b>700</b>	<b>450</b>	<b>300</b>	<b>1550</b>

- College Fees and tuition fees are to be paid for 12 Months (July to June)
- Students are to pay Fees through SBI Green Channel or Internet Banking.
- All financial transactions such as fee payments, refunds etc. would be done only through bank transaction.
- Fees up to December 2022 must be cleared before 15<sup>th</sup> November 2022.
- Fees up to July 2023 must be cleared before 15<sup>th</sup> June 2023.
- Those who do not clear fees as prescribed above will not be issued Admit Cards for Examinations.
- NEHU Examination Fees (including Enrolment & Registration fee) will be charged extra as prescribed by the University.
- Fees once paid will not be refunded.
- Monthly fees are to be paid by the 10<sup>th</sup> of each month, failing which a fine of Rs. 50/- will be charged for each month of delay.





## IX. GENERAL INFORMATION

The College is affiliated to the North Eastern Hill University for the (NEHU). The duration of the U.G. Courses is three years, divided into six semesters. The College holds its own tests and other methods for internal assessment.

### Identity Cards, College Handbook

Identity cards will be issued to each student. Identity cards are to be worn daily to the College and produced for every type of transaction in the College. A student will use the ID Card to enter and exit the Library and for issuing of Library Books. Each student will be issued a Handbook, which is to be brought to the College daily.

### College Uniform

The students have the uniform and have to wear the uniform daily when they come to the college.

### Attendance

Seventy five percent (75%) attendance is compulsory. Attendance will be taken for each lecture. A student absenting himself/ herself from one or more classes will lose the day's attendance. Students who do not have the required attendance will be debarred from Examinations. Any student who is absent for one month will have his/her name removed from the College. Admission Fees will have to be paid anew if the student is allowed to join back. A student who is consecutively absent for more than three days will have to provide a medical certificate in case of sickness or a letter signed by the parents. Students should submit leave applications on prescribed form.

### Timings of Different Shifts

Shift 1 (Morning Shift) – 06:30 am to 09:30 am  
Shift 2 (Day Shift) – 09:45 am to 03:30 pm

## X. CAMPUS AND INFRASTRUCTURE

Don Bosco College is located in a sylvan surrounding, against the background of the imposing Tura Peak, overlooking a vast expanse of hills, valleys, plains and rivers. The campus, with its breath-taking view, impressive buildings, pleasing layout, green lawns and shady trees, creates a congenial environment for study and relaxation.

### Academic Complex

Considered by many to be one of the finest buildings in North East India, the Academic Complex is a vast yet compact structure, housing (a) the Administrative Block (b) the Science Block (c) the Arts Block (d) the Commerce Block (e) the Library and (f) the Computer Centre.

### Hostels & Staff Quarters

The College has 2 hostels: (a) Don Bosco College Boys' Hostel and (b) Margaret Bosco Girls' Hostel. Admissions for the hostels are granted as per the policies of the management of the College.

The College has a set of spacious staff quarters comprising eight family flats.

### Conference Hall

The College has a Conference Hall with Audio Visual facilities that can accommodate 200 participants for various seminars and programmes.

### Bosco Hall

The college has a hall with seating capacity of 250 for department seminars/ workshops. It has an Audio Visual Facility.



### **Fr. Battista Busolin Memorial Library**

The College has a collection of about 30,000 books and several journals and newspapers. The reading room provides an atmosphere of peace and quiet, is an invitation to staff and students to enrich themselves by seeking information, knowledge and wisdom. The library offers additional services like photocopy, internet and question banks. The Library has a 24x7 free Internet facilities for the students. The Library uses Koha Library Open Source Software.

### **Science Labs**

The College is well equipped with laboratories for Physics, Chemistry, Biology (Botany and Zoology), Geography and Commerce.

### **Computer Labs**

The College has a well-equipped computer centre with 60 computers. The College also has an internet cafe with 40 terminals. The internet is available for the staff and students.

### **Canteen**

The College has a well furnish canteen where staff and students are served snacks and other refreshments.

### **Sports Complex**

The College has a basketball and a volleyball court. It encourages participation in sports and games, particularly in Basketball, Volleyball, Football, Cricket and indoor games. The College teams take part in the various sports events organized by the university, state and local bodies.

### **Fr. Anthony Buccieri Memorial Gymnasium**

The Gymnasium strives to provide high quality gymnastics in a positive, safe and enjoyable environment as part of an overall mission to support young students in their physical, mental and social development.

The Gymnasium consists of a Six Station multi gym, treadmills, exercises bikes, indoor cycles, punch bags, multipurpose fitness benches and various dumbbells of different weight.

### **College Bus**

The College operates a bus which connects various localities of Tura Town to the College Campus. Students can avail College bus facility by taking passes which are valid for one entire semester.



## XI. SUPPORT SERVICES

### Short Term Courses and Soft Skills

The College offers a number of short term courses and so skills for the benefit of the students, to enable them acquire employable skills and aptitudes and for their personality development. The College gives certificates to students who successfully complete these courses.

#### Basic Course in Computer Skills (BCCS)

Basic Course on Computer Skills (BCCS) is being launched by Don Bosco College, Tura for the benefit of interested students. The course will help to develop computer literacy by providing both theoretical and practical knowledge in Computer Application.

The course is designed to improve the students' basic computer knowledge, computer typing skills and skill to surf Internet. These will be helpful in higher studies and in job market.

Certificates are awarded by the college to the students who successfully complete the course.

#### English Language Proficiency Course (ELPC)

English Language Proficiency Course (ELPC) seeks to improve English language skills by focusing on written and spoken communication, building capacity and help improve vocabulary, grammar, spelling, pronunciation, public speaking skills and expression. The course aims to prepare them for tests and interviews; to compere programmes or to speak in public. Adding Basic Course in Computer Applications and Hardware.

#### Basic Course in Computer Hardware (BCCH)

Basic Course on Computer Hardware (BCCH) is being launched by Don Bosco College, Tura for the benefit of interested students. The course will help students to learn to upgrade, repair, maintain and troubleshoot computers. This is a preliminary course recommended for candidates who wish to enter Network and System administration field.

Candidates who have pursued computer hardware course can take up jobs in various businesses ranging from start-ups to MNCs as all businesses require skilled individuals who can solve technical and network issues within organizations. Jobs are also available in departments of government and institutions of education.

Certificates are awarded by the college to the students who successfully complete the course.

#### Basic Course in Tally ERP9 (BCTE)

The Programme on Accounting with Tally.ERP9 would enable the students to record the business transactions and manage the accounts information for an organization using the popular Tally Software. This course gives you complete depth knowledge of all features of Tally. You can easily handle accounting and taxation of any types of business and also prepare MIS Reports.

#### Certificate Course in A·chik Folk Arts (CAFA)

This programme will introduction to the participants the concept of folklore, various types of folk Arts- music and dance in particular Folk Theatre. Lessons on Musical Instruments- Drum beating, trumpet-blowing, gong-beating and other instruments Lessons on Dancing including Warrior Dancing will be taught to the students. The objective of this programme is to impart / gain practical experience. It will consist of Theory: 50 – Marks and Practical: 50 – Marks

In addition, students will be able to solve his/her day-to-day tasks efficiently by using the various Office productivity tools such as Microsoft Word and Microsoft Excel, generally used for financial analysis and report making.

This short course is offered mainly to the B.Com students who are interested in accounting.

Certificates are awarded by the college to the students who successfully complete the course.

## Guidance and Counselling

The College has a fully equipped guidance and counselling centre. The services of a professional counsellor are available for personal, group and career counselling. Students are encouraged to frequently interact with the counsellor for their personality development and career advancement.

## Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell of the College strives to raise the standards of the institution to higher levels, enhance and sustain quality, through monitoring of services and redressal of grievances. Students and staff are encouraged to provide suggestions and feedback.

## NSS and NCC

The College offers NCC to boys and girls in the army wing. The NCC and NSS play an important role in making the students disciplined and patriotic. They develop in them qualities of patriotism, service and effective leadership.

## Scholarship

The College promotes academic excellence by facilitating scholarships to meritorious students. The College tries to facilitate fee stipends, house rent allowance, travel allowance and financial loans for students.

## Remedial Teaching

Education is meant not only to nurture excellence but also to develop academic skills, linguistic proficiency and qualitative techniques. The College organises and conducts coaching classes for weaker students.

## House System

All the students are divided into Eight Houses. Most of the co-curricular and sports activities of the College, especially during the College Week, are routed through the Houses. The House

System aims to inculcate group work, leadership development, integration, healthy competition and genuine fun.

## Student Welfare Association (SWA)

The College has a Student Welfare Association (SWA) to address student-related issues and for building up a team of leaders. Class representatives, who are elected by the respective classes, elect the office bearers of the Association. The Association works in close collaboration with the staff and management. SWA is not affiliated to any organization outside the College and does not take up issues not connected with the College.

## Community Services

Apart from community services conducted by the NSS unit, the students of the College undertake extension activities including adoption of neighbourhood villages, teaching in neighbourhood schools, cleanliness drive in the College and neighbourhood, collection and distribution of relief materials for the needy and tree plantation within and outside the campus. Presently the college has adopted five villages under the Unnat Bharat Abhiyan (UBA) project of the Central Government.

## Student Development Services

To develop the overall personality of the students the College organises the following courses: (i) Leadership Development; (ii) Value Education; (iii) Social Responsibility and Civic Values; (iv) Etiquette and Manners.

Groups of students are offered training programmes and educational tours, exposure visits and other extension activities. The College also facilitates regularly:

- Prayer and Spiritual Activities
- Career Placement
- Campus Recruitment
- Extension Lectures
- Observation of International and National Days.



## XII. CODE OF ETHICS AND BEHAVIOURAL GUIDELINES

Code of ethics is an integral part of every Don Bosco Institution. It serves as a guideline for forming attitudes and directing conduct. Don Bosco College (DBC), being an institution committed to imparting value-based education, presupposes the existence of an environment of integrity. The faculty, students and administrative staff share the responsibility for maintaining this environment.

DBC expects this code to help mould every student into persons of integrity whose life is characterized by harmonious and God-centred life. All the members of the College community are expected to abide by this code in letter and in spirit, within and outside the campus:

1. DBC believes in and fosters personal, academic and professional integrity. Among other things, integrity calls for:

- Being honest in examinations and assignments, avoiding plagiarism and misrepresentation of facts
- Not using computers or other electronic devices to gain access to unauthorized information or objectionable websites.
- Not evading legitimate financial obligations.

2. A student of DBC cultivates a basic God-orientation that contributes to the development of an integral healthy personality. This requires:

- Respect for all religions and faith.
- Active participation in the assembly and prayer sessions organized from time to time.

3. Avoiding substance abuse such as use of tobacco, alcohol, drugs, etc., within and outside the College Campus.

4. While cell phones have become very common, it is necessary that they be used with proper etiquette. Their use during academic activities and official functions violates this etiquette.



- Students are to keep their mobile phones in off mode while they are within the College Building. Those found not complying to the rules regarding use of mobile phones shall have to pay fines fixed by the college.
  - Students may use their mobile phones outside the college building only. However, they may resort to mobile phones in the Common Rooms for academic purposes.
  - Students may operate their mobile phones inside the classroom at the bidding and under the supervision of the teacher concerned.
  - If any student is found violating the rules regarding mobile phones, he/she will have to pay fines as stipulated by the Discipline Committee of the College.
5. DBC being a Don Bosco Institution upholds the value of family spirit. This is to be ensured by:
- Cordiality in relationship between and among students and staff members.
  - Harmonious living and respect for members of other communities and religions.

- Not taking part in divisive activities and partisan politics or forming associations which go counter to the spirit of harmonious living. While the college fosters associations which have representatives from among the students, staff and management, political activities are not permitted in the college premises.
6. Ragging and eve-teasing are activities which violate the dignity of the person and will not be tolerated. These will be dealt with according to the laws in force.
7. DBC values community service as an integral part of education. Whenever the college organizes programmes to achieve this end, students are expected to take part in these whole-heartedly.
8. Discipline is an essential aspect of the maturing process. The college shall provide an environment conducive to self-discipline. To maintain this environment:
- Students shall treat teachers and those in authority with due respect.
  - Acts of indiscipline, insubordination and interference in administration are unacceptable.
9. Education is more than acquiring knowledge.
- The college organizes programmes aimed at enhancing the skills of students. Active participation in these programmes is mandatory.
10. Care and respect for common facilities and utilities are an essential component of social responsibility. In view of this, any willful damage to college property must be made good by the persons concerned.
11. One's own safety as well as that of others should be a primary concern of every student. While the college makes every effort to provide a safe and secure environment for work and study, the responsibility for individual safety lies with

each student. The college cannot be held accountable for accidents due to carelessness or indiscipline.

Please Note:

- We have no agents or middlemen acting on our behalf. Applicants are advised to be on guard against unscrupulous persons promising seats in this college for monetary considerations.
- We do not accept donations or capitation fees of any kind in connection with admissions. Please inform if there is any case of soliciting for such favour at any level at the time of Entrance Test or Admission.
- Fees once paid are not refundable.

### XIII. GENERAL NORMS

- Smoking and drugs are strictly forbidden in the College Campus. The campus is a smoke-free zone.
- Communal harmony is to be preserved, maintained and fostered by word and deed.
- The College strives to create a plastic-free zone. All are exhorted to collaborate in creating a clean and healthy environment.
- Everyone is urged to keep the Campus clean by avoiding littering.
- Students wishing to take Transfer Certificate during the year have to clear all the College dues up to the end of the current academic year.
- Each student is expected to have a college identity card, handbook and fee book. The identity card is to be brought to the college every day, and is to be produced when asked for.
- All terms and conditions set forth in this prospectus, including fees and dues etc. are liable to be revised whenever necessary.
- All payments are to be done through i-collect in the SBI, Chandmari, Tura, unless otherwise prescribed. The students are to



pay the fees on time and help in the smooth running of the College. For details visit: [www.onlinesbi.com](http://www.onlinesbi.com)

- The students are to maintain silence in the corridors and not wander along the corridors during class hours.
- The students are to show courtesy towards the management, teachers and non-teaching staff in the College and outside it.
- Students are to respect the property of the institution and if any damage is done either willfully or by accident, a replacement is made and make good the damage.
- The students are not to enter into any Pressure Group or Political Groups.
- The students are to use their talents for the glory of God and that of the institution and display them appropriately as and when called for.
- Bullying, harassing, and eve-teasing in any form shall be taken seriously and shall be dealt with accordingly.
- Students are to familiarise themselves with the Prevention of Sexual Harassment of Women at Workplace (POSH) Policy and indicate their willingness to abide by the Policy.
- Admission forms can be downloaded from [www.donboscocollege.ac.in](http://www.donboscocollege.ac.in)

## XIV. SALIENT FEATURES UNDER SEMESTER SYSTEM

### Honours Degree Course

- The Honours Degree Course comprises of 6 (six) Semesters spread over 3 (three) Academic Years.
- Semester means a half-yearly programme or term of studies.
- 1<sup>st</sup> (First), 3<sup>rd</sup> (Third) & 5<sup>th</sup> (Fifth) are Odd Semesters.
- 2<sup>nd</sup> (Second), 4<sup>th</sup> (Fourth) & 6<sup>th</sup> (Sixth) are Even Semesters.









### Conduct of Examination

- At the end of each Semester, there shall be an examination as per the Semester Academic Calendar as stipulated and fixed by NEHU.
- Evaluation in each course shall be on the basis of performance through continuous assessment and the end semester examinations. The weightage assigned to the continuous assessment and end semester examinations shall be in the ratio 1:3
- The pattern and schedule of continuous evaluation thereof shall be such as laid down in the relevant regulations.
- Students shall be allowed to proceed to the next semester irrespective of failed papers/arrear papers subject to payment of fees and fulfillment of other prescribed conditions laid down by the University.
- The students are eligible to appear examinations for failed subjects as per stipulations of NEHU.







-  **Don Bosco College Tura - 794002, Meghalaya**
-  09402152496, 09774584383 | Tel: 03651-220554/222361
-  admissions.dbc@gmail.com | dbctura19@gmail.com  
principaldbct@gmail.com | principal@donboscocollege.ac.in
-  [www.donboscocollege.ac.in](http://www.donboscocollege.ac.in)
-  <https://www.facebook.com/dbctura19>
-  [https://twitter.com/don\\_tura](https://twitter.com/don_tura)
-  [www.linkedin.com/in/dbctura](http://www.linkedin.com/in/dbctura)
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