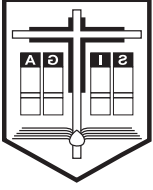


# SIGA

## POLYTECHNIC COLLEGE

Academic Handbook

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## 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)

No. 49, Taylors Road, Kilpauk, Chennai - 600 010  
collegeoffice@sigaindia.com | principal@sigaindia.com  
www.sigaindia.com

### STUDENT DETAILS

<b>Name:</b>	<b>DOB:</b>
<b>Mobile No.:</b>	<b>Reg. No.:</b>
<b>E-Mail:</b>	<b>ID. No.:</b>
<b>Communication Address:</b>	<b>Permanent Address:</b>

### FAMILY DETAILS

Name	Relationship	Mobile Number

**Remarks:**

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# Hail Don Bosco

**Don Bosco** Priest, educator, saint and above all, he was a great lover and champion of young people, especially those who – because of poverty or lack of a helping hand – were pushed to the margins of society. He reached out to them with a helping hand a caring heart. He would go after them on the streets, market places, construction sites – wherever they happened to be. Homeless and aimless, unskilled and unemployed, these boys were considered ‘antisocial elements’ and shunned by society and hounded by police. But Don Bosco would gather them in his home, teach them skills, find them jobs and accompany them through life with friendly approach.

His pioneering efforts brought him both bouquets and brickbats. Convinced that God was with him, he went ahead with his work boldly. Soon many good people came to his help in different ways. Many of his own boys, having grown up, offered to stay with him for life and carry on his work. With them he founded a religious society of Priests and Brothers whom he called “Salesians”. Today they are known as the “Salesians of Don Bosco”. Over the years, Don Bosco’s works multiplied and spread. Today the Salesians of Don Bosco serve the youth in over 132 countries across the globe.

John Bosco (his real name) was born on 16<sup>th</sup> August 1815 at Becchi, a village near the city of Turin in North Italy. At the age of two, little John lost his father. Thereafter life was one big challenge for the Bosco family. Fortunately his mother Margaret, though unlettered, was a woman of profound faith and great practical wisdom. From her John learned, even at a very tender age, how to turn obstacles into opportunities. As a teenager, he worked on a farm to pay for his studies. Later he joined the seminary and studied for priesthood. Soon after becoming a priest, in 1841, he started his work for the poor youngsters.

The Salesians came to India in 1906. Today they operate from some 300 centres spread over the length and breadth of India and SIGA is one of them. Salesian works in India include academic and technical schools, youth centres, and other young related projects. An important part of their work is the rehabilitation and welfare of the “The Youth at Risk” – a term that includes various categories of youth like street children, child labourers, drug addicts, juvenile delinquents, the handicapped, tribal children, the rural illiterate, etc.

# Introduction

**SIGA** is an institution established to provide young people, especially those from the poorer sections of society, a professional and job-oriented training in printing technology. While striving to meet the demands for well-qualified technicians in the printing industry, we try to form the students into citizens who will be conscious of their obligations to the nation and the society and at the same time sensitive to the aspirations and anxieties of their fellow citizens.

## Objective

The Institute's motto "**To Foster, Virtue, Knowledge and Art**" succinctly summarizes its objective. Virtue stands for moral excellence and integrity of character; knowledge stands for learning, understanding and competence; and art stands for creativity, imagination and an aesthetic sense that adds beauty and elegance to one's work. We believe that these three elements are indispensable for success in one's profession and happiness in life. It is our hope that the young people entering this campus will equip themselves not only with the nitty-gritty of printing but also with a good dose of virtue, knowledge and art and become leaders in their profession and beacons of light in the world of work.

## System of Education

Don Bosco's system of education is simple, functional and person-centred. Its essence could be summarised in three simple words: Reason, Religion, and Loving Kindness. These "key words" of Don Bosco's system are briefly explained below:

**Reason:** Young people are always full of questions. They want to know the reason why? We know that their questions are only a sign of their search for identity and the affirmation of their individuality. Once they see the reason behind a particular decision or rule, they are willing to accept it even at great sacrifice. Hence while dealing with young people, everything is to be done according to reason. No unreasonable demands. No unreasonable punishments. When "reason" is properly applied, discipline becomes something that the young willingly accept and even desire.

**Religion:** Education is not only a matter of academic success, but also a question of finding meaning in life - which is where religion and spirituality has a role to play. Young people, passing through the turmoil of growth, need to understand their need for God. In moments of weakness, they need to tap 'the strength that comes from above'. In moments of confusion they need to seek light and guidance from above. They need to build up a 'spirituality' that can sustain them through the inevitable ups and downs of life. Hence the importance of religion.

**Loving Kindness:** A loving, friendly, trusting - and at times challenging - interaction between the educator and the pupil. Such a relationship helps to bring out the

best in the youngsters. It is a relationship that fosters the harmonious growth of the youngster's inner resources. It is nurtured by being attentive to the inner needs of the individual, his / her growth towards full maturity as persons. For the teacher-educator, this means being present with the young not only in the physical sense but more importantly being with them at the level of the mind and heart. It means seeing the world through the eyes of the young, of being young at heart at whatever age one is.

In order that the work of education may be fruitful, students, on their part, are expected to be aware of the essential aspects of Don Bosco's system of education and co-operate actively with their educators in a reciprocal spirit of joy, trust and openness -something which Don Bosco used to refer to as the family spirit.

## **Brief History**

The Salesian Institute of Graphic Arts (SIGA) is an Institute of Printing Technology established and run by the Salesians of Don Bosco, a world-wide Catholic Religious Society, engaged in education and formation of young people, especially those who are poor and marginalized.

The invention of the printing press by Johannes Gutenberg in 1455 (and the consequent spread of knowledge) was undoubtedly one of the major factors that led to the age of enlightenment in Europe. Hence it is not surprising that Christian missionaries from Europe were quick to introduce printing in India. In fact, the first printing presses in India were all started by missionaries – the very first one being at Goa, as early as 1556. However, institutes of printing technology for a systematic training of students in the art of printing are of more recent origin in India. In fact, when SIGA was started in 1952, there were very few such institutions in the country.

Like many other great institutions, SIGA too started in a very humble way – in a modest shed, with just 20 students and a couple of old machines, at Basin Bridge in North Chennai in 1952. Sixteen years later it was shifted to its present campus on Taylors Road. In 1973 SIGA received Government recognition and was affiliated to the State Board of Technical Education. In the year 2004, SIGA received the AICTE approval. Today it is a fully equipped Printing Institute with state-of-the-art technology to meet all the requirements of modern printing industry.

## **Admission Policy**

Admission is open to all eligible candidates. As a rule, preference is given to those who come from socially and economically weaker sections of society. Being a minority institution, the management is also committed to look after the legitimate interests of the minority community.

At SIGA, there is no discrimination based on religion or caste. However, we provide special consideration to candidates who belong to SC/ST categories: converted Christians, orphans, semi-orphans, and Catholics.

## **Admission Procedure**

Admission will be done in accordance with the stipulations of the Directorate of Technical Education Government of Tamil Nadu (Liable to change as per DoTE norms).

The candidates can apply through Online ([www.sigaindia.com](http://www.sigaindia.com)). Those who are unable to use INTERNET can approach SIGA POLYTECHNIC COLLEGE, along with their certificates. SIGA shall help the candidates to apply Online.

Applicants will be called for an interview based on Online submission. Candidates called for the interview will have to produce the following for perusal:

1. SSLC Mark List.
2. School Transfer Certificate.
3. Community Certificate.
4. Physical fitness certificate from a registered medical practitioner.
5. Conduct Certificate from the Head Master/Principal of the school/college in which they studied last.

## **Academic Life**

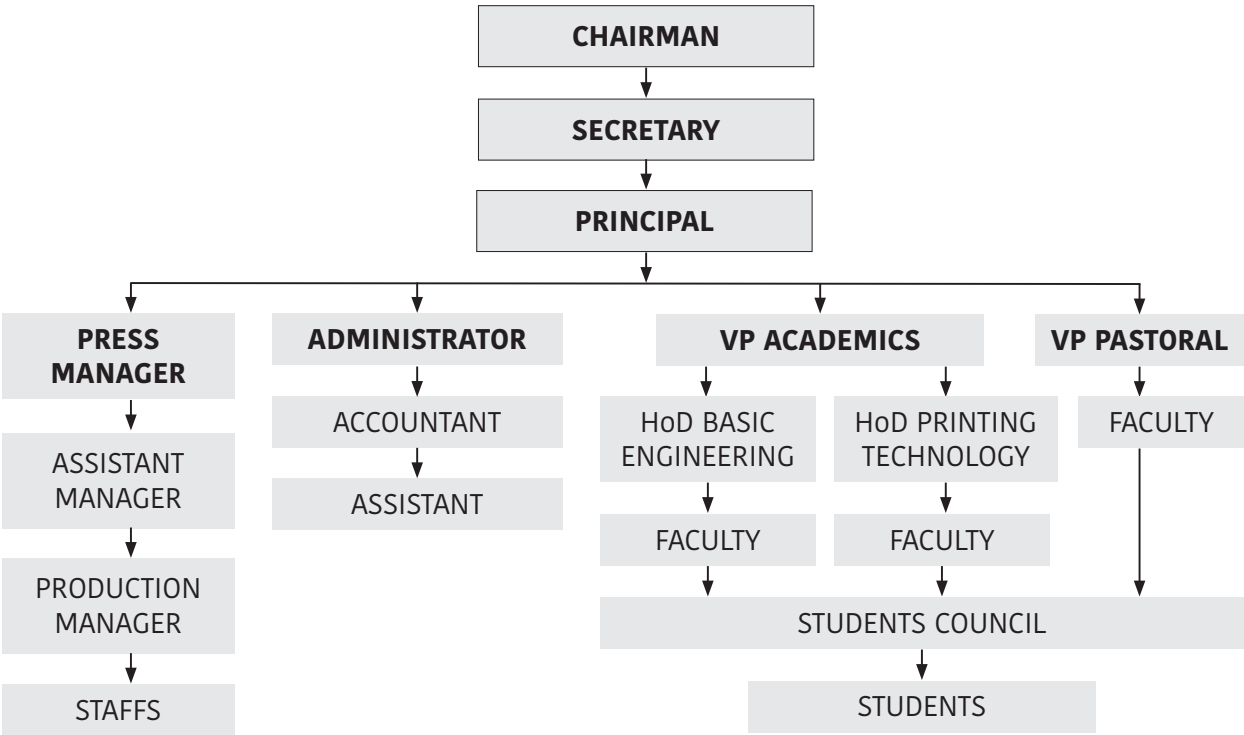
The Academic year starts in June, except for the first year which starts usually in July. The College follows a sixday week, Monday through Saturday. Classes begin at 9.00 a.m. with an assembly and end at 5.00 p.m. On Saturdays, however, the college closes at 1.00 p.m. Students are expected to be responsible, regular and diligent in the performance of their academic duties and faithful in the observance of the rules and regulations of the Institute.

While in the hand-on-training, students are advised to be always attentive and alert, and to take all the precautions necessary for personal safety, utmost care should be taken to prevent any damage to the machines and equipments. Malfunction or breakdown of any machine should immediately be brought to the notice of the authorities.

It is not permissible for any student, during his training period, to take up any other course of study or part-time job or sit for any other exams without the explicit permission of the Principal.



# Institute Hierarchy



## **Governing Board Members**

**Fr. Don Bosco Lourdusamy**

President

**Fr. John Alexander**

Vice President

**Fr. Thomas Edwin Vasanthan**

Treasurer

**Fr. Dominic Matthews**

Secretary

**Fr. Joseph PT**

Member

**Fr. Moses D'Souza**

Member

**Fr. Lio Charles**

Member

**Fr. Thomas George Savari**

Member

**Fr. Xavier Sagayaraj**

Member

## **Academic Advisory Body**

**Fr. Dominic Matthews**

Secretary

**Fr. Joseph PT**

Member Secretary

**Fr. Lio Charles**

Member

**Fr. Moses D'Souza**

Member

**Fr. Thomas George Savari**

Member



## **Course Committee**

**Fr. Joseph PT**

Chairman

**Mr. Ignatious Adikalaraj J**

Head of the Department - Printing

**Mr. Wasim Raja M**

Lecturer

**Mr. Vinoth C**

Lecturer

**Mr. Patric Sofia A**

Lecturer

**Mr. Ragavanandam K**

Lecturer

**Mr. Balaji**

Lecturer

**Mr. Mohammed Aasif H**

Lecturer

## **Grievance Redressal Mechanism**

**Fr. Dominic Matthews**

Secretary 98402.55732

**Fr. Joseph PT**

Member 94440.76408

**Mr. Ignatious Adaikalaraj J**

Member 88833.31587

**Mr. Patric Sofia**

Member 97899.21917

**Mr. Vinoth C**

Member 99441.70954

**Mr. Sagayaraj Jerald I**

Member 97107.26810

**Mr. Justus**

Member 98412.40421

## **Anti Ragging Committee**

**Fr. Dominic Matthews**

Secretary 98402.55732

**Fr. Joseph PT**

Member 94440.76408

**Fr. Lio Charles**

Member 91766.42120

**Mr. Sagayaraj Jerald I**

Member 97107.26810

**Mr. Albert**

Member 98415.19971

**Mr. Ignatious Adaikala Raj J**

Member 88833.31587

## **Online Grievance Redressal Mechanism**

**Fr. Dominic Matthews**

Chairman 98402.55732

**Fr. Joseph PT**

Member 94440.76408

**Fr. Lio Charles**

Member 91766.42120

**Mr. Ignatious Adaikalaraj J**

Member 88833.31587

**Mr. Patric Sofia A**

Member 97899.21917

**Mr. Vinoth C**

Member 99441.70954

**Mr. Sagayaraj Jerald I**

Member 97107.26810

**Mr. Justus**

Member 98412.40421

## **Internal Complaint Committee (ICC)**

**Sr. Josephine**

Chair Person 99441.70954

**Mr. Ignatious Adaikalaraj J**

Member 88833.31587

**Mr. Patric Sofia**

Member 97899.21917

**Mr. Justus**

Member 98412.40421

**Mr. Wasim Raja M**

Member 89390.66572

**Mr. Jeromin A**

Member 63827.05608

**Mr. Mahesh Kannan**

Member 70921.82597

**Mrs. Sangeetha**

Member 89898.90898

## **Committee for SC/ST**

**Mr. Thomas George Savari**

Member 98408.02599

**Mr. Sagayaraj Jerald I**

Member 97107.26810

**Mr. Louis Raj**

Member 91507.16109

**Mr. Vinoth C**

Member 99441.70954

**Mr. Justus**

Member 98412.40421

**Mrs. Sangeetha**

Member 99441.70954

## **Internal Quality Assurance Cell**

**Fr. Joseph PT**

Chairman 94440.76408

**Mr. Ignatious Adaikalaraj J**

Member 88833.31587

**Mr. Vinoth C**

Member 99441.70954

**Mr. Wasim Raja M**

Member 89390.66572

**Mr. Ragavanandam K**

Member 99436.26285

**Mr. Sagayaraj Jerald I**

Member 97107.26810

**Mr. Santhosh Kumar**

Member 99205.36767

## **Institutional Development Plan**

**Fr. Dominic Matthews**

Secretary

**Mr. Samuel Natarajan Sivanadian**

Member

**Mr. Santhosh Kumar**

Member

**Mr. Joseph Raj**

Member

**Fr. Joseph P T**

Member

**Fr. Moses D'Souza**

Member

**Fr. Lio Charles**

Member

**Fr. Xavier Sagayaraj**

Member

## **Vision of the Institution**

To be at the vanguard of progress in printing, packaging and visual media and to create authentic professionals who will contribute towards integral development of their family, community and environment.

## **Mission of the Institution**

SIGA shall offer formal, non-formal continuing education and skill-based programs to the poorest and underprivileged students and match the international standards in printing, packaging and related industries by following the directives of the Government and the policies of Salesian Higher Education in the pedagogy of Don Bosco.

We are committed to Technical Education by

1. Fostering Virtue, Knowledge and Art.
2. Providing life-coping and entrepreneurial skills.
3. Forming persons who are technically sound and socially responsible.

Socially, we work towards creating

1. Home-like environment that welcomes.
2. School that empowers.
3. Playground where friendships are nurtured.

Spiritually, we aim at

1. Experiencing the Divine in self, others and in Creation.
2. Promoting truth, peace, and harmony in the multifaceted society.

## **Vision of the Department**

To nurture Virtue, Knowledge and Art in Print Media.

## **Mission of the Department**

### **M-1: Academic Excellence**

To facilitate with competitive curriculum accepted by the print industry.

### **M-2: Hands-on-Training & On-the-Job Training**

To provide state-of-the-art facilities for upskilling in print technology.

### **M-3: Skilling the Youth of India**

To enhance the skills of the youth by conducting short-time courses and matching the market demands.

### **M-4: Industry Institute Partnership**

To associate and partner with the industries and institutions in India and abroad for the welfare of the students and alumni.

**PEO-3:** To make them committed to the highest levels of professional ethics and focus on ensuring quality, adherence to public policy and law, safety, reliability and environmental sustainability in all their professional activities.

**PEO-4:** To enhance entrepreneurial, innovative, communication and other soft skills which will enable them to work globally as leaders and team members and contribute to nation-building for the betterment of society.

## **Program Outcomes (PO)**

**PO-1:** Basic and Discipline Specific Knowledge: Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.

**PO-2:** Problem Analysis: Identify and analyze well-defined engineering problems using codified standard methods.

**PO-3:** Design / Development of Solutions: Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.

**PO-4:** Engineering Tools, Experimentation and Testing: Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.

**PO-5:** Engineering Practices for Society, Sustainability and Environment: Apply appropriate technology in context of society, sustainability environment and ethical practices.

**PO-6:** Project Management: Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about Well-defined engineering activities.

**PO-7:** Life Long Learning: Ability to analyse individual needs and engage in updating in the context of technological changes.

## **Program Specific Outcomes (PSO)**

**PSO-1:** To understand the concept & applications in the field of Print Media and to pursue lifelong learning & earning in the global industries.

**PSO-2:** To excel as experts with the high level of professional standards & ethics and thus become ambassadors for the institute and the print industry.

**PSO-3:** To become multifaceted technicians and excel in the interdisciplinary branches such as Vis. Com, Graphic Arts, 3D Printing & Packaging, E-Publishing, Textile Printing and Electronic Printing.

## **Program Educational Objectives (PEO)**

**PEO-1:** To pursue a successful career in the field of Print Media utilizing ones education and contribute to the profession as an excellent employee or as an entrepreneur.

**PEO-2:** To enable to think logically, pursue lifelong learning in the field of Printing Technology by continuously enhancing the knowledge.

**PEO-3:** To make them committed to the highest levels of professional ethics and focus on ensuring quality, adherence to public policy and law, safety, reliability and environmental sustainability in all their professional activities.

**PEO-4:** To enhance entrepreneurial, innovative, communication and other soft skills which will enable them to work globally as leaders and team members and contribute to nation-building for the betterment of society.

# Course Offered

**Diploma in Printing Technology** - This is a 3 years course leading to DPT (Diploma in Printing Technology). It is offered to students who qualify for it as per the rules and regulations of the Directorate of Technical Education (DoTE), Tamil Nadu. The curriculum for the DPT is prepared in accordance with the syllabus prescribed by the State Board of Technical Education and Training, Tamil Nadu.

## Condition for admission

Condition for admission to the Diploma courses shall be required to have passed in The S.S.L.C Examination of the Board of Secondary Education, Tamil Nadu. (Or) The Anglo Indian High School Examination with eligibility for Higher Secondary Course in Tamil Nadu. (Or) The Matriculation Examination of Tamil Nadu. (Or) Any other Examinations recognized as equivalent to the above by the Board of Secondary Education, Tamil Nadu. Note: In addition, at the time of admission the candidate will have to satisfy certain minimum requirements, which may be prescribed from time to time.

**Admission to Second year (Lateral Entry):** A pass in HSC (academic) or (vocational) courses mentioned in the Higher Secondary Schools in Tamil Nadu affiliated to the Tamil Nadu Higher Secondary Board with eligibility for University Courses of study or equivalent examination & Should have studied the following subjects. A pass in 2 Years ITI with appropriate Trade or Equivalent examination.

## Skill sets you can learn

Print production process workflow | 3D printing | Layout Techniques | Typography & Proofreading | Packaging Design & Production | Concept of Prepress, Press & Post Press | Textile Printing | Photography | Colour Management Workflow.

## Features

The Burlington English curriculum prepress students to succeed in their careers. | State of the Art Technology and Machinery at in House Printing Press | Microsoft Office 365 Licence Free | Short-term installment for fees payment | Hostel Benefits | Hands On Training | On-the-Job Training | 100% placements | Free wifi facilities | Don Bosco quality education system.

**GOVERNMENT DIPLOMA  
IN PRINTING TECHNOLOGY  
(GDC)**

### Course Duration

**3**  
Years

# Course Description

Diploma in Printing Technology (N Scheme Syllabus) Technology is developing at a rapid pace and changing many established methods of accomplishing tasks and completing projects. In the presence of computer technology and electronics: machines, methods and processes have changed drastically. Printing Technology has put emphasis on the combination of managerial, administrative and technological aspects of modern printing. These include printing in the field of advertising, publishing, packaging, distributing, marketing and developing technologies.

The print and design industries are excellent examples of areas seeing these changes and innovations. To remain competitive and profitable, the Diploma Engineers are encouraged to update themselves on the latest developments in printing technology, particularly in software and machine features. Some recent print technology innovations worth noting include high-speed digital printing viz., Internet of Things, Artificial Intelligence Technology and Cloud Printing. In order to produce printing diploma engineers to cater to the needs of the printing industry, students must adapt equally to existing and continually developing new technologies and opportunities in today's information society. In keeping this in mind, we have framed the N scheme syllabus by considering the following aspects.

1. The needs, wants, interests of the students
2. The learners' learning styles
3. Suggestions from Alumnus of printing students
4. Latest technological developments in print and media industry
5. Suggestions from leading industrial personnel and academicians
6. Print media industry requirements
7. Inclusion of new topics on latest trends in all subjects
8. Entry level and knowledge of diploma students

Towards framing the N scheme syllabus lot of suggestions were received from leading industrialists and academicians including alumnus. Among them we found the above mentioned aspects worth considering for framing the N scheme syllabus. While framing new topics covering latest technological developments, we carefully framed the contents of the subjects to suit the needs and levels of the diploma students. We hope the new syllabus will prepare the students as job ready candidates. Taking into consideration the areas where the existing syllabus was modified with few changes to meet the latest developments in the field of printing technology.

The Course for the Full Time Diploma in Engineering shall extend over a period of three academic years, consisting of 6 semesters and the First Year is common to all Engineering Branches. Each Semester will have 16 weeks duration of study with 35 hrs.

### **Passing Requirements**

No candidate shall be eligible for the award of Diploma unless he has undergone the prescribed course of study successfully in an institution approved by AICTE and affiliated with the State Board of Technical Education and Training, Tamil Nadu.

A candidate shall be declared to have passed the examination in a subject if he secures not less than 40% in theory subjects and 50% in practical subjects out of the total prescribed maximum marks including both the Internal Assessment and the Board Examinations marks put together, subject to the condition that he/she secures at least a minimum of 40 marks out of 100 marks in the Board Theory Examinations and a minimum of 50 marks out of 100 marks in the Board Practical Examinations.

### **Classification of successful candidates**

The classification of candidates who pass out the final examination from April 2003 onwards (joined in the first year in 2000–2001) is being done as specified below :

#### **First Class with Superlative Distinction**

A candidate will be declared to have passed in First Class with Superlative Distinction if he/she secures not less than 75% of the marks in all the subjects, passes all the semesters in the first appearance itself, and passes all subjects within the stipulated period of study of 2 / 3 / 3½ / 4 years [Full time(lateral entry)/ Full Time/Sandwich/Part Time] without any break in study.

#### **First Class with Distinction**

A candidate will be declared to have passed in First Class with Distinction if he/she secures not less than 75% of the aggregate marks in all the semesters put together and passes all the semesters except the I and II semesters in the first appearance itself, and passes all subjects within the stipulated period of study of 2 / 3 / 3½ / 4 years [Full time(lateral entry)/Full Time/Sandwich/Part Time] without any break in study.

#### **First Class**

A candidate will be declared to have passed in First Class if he secures not less than 60% of the aggregate marks in all the semesters put together and passes all the subjects within the stipulated period of study 2 / 3 / 3½ / 4 years [Full time(lateral entry)/Full Time/Sandwich/Part Time] without any break in study.



## Second Class

All other successful candidates will be declared to have passed in Second Class. The above classifications are also applicable for the Sandwich / Part-Time students who pass out Final Examination from October 2023 /April 2024 onwards (both joined First Year in 2020 -2021)

## Eligibility for the Award of Diploma

No candidate shall be eligible for the Diploma unless he/she has undergone the prescribed course of study for a period of not less than 3 academic years in any institution affiliated to the State Board of Technical Education and Training, Tamil Nadu, when joined in First Year and two years if joined under Lateral Entry scheme in the second year and passed the prescribed examination. The minimum and maximum period for completion of Diploma Courses are as given below:

Age Limit	No Age limit	
Medium of Instruction	English	
<b>Diploma Course</b>	<b>Minimum Period</b>	<b>Maximum Period</b>
Full Time	3 Years	6 Years
Full Time (Lateral Entry)	2 Years	5 Years

This will come into effect from N Scheme onwards i.e. from the academic year 2020-2021.

## Subjects of Study & Curriculum Outline:

The subjects of study shall be in accordance with the syllabus prescribed from time to time, both in theory and practical subjects. The curriculum outline is given in Annexure - I.

## FIRST SEMESTER

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

Subject Code - Subject	HPW	IAM	BEM*	TM	MFP
<b>40011</b> Communicative English - I	5	25	100	100	40
<b>40012</b> Engineering Mathematics - I	5	25	100	100	40
<b>40013</b> Engineering Physics - I	5	25	100	100	40
<b>40014</b> Engineering Chemistry - I	5	25	100	100	40
<b>40015</b> Engineering Graphics - I	6	25	100	100	40
<b>40006</b> Engineering Physics Practical	2	25	100	100	40
<b>40007</b> Engineering Chemistry Practical	2	25	100	100	40
<b>40002</b> Computer Application Practical	2	25	100	100	40
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

## SECOND SEMESTER

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

Subject Code - Subject	HPW	IAM	BEM*	TM	MFP
<b>40021</b> Communicative English - II	5	25	100*	100	40
<b>40022</b> Engineering Mathematics - II	5	25	100*	100	40
<b>40023</b> Engineering Physics - II	5	25	100*	100	40
<b>40024</b> Engineering Chemistry - II	5	25	100*	100	40
<b>40025</b> Engineering Graphics - II	6	25	100*	100	40
<b>40006</b> Engineering Physics Practical	2	25	100*	100	40
<b>40007</b> Engineering Chemistry Practical	2	25	100*	100	40
<b>40028</b> Basics of Industries and Workshop Practical	2	25	100*	100	40
<b>40001</b> Communication Skill Practical	2				
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

### **THIRD SEMESTER**

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

<b>Subject Code - Subject</b>	<b>HPW</b>	<b>IAM</b>	<b>BEM*</b>	<b>TM</b>	<b>MFP</b>
48231 Printing Processes	5	25	100	100	40
48232 Visual Design and DTP	5	25	100	100	40
48233 Digital Prepress	6	25	100	100	40
48234 Printing Primer Practical	4	25	100	100	40
48235 Design Studio Practical	4	25	100	100	40
48236 Digital Pre-press Practical	4	25	100	100	40
48237 Print Production Practical	4	25	100	100	40
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

### **FOURTH SEMESTER**

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

<b>Subject Code - Subject</b>	<b>HPW</b>	<b>IAM</b>	<b>BEM*</b>	<b>TM</b>	<b>MFP</b>
48241 Offset Printing Technology	5	25	100	100	40
48242 Gravure, Flexography & Screen Printing	5	25	100	100	40
48243 Print Finishing and Converting	6	25	100	100	40
48244 Printing Materials	4	25	100	100	40
48245 Offset Machines Practical	4	25	100	100	40
48246 DTP for Print Production Practical	4	25	100	100	40
48247 Print Finishing Practical	4	25	100	100	40
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

## FIFTH SEMESTER

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

Subject Code - Subject	HPW	IAM	BEM*	TM	MFP
48251 E-Publishing	5	25	100	100	40
48252 Advanced Printing Technologies	6	25	100	100	40
48253 Packaging Technology	5	25	100	100	40
48254 Entrepreneurship & Start-up	4	25	100	100	40
48255 E-Publishing Practical	4	25	100	100	40
48256 Digital Printing Practical	4	25	100	100	40
48257 Packaging Practical	4	25	100	100	40
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

## SIXTH SEMESTER

(Implemented from the Academic year 2020-2021 onwards) (Duration of Exam 3 Hrs)

Subject Code - Subject	HPW	IAM	BEM*	TM	MFP
48261 Total Quality Management	6	25	100	100	40
48262 Printing Press Management	6	25	100	100	40
48263 Printing Machinery Maintenance	6	25	100	100	40
48264 Print Quality Assurance Practical	5	25	100	100	40
48265 Machinery Maintenance Practical	5	25	100	100	40
48266 Project Work and Internship	4	25	100	100	40
Total (Physical Education 2 Library 1)	35				
HPW - Hours Per Week   IAM - Internal Assessment Mark   *BEM- Board Exam Marks (Converted to 75)   MFP - Min. For Pass					

# Examinations

Board Examinations in all subjects of all the semesters under the scheme of examinations will be conducted at the end of each semester. The internal assessment marks for all the subjects will be awarded on the basis of continuous internal assessment earned during the semester concerned. For each subject 25 marks are allotted for internal assessment. Board Examinations are conducted for 100 marks and reduced to 75. The total marks for result are  $75 + 25 = 100$  Marks.

## Continuous Internal Assessment

### A. For Theory Subjects

The Internal Assessment marks for a total of 25 marks, which are to be distributed as follows:

#### (i) Subject Attendance - 5 Marks

Award of marks for subject attendance to each subject Theory/Practical will be as per the range given below.	
80% - 83%	1 Mark
84% - 87%	2 Marks
88% - 91%	3 Marks
92% - 95%	4 Marks
96% - 100%	5 Marks

#### (ii) Tests - 10 Marks

The Test I and II each of 2 hours duration for a total of 50 marks are to be conducted. Average of the these two test marks will be taken and the marks to be reduced to **05 Marks**

The Test III is to be the Model Examination covering all the five units and the marks obtained will be reduced to **05 Marks**

Tests	Units	When to Conduct	Marks	Duration
I	Unit - I & II	End of 6 <sup>th</sup> Week	50	2 Hrs
II	Unit - III & IV	End of 12 <sup>th</sup> Week	50	2 Hrs
III	Model Exam: I to V	End of 16 <sup>th</sup> Week	100	3 Hrs

*From the Academic Year 2020-2021 onwards.*

**Question Paper Pattern** for the Test I and II as follows. The tests should be conducted by proper schedule. Retest marks should not be considered for IA

<b>Without Choice</b>		
Part A Type questions	6 Questions x 1 mark	06 Marks
Part B Type questions	7 Questions x 2 mark	14 Marks
Part C Type questions	2 Questions x 15 mark	30 Marks
<b>Total</b>		50 Marks

### **(iii) Assignments - 05 Marks**

For each subject Three Assignments are to be given each for 20 marks and the average marks scored should be reduced for 5 marks.

### **(iv) Seminar Presentation - 05 Marks**

The students have to select the topics either from their subjects or general subjects which will help to improve their grasping capacity as well as their capacity to express the subject in hand. The students will be allowed to prepare the material for the given topic using the library hour and they will be permitted to present seminar (For First and Second Year, the students will be permitted to present the seminar as a group not exceeding six members and each member of the group should participate in the presentation. For the Third Year, the students should present the seminar individually.)

The seminar presentation is mandatory for all theory subjects and carries 5 marks for each theory subject. The respective subject faculty may suggest topics to the students and will evaluate the submitted materials and seminar presentation. (2 ½ marks for the material submitted in writing and 2 ½ marks for the seminar presentation). For each subject minimum of two seminars are to be given and the average marks scored should be reduced to 5 marks.

All Test Papers, Assignment Papers / Notebooks and the seminar presentation written material after getting the signature with date from the students must be kept in safe custody in the department for verification and audit. It should be preserved for one semester after publication of Board Exam results and produced to the flying squad and the inspection team at the time of inspection/verification.

## B. For Practical Subjects:

The Internal Assessment mark for a total of 25 marks which are to be distributed as follows

Attendance	5 Marks
Procedure/ observation and tabulation/ Other Practical related Work	10 Marks
Record writing	10 Marks
<b>TOTAL</b>	<b>25 Marks</b>

All the Experiments/Exercises indicated in the syllabus should be completed and the same to be given for final Board examinations.

The observation note book / manual should be maintained for 10 marks. The observation note book / manual with sketches, circuits, program, reading and calculation written by the students manually depends upon the practical subject during practical classes should be evaluated properly during the practical class hours with date.

The Record work for every completed exercise should be submitted in the subsequent practical classes and marks should be awarded for 10 marks for each exercise as per the above allocation.

At the end of the Semester, the average marks of all the exercises should be calculated for 20 marks (including Observation and Record writing) and the marks awarded for attendance is to be added to arrive at the internal assessment mark for Practical (20+5=25 marks).

Only regular students, appearing first time have to submit the duly signed bonafide record note book/file during the Practical Board Examinations.

All the marks awarded for Assignments, Tests, Seminar presentation and Attendance should be entered periodically in the Personal Theory Log Book of the staff, who is handling the theory subject.

The marks awarded for Observation, Record work and Attendance should be entered periodically in the Personal Practical Log Book of the staff, who is handling the practical subject.

### **C. For Communication Skill Practical, Computer Application Practical and Physical Education**

The Communication Skill Practical and Computer Application Practical with more emphasis are being introduced in First Year. Much Stress is given to increase the Communication skill and ICT skill of students.

As per the recommendation of MHRD and under Fit India scheme, the Physical education is introduced to encourage students to remain healthy and fit by including physical activities and sports.

### **D. For Project Work and Internship**

The students of all the Diploma Courses have to do a Project Work as part of the Curriculum and in partial fulfillment for the award of Diploma by the State Board of Technical Education and Training, Tamil Nadu. In order to encourage students to do worthwhile and innovative projects, every year prizes are awarded for the best three projects i.e. institution wise, region wise and state wise. The Project work must be reviewed twice in the same semester. The project work is approved during the V semester by the properly constituted committee with guidelines.

#### **(i) Internal Assessment Marks**

Project Review I	10 Marks
Project Review II	10 Marks
Attendance	05 Marks
<b>Total</b>	25 Marks

Proper record should be maintained for the two Project Reviews and preserved for one semester after the publication of Board Exams results. It should be produced to the flying squad and the inspection team at the time of inspection/verification.

#### **(ii) Marks Allocation**

Demonstration/Presentation	25 Marks
Report	25 Marks
Viva Voce	30 Marks
Internship Report	20 Marks
<b>Total</b>	100 Marks*

\*Examination will be conducted for 100 marks and will be converted to 75 marks.



# Academic Attendance

Amendment to rule 3.2 (i) and 3.3- Addition of 3.3(a) rule in Board of Examinations – Communication – Regarding, Letter No. 106251/M1/2023, dated 30.03.2023.

As per the reference 1st cited above, it has been resolved to amend the rule 3.2(i) and 3.3 and as well as to Add 3.3(a) rule in the Board of Examination requirements to appear for Semester Examinations and it has been amended as follows.

## **Amendment**

In the said rules, rule 3.2 (i) and 3.3, for the proviso, the following proviso shall be substituted, namely

### **3.2 (i) Requirements to appear for Examinations**

The Examinations will be conducted at the end of the each semester for semester subjects by the Board of Examinations. A candidate will be permitted to appear for the Board's Examinations, only if he / she secures 75% attendance in the semester concerned

### **3.3 Condonation of Attendance**

The minimum overall percentage of attendance (in all subjects of the current semester put together) required for a candidate to become eligible to write the Board's Examination is 75%. Under extraordinary circumstances, if there exist genuine and valid reasons, the Principal of the college has been empowered by the Chairman, to condone up to a maximum of 10% shortage to a candidate, subject to the condition that he/ she satisfies all the other requirements to appear for the Board's Examination.

Under no circumstances a candidate with attendance less than 65% shall not be permitted to write the Board Examinations. The condonement of 10% shortage shall not be done as a routine to all candidates, but only for genuine cases; it shall not be claimed as a matter of right by all candidates. The medical condonation of 10% allowed only one time during the course of study for cases such as prolonged hospitalization / accident / specific illness.

### **3.3 (a) Condonation of Attendance**

Candidates who have earned more than 50% attendance but fall short of the basic requirement of 65% attendance (in all subjects of the current semester put together) shall be permitted to proceed to the next semester, only one time during the course of study by considering all the papers in that current semester as absent and to complete the Program of study. For such candidates by default, the classification of class shall be Second class on successful passing of course. The above amendments and addition 3.3(a) are applicable from April 2023 Board Examinations onwards.

The Principals are requested to adhere to the above amendment carefully while permitting the candidates to appear for semester Examinations. The above information has to be displayed in the notice board for favour of information of the students.

# Malpractices Punishment

<b>Directorate of Technical Education</b> Revised Guidelines for punishment in Board Examinations related Malpractices. (With Effect from OCT 2022)	
<b>Item No.</b>	<b>Nature of Malpractices</b>
1A	Possession of Printed / Photocopy / Handwritten material/Pocket note / Letters, in the form of Book or loose sheet – not pertaining/pertaining to the subject of the day’s Examinations.
1B	Writing any texts, formula, definitions sketches in any part of the body, on wearing clothes or kerchief / cloth bit, on instrument Box, scale, Eraser, Calculator & its cover, near- by wall, desk /Table, Steam table, Data Book, Code Book, Drawing Board, Question paper, Hall ticket, pertaining/not pertaining to the subject of the day’s Examinations.
1C	Causing distraction during the Board Examination, such as arguing with Examination staff (both Internal /External), talking with neighbor showing signs or signal to others in the examination Hall / Laboratory / Workshop / veranda and such similar activities.
1D	Improper handling of his/her own Answer Book / others Answer Book, causing damage.
1E	Possession of Obscene photos, Objectionable sketches or matters written on their belongings, while writing the Board Examinations – pertaining/not pertaining to the subject of the day’s Examinations.
1F	Possession of programmable Calculator, Organizers, Digital memory pad, Cell phones, and any other recordable electronic gadgets, which could be made use of for malpractice.
1G	Striking off all the pages by the candidate including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.
1H	Writing the answer revealing the identity of the candidate.
1I	Detection of Malpractice materials near their seats/tables.

1J	Writing cine songs stories, poems or drawings or sketches irrelevant to the subject, in the answer book.
1K	Writing the examination with different handwriting/other than DOTE prescribed colour pens by the candidate.
<b>Punishment to be Awarded (1A to 1J)</b>	
After scrutiny by the Disciplinary Action Committee based on the observation if found correct, to be let off with severe.	
1K - After scrutiny by the Disciplinary Action Committee based on the observation if found correct, to be let off with severe warning after obtaining written undertaking from the candidate.	
2A	Copying from Printed sheets or book / Photocopy of book / Hand Written material / Record note book / Pocket note, Computers, Any other Source.
2B	Writing any texts , formula , definitions, sketches on any part of the body, on wearing clothes, on kerchief /cloth bit, on instrument Box, scale, Eraser, Calculator & its cover, nearby wall , desk /Table, Steam table, Data Book, Code Book, Drawing Board, Question paper, Hall ticket, pertaining to the subject of the day's Examinations and made use of in the Examinations.
2C	Copying from programmable Calculator, Organizers, Digital memory pad, cell phones / Pagers / and any other recordable electronic gadgets with them and made use of them, during the Examination.
2D	Exchanging with neighbour Hall tickets, Question paper, Scales, Calculator, Instrument Box with any formula, Answer, sketches, hints related to the day's examination written on them and used during the examination.
2E	Showing / Giving Answer book to neighbour and allowing them to copy.
2F	Seeing / Getting the Answer book from neighbour for copying.
2G	Telling or Receiving the answer or formula related to any of the question to / from others in any form.
2H	Writing any appeal to Examiner, offering money or attaching money in the Answer book / Giving contact address, telephone number and any other particulars.
2I	Using of Hand books, Code books which are not permitted by the Chairman, Board of examinations for the Day's examinations.
2J	Throwing the malpractice materials near other's seat / outside the examination hall after using them in the examination.
2K	Forgery of Laboratory Record.

2L	Receiving the malpractice material from outside the examination hall and Possession of the material & copying.
<b>Punishment to be Awarded (2A to 2L)</b> All papers of all semesters written by the candidate in that sitting including practical examinations are to be invalidated.	
3A	Inserting preformatted Answer sheet(s) having matters related to the subject of the day's examination in the answer book supplied.
3B	Replacing the answer book supplied in the examination hall by prepared answer book brought by the candidate by himself / herself or got during the examination.
3C	Refusing to give written statement, refusing to receive show cause notice , absenting from inquiries, refusing to reply inquiry questionnaire , running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials.
3D	Talking with the outsiders through Cell Phones / I pads / smart watches or any other similar equipment during the examinations.
3E	Teasing of examination staff / candidates inside the Examination Hall.
<b>Punishment to be Awarded (3A to 3E)</b> All papers of all semesters written by the candidate in that sitting including practical examinations are to be invalidated and the candidate is debarred for succeeding two Board Examinations.	
4A	Writing filthy / indecent / vulgar words or sketching obscene figures in the answer book.
4B	Acts of threats, violence, creating disturbance inside/outside the Examination Hall, preventing other candidates from entering the hall, mis-behavior with the examination staff.
4C	Repetitive action of malpractice either in the same sitting or in different sittings in the course of his/her study.
4D	Taking away with him/her the written answer book, without handing over the same to the hall superintendent.
4E	Trying to take away or damage other candidate's answer book intentionally.
<b>Punishment to be Awarded (4A to 4E)</b> All papers of all semesters written by the candidate in that sitting including practical examination are to be invalidated and the candidate is debarred for succeeding four Board Examinations.	
5A	Impersonation – Arranging some other person to write the examination for him/her or attempting to write the examination for other candidate(s).

5B	Assaulting Physically or attempting to attack any examination staff while being caught /booked for any malpractice.
5C	Causing damage to examination records.
5D	Arranging outside persons to threaten the examination staff.
5E	Leaving the examination hall with the question paper of the day's examination before the minimum duration to stay in the examination hall, prescribed by the Board of Examination (ie 45 minutes from the commencement of examination), in spite of the warning given by Hall Superintendent/Additional / Chief Superintendent and displayed in the notices board of the institution.
5F	Causing damage to the belongings of Examiners, as an act of vengeance.
<p><b>Punishment to be Awarded (5A to 5F)</b> All papers of all semesters written by the candidate in that sitting including practical examinations are to be invalidated and the candidate is debarred for succeeding six Board Examinations. Legal/disciplinary /criminal proceedings to be taken by the Institution.</p>	
6A	CS/ACS/HS/Examiner(Internal& External) not reporting in time
<p><b>Punishment to be Awarded (6A)</b> The Chief Superintendent / Additional Chief Superintendent / hall superintendent/Examiner (Internal &amp; External) to be let off with severe warning after obtaining written undertaking</p>	
6B	Not providing all the Staff details. Giving Wrong/Improper Information in the Staff Data.
6C	Appointing Hall Superintendent / ACS without getting concurrence from Dote Officials/Nodal Squad/Flying Squad. Absent / Leave by the CS/ACS/HS/Examiner (Internal & External) without Prior information.
6D	Report Preparation Malpractice Cases/procedure not followed, Proceeding/All Relevant Malpractice Materials not Produced, HS/ACS/CS not available at the time of Answer Book Packing.
6E	Applying medical leave after releasing the examination order by DOTE. Not relieving the staff for the exam duty as per the order issued.
<p><b>Punishment to be Awarded (6B to 6E)</b> Charges will be framed for Principal/Respective Staff</p>	
6F	<p><b>Valuation</b> Improper/Wrong evaluation, Improper posting of marks / totaling and Tabulation.</p> <p><b>Punishment to be Awarded</b> Charges will be framed for Examiner / Tabulators.</p>

7A	<p><b>Revealing</b> answers to the candidate in the examination hall in any form.</p> <p><b>Punishment to be Awarded</b> The Principal / Chief Superintendent / Additional Chief Superintendent / hall superintendent to be debarred for three years. Disciplinary action to be initiated against the institution officials.</p>
7B	<p><b>Issue</b> of wrong question paper to the candidate in the Examination Hall.</p> <p><b>Punishment to be Awarded</b> The Chief Superintendent / Additional Chief Superintendent and hall superintendent to appear for direct inquiry at DOTE. The concerned staff to be debarred for three years.</p>
7C	<p>Improper seating arrangements in the examinations hall creating conducive atmosphere for mass copying, Video Storage (recording of Examination activity not properly maintained as per Proceeding).</p> <p><b>Punishment to be Awarded</b> The Principal / Chief Superintendent / Additional Chief Superintendent / Hall superintendent to be debarred for three years. Disciplinary action to be initiated against the institution official and issue show cause notice. Steps to be taken to change examination centre.</p>
7D	<p>Use of cell phones by examination staff during examination in the examination hall, examination cell, Veranda, question paper room.</p> <p><b>Punishment to be Awarded</b> The concerned staff to be debarred for three years.</p>
7E	<p>Conduct of practical examinations without proper equipment / Conduct of practical examinations without Internal / External examiner, Issue of QP with changes/Modifications done by Institution(External Examiner/Internal Examiner).</p> <p><b>Punishment to be Awarded</b> External Examiner / Internal examiner to be debarred for three years. Concerned Practical examination to be canceled &amp; conducted afresh. Disciplinary action to be initiated against institution for shortage of equipment, recommended for recovery of Remuneration.</p>
7F	<p><b>Conduct</b> of practical examinations without Chief superintendent.</p> <p><b>Punishment to be Awarded</b> Chief superintendent to be debarred for three years.</p>

8A	<p>More than 10% of students are found to be involved in malpractice in category 1 to 5.</p> <p><b>Punishment to be Awarded</b> Action to be initiated against the Institution Like Shifting of examination center, recommendation for reduction in student strength / de-affiliation.</p>
8B	<p>If examination staff (Chief superintendent /Additional Chief superintendent / Hall superintendent / External / Internal examiner) / institution, a category 6 offence occurs twice (Two different category offence occurring once each would also be deemed to be a category 6 offence occurring twice) in the previous four Board examinations.</p> <p><b>Punishment to be Awarded</b> Chief superintendent / Additional Chief superintendent / Hall superintendent / External / Internal examiner to be debarred for three years. Steps to be taken to change examination centre. Disciplinary action to be initiated against the Institution including Change of examination center, recommendation for reduction in student strength / de-affiliation.</p>
8C	<p>If the Institution is found to be involved in carelessness with regard to conduct of theory examination / practical examination or both, more than once.</p> <p><b>Punishment to be Awarded</b> Action to be initiated against the Institution like Shifting of examination center, recommendation for reduction in student strength / de-affiliation.</p>
9A	Uploaded or Received More than one original answer script / Not related to the subject / Model Exam papers
9B	PDF uploaded mismatched with the original answer script / Not uploaded the original answer script
9C	Writing the examination with different handwriting / strokes
9D	Writing wrong Register Number or Name or Subject Code in Answer Sheet
9E	Xerox copy of answer sheet sent by / to the candidate / other's/Answered for other Candidate
9F	Uploaded file not open
9G	Uploaded the printed material of the subject
<p><b>Punishment to be Awarded (9A to 9G)</b> The concerned subject of the examination written by the candidate is to be invalidated.</p>	

# Internship Report:

The internship training for a period of two weeks shall be undergone by every candidate at the end of IV/ V semester during vacation. The certificate shall be produced along with the internship report for evaluation. The evaluation of internship training shall be done along with final year “Project Work & Internship” for 20 marks. The internship shall be undertaken in any industry / Government or Private certified agencies which are in social sector I Govt. Skill Centres I Institutions/ Schemes.

A neatly prepared PROJECT REPORT as per the format has to be submitted by individual student during the Project Work & Internship Board examination.

## Student Internship - Do's & Dont's

Student Interns should,

1. Understand the company and industry in which they are placed.
2. Formal dress code is mandatory.
3. Maintain cordial relationship and be polite with the Company Executives.
4. Be in touch with the Faculty Guide always and consult him/her to reinforce the relevant concepts.
5. Maintain strict confidentiality of the company's information.
6. Be present whenever the Faculty Guide or the Internship Coordinator or any other Institute officials visits the company.
7. Concentrate on assignments and complete the allotted individual task on time.
8. Should not attend the office in informal dress.
9. Should not be late.
10. Should not be impolite or rude to the Company Executives.
11. Should not criticize the company's policies and the Company Executives.
12. Should not Misuse the facilities offered by the company.
13. Should not leave the office without prior permission from the Company Guide.
14. Should not Borrow money or any other personal effects of the Company Executives.

## Monitoring & Evaluation of Internship

The internship training of the students is evaluated in three stages:

### 1. Evaluation By Industry

The industry evaluates the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

### 2. Monitoring/Visit by Members of Faculty

Faculty members make visits to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to



the faculty, entire training will be cancelled. Students should inform Head of the Department in Polytechnic College as well as the industry supervisor at least one day prior to availing leave by email. However presence in industry site should be at least 25 days.

### **3. Evaluation of Training Report Through Seminar Presentation/Viva-Voce at the Institute**

The student has to give a seminar based on his training report to the Head of the Department & Faculty advisor by the concerned department as per norms of the institute. The evaluation is based on the following criteria:

1. Quality of content presented
2. Proper planning for presentation
3. Depth of knowledge and skills
4. Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report

Seminar presentation enables sharing knowledge, experience amongst student & teachers, build communication skills and confidence in students.

## **Objectives of the Internship**

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised tasks often focused around particular tasks or projects with defined timescales. The internship has to be meaningful and mutually beneficial to the intern and the organization. Following are the intended objectives of internship training:

1. Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
2. Provide possible opportunities to learn, understand and sharpen the real time technical/managerial skills required at the job.
3. Exposure to the current technological developments relevant to the subject area of training.
4. Experience gained from the 'Industrial Internship' will be used in classroom discussions.
5. Create conditions conducive to quest for knowledge and its applicability on the job.
6. Learn to apply the Technical knowledge in real industrial situations.
7. Gain experience in writing Technical reports/projects.
8. Expose students to the engineer's responsibilities and ethics.
9. Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.

10. Promote academic, professional and/or personal development.
11. Expose the students to future employers.
12. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
13. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

## **Benefits to the Industry**

1. Availability of ready to contribute candidates for employment.
2. Year-round source of highly motivated pre- professionals.
3. Students bring new perspectives to problem solving.
4. Visibility of the organization is increased on campus.
5. Quality candidate's availability for temporary or seasonal positions and projects.
6. Freedom for industrial staff to pursue more creative projects.
7. Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
8. Proven, cost-effective way to recruit and evaluate potential employees.
9. Enhancement of employer's image in the community by contributing to the educational enterprise.

## **Benefits to Students**

1. An opportunity to get hired by the Industry/ organization.
2. Practical experience in an organizational setting.
3. Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world.
4. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
5. Helps them decide if the industry and the profession is the best career option to pursue.
6. Opportunity to learn new skills and supplement knowledge.
7. Opportunity to practice communication and teamwork skills.
8. Opportunity to learn strategies like time management, multi-tasking etc., in an industrial setup.
9. Opportunity to meet new people and learn networking skills.
10. Makes a valuable addition to their resume.
11. Enhances their candidacy for higher education.
12. Creating network and social circle and developing relationships with industry people. Provides opportunity to evaluate the organization before committing to a full-time position.

## **Benefits to the Institute**

1. Build industrial relations.
2. Makes the placement process easier.
3. Improve institutional credibility & branding.
4. Curriculum revision can be made based on feedback from Industry/ students.
5. Improvement in teaching learning process.
6. Number of placements may increase
7. Opportunity to establish incubation center on Campus
8. Consultancy projects may be attracted.

# Campus Ethos

The management, staff, parents and students, all together, form the Educative Community of SIGA. Each one, according to his/her specific role and capabilities, gives his/her best efforts towards the achievements of the objectives of the institution. Everyone contributes towards the spirit of mutual understanding, acceptance and support that pervades the campus at all time. Some of the campus values that we consider very important are: the dignity of the human being; devotion to duty; esteem for work of any kind; acceptance of everyone irrespective of caste, creed or economic status; a concern for the poor; selfless service; the spirit of joy, celebration and youthful enthusiasm; respect for nature; cleanliness and order. A sense of being always a part of the institution and an attachment to the values of the institution are the characteristic qualities of SIGA staff, students and alumni alike.

## Game and Sports

In Don Bosco's system of education, sports and games are a important factors, since they promote a sound physical development, relief from the tension of work, and help effectively in the formation of character.

Hence all the students are expected to take an active part in the games and sports conducted by the Institute. Prizes and certificates will be awarded to the winners.

## Press Visits

Students are taken occasionally to visit leading presses, newspaper offices, process engravers, ink factories, paper mills, offset and gravure plants in and around the city.

## Music and Fine Arts

The Institute encourages music, theatricals and dramatics, etc., to develop the aesthetic talents of the students.

## Dress Code

Monday, Wednesday Friday and Special days. Formal Pant and Shirt (issued at the institute) with black leather belt and black shoes

## Religious and Moral Formation

The management respects the religious beliefs of all the groups and denominations represented in the Institute. However, only Catholic religious services will be held at the Institute at which the Catholic students are expected to be present and take an active part. Regular religious/moral instructions will be held for all students.

Its purpose is to help the students to reflect on the great questions of life, to understand the meaning of being human, to facilitate one's 'inward journey' and value clarification. Study and discussion on issues such as human rights, social justice, social harmony, adolescent problems, etc. will also be part of this programme.

## **Dignity of Labour**

All Don Bosco Institutions value physical labour. To inculcate the real dignity and value of labour, as part of our training, students will be asked in turns to clean shop floors, classrooms, wash basins, drinking water closet, walls and ceilings etc. Students should feel proud to participate in the task of keeping the Institute clean and co-operate with the teachers in carrying out all the tasks entrusted to them and should not feel in anyway ashamed to do such work.

## **Punctuality and Regularity**

Students must be punctual in the Institute on every working day. Late comers should not enter the class without the written permission from the Principal / Dean of Studies.

No student shall absent himself without obtaining prior permission. Leave must be obtained by a written application from the parent or guardian. No absentee returning to Institute should enter the class room without the written permission from the Principal / Dean of Studies. If the absence on account of illness lasts more than 3 days, the application for leave must be accompanied by a medical certificate.

Refer the DOTE website <https://dte.tn.gov.in/> under e-Governance Portal, regarding the attendance eligibility for the board exams. Absence from the Institute for 2 days in succession without permission/information will be viewed seriously.

Absence on the opening and closing days of a term or, just before or after special holidays like Christmas, Deepavali, Pongal, Easter etc. will be punishable with a fine towards student welfare fund. In case of sickness the Institute authorities must be notified on time. Forging parent's signature will be viewed seriously.

## **Library / Internet Services**

The library of the Institute is equipped with text books, technical journals, books on printing, applied science and general education. The library is essentially a reference library and not a lending library. Books have to be read in the library only. Browsing INTERNET is permitted during the library hour with certain restrictions. Students are required to take great care in handling the books, periodicals and other resource materials in the library.

## **Extra Curricular Activities**

The students are strongly encouraged to take part in various campus activities. Possibilities for developing one's talents in sports, music, art, etc. Are offered in the Institute. Organizing as well as taking part in seminars, debates, competitions, etc. on subjects related to printing is encouraged.

## **Code of Conduct**

The Students in Salesian Institutes should understand the dignity of work and study and look upon them as a duty which is both noble and necessary. In this way, as they develop the talents which they have received from God, they will grow in maturity, will repay the sacrifices of their parents, correspondent with their expectations and prepare themselves for life. The students should cultivate a sense of duty which their response to God's demands on them and which is also an expression of their sense of personal and social responsibility. This calls for serious and disciplined learning and behavior without which active cooperation between teachers and pupils would be impossible.

The Institute assumes that all the students come to study and expects the highest standard of integrity from them. Unethical or undesirable conduct contrary to the general directives of the Institute will be severely dealt with.

1. Cleanliness, personal hygiene, neatness of dress and a well-mannered and respectful bearing are expected of every student which nurture a sense of dignity and refinement.
2. Mutual respect and kindness should be the ruling factor in the dealings of boys among themselves. Any arrogant behavior, bullying or ridiculing of one's companions is altogether deplorable and will never be tolerated.
3. Any talk behavior which is morally reprehensible and any systematic opposition to the management are serious faults and those who do not correct themselves may, at the discretion of the authorities, be dismissed from the institute.
4. Students are forbidden to organize or attend any meeting in the Institution or collect money for any purpose without permission of the Principal.
5. The students are responsible to the institute for their behavior outside the Institute premises. Any misbehavior of a serious nature is likely to bring about suspension or dismissal.
6. Students are required to be safety-minded in handling machines, equipment, accessories, electrical installations etc. They should in no case tamper with or handle any machine or electrical installation without permission of the concerned staff and must comply with safety regulations in general. The institution will not be responsible for any injury or disability caused to the students due to their neglect in observing regulations.
7. It is forbidden to write or scratch on walls, furniture etc. Students will be held responsible for any loss, damage or breakage of the instruments or machinery under their care.

8. Students are not authorised to install, update or delete any software in the computer without the prior permission of the principal. Possession of any unauthorized/ pirated Software by any student or violation of terms and conditions in this rule will be dealt with seriously. We promote FOSS.
9. Indecent books, magazines, newspapers, floppies CDs and the like which are opposed to the spirit of the Institute are absolutely forbidden.
10. Substance abuse is absolutely forbidden in the campus.
11. Students are responsible for the custody of their books and belongings.
12. Visitors should not call on a student, while he is in class, except in case of urgent necessity, after the permission of the Dean of Studies is obtained. Phone calls should not be made to the students unless it is extremely urgent.
13. Mobile Phones are not allowed in the campus. Once it is confiscated donot claim for it.
14. Students are forbidden to leave the institute permises during working hours. They are forbidden to take away any article whatsoever other than those they have brought in. Written permission from the Principal is mandatory to leave the institute.
15. All work carried out by the students in the Institutiion must be available to the authorities when required, and the authority reserves the right to reproduce such work in any manner. Students may not take any practical work away from the Institution unless they have obtained permission to do so from the Principal.
16. In those places where all assemble for worship, study or work, silence should be maintained as a mark of respect for others.
17. All personnel employed by the Institute should be treated with respect.
18. The staff will get together regularly to make an assessment of the student's conduct and application. Any disciplinary admonition found necessary will be made by the Dean of Studies or the Principal. Students are expected to take these remarks seriously. Any disciplinary action taken is the joint responsibility of the entire management.
19. All notices intended for students will be put on the notice board or read out in classes where possible. The students are expected to acquaint themselves with the day-to-day announcements. It is entirely the responsibility of the students to keep themselves informed of all circulars and notices that may be issued from time to time. Ignorance of any notice thus posted will not be accepted as an excuse for failing to comply with it.
20. In the interests of discipline and order, the Dean of Studies is authorised to resort to such action as fines, cancellation of attendance, concessions and scholarships etc.
21. The Management reserves the right to stop any student during the course of the year, if he does not exhibit proper interest in his studies or is found irregular and unfit otherwise. The decision of the management in matters of admission, discipline, study suspension and dismissal is final.

## **Ragging**

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the College/Institution/University.

1. Extract of Tamil Nadu Govt. Gazette-Extra ordinary dt. 29.1.1997 (Bill No. 8 of 1997 Tamil Nadu Prohibition of Ragging act)
2. In this Act. unless the context otherwise requires, “Ragging” means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any education institution and includes.  
(a) Teasing, abusing or playing practical jokes on, or causing hurt to such student. (b) Asking the student to do any act or perform something which such student will not, in the ordinary course, willingly act or perform.
3. Ragging within or outside any educational institution is prohibited.
4. Whoever directly or indirectly commits, participates in, abets or propagates “Ragging” within or outside any educational institution, shall be punished with a imprisonment for a term which may extend to two years and shall also be liable to a fine which may extended to ten thousand rupees.
5. Any student convicted of an offence under section shall also be dismissed from the educational institution and such a student shall not be admitted in any other educational institution.

Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management shall inquire in the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

## **SIGAPPU (Alumni Association)**

Every trainee passing out of SIGA (a Don Bosco Institution) should be proud to belong to SIGAPPU which is linked to the world-wide network of Don Bosco Past Pupil. On completing the training at SIGA, a student could joins the SIGAPPU by paying Rs.100/ towards the a life membership.

### **Activities of the Alumni**

Providing Scholarships to poor deserving students every year | Newsletter | Christmas Sharing with the poor | Monthly meeting of the Council to plan further activities

### **What you can do as a Alumni**

1. Enroll as a life - member | Participate in all unit activities
2. Share your knowledge with students. | Volunteer to work part time at SIGA. | Forward teaching aids and resource materials.
3. Sponsor a poor student for three years. | Create and Sponsor Awards to



- students. | Give donations towards SIGA Students' welfare fund.
4. Give contributions towards mess expenses of poor students.
  5. Initiate campaigns to raise corpus funds.
  6. Organize batch meetings to strengthen bond of SIGAPPU.
  7. Invite students to your Press for Visits. | Play the role of External Project Guide. | Recommend a student to your company.
  8. Support SIGA with your prayers.
  9. Promote website [www.sigaindia.com](http://www.sigaindia.com)
  10. Be an entrepreneur at SIGA.

**The Annual General Body meeting of SIGAPPU  
is held on 15<sup>th</sup> August every year.**

**All Alumni are welcome.**

# Policy for Technical Institutes - INM

## INTRODUCTION

“Da mihi animas caetera tolle” of Don Bosco found its visible and fruitful expression in the education of the young both in the academic and technical fields that paved the way for a bright future by way of sharpening their minds, shaping their lives and by offering opportunities for a sound livelihood. The Salesian Technical Institutes have their origin in Valdocco, a response to the needs of the young people of that time, and have become part of the overall plan for education and evangelization of youth, especially those most in need.

As a response to the industrial revolution that was in the offing in Italy, and the number of young migrants coming into the country in search of jobs, Don Bosco at the very beginning started Technical Schools. As a young student he himself was a farm hand in the Moglia farm. He learned to sew buttons and master hemming from John Roberto the tailor who also taught him to play the violin. He mastered forging, and could handle the sledgehammer and file with ease at the shop of Evasio Savio, the blacksmith. All these enabled him to help the youth who flocked to his house to face the changing times.

The Technical Schools that Don Bosco began went through a series of transformation with newer trades. In 1853 he started the tailoring and shoemaking section, book binding in 1854, carpentry in 1856, printing in 1861, black smithy in 1862 and even directing of an agricultural colony of La Navarre in France in 1876. In the fourth General Chapter in 1886, a separate document was prepared to study the direction to be given to the workers and the means to develop vocations among young artisans (Cf. PC 98 p.105).

Youth are facing so much of unemployment and employment-related problems, with a number of them coming over to cities in search of jobs. Modern machines which are replacing human skill and labour, are leaving more of them jobless. At the same time, there is a steady growth in the number of industries. In this era of technological revolution, it is better for youth to be trained in technical field in view of employment (Cf. PC 98, p.105). Thus, like Don Bosco, the Salesians are convinced that with this kind of work they help working class youth not only to prepare themselves to join the work force in a creative manner, but also in their total development—fostering a human and Gospel view of the world of work. (Salesian Youth Ministry-a basic frame of reference: English 2nd edition 2001: p.99).

## 1. VISION

Don Bosco Technical Institutes in the Salesian Province of Chennai aim at imparting quality technical education to the urban and rural poor youth for a sustainable livelihood thereby improving the economic standards and the quality of life of the poor people. While imparting Quality technical education, they will empower the youth with life coping skills for wholistic development that will enable them in turn to develop the society they live in.

## 2. OBJECTIVES

Don Bosco Technical Institutes (through the Industrial Training Centres, Vocational Training Centres and Community Colleges) assume that technical training will form the youth and will help him/her to get not only a decent job for a sustainable livelihood but also to have wholistic human formation by:

1. Striving to make the youth God loving, good and honest citizens
2. Giving importance to the character formation of the beneficiaries through value-based seminars, exposure programmes and group dynamic sessions
3. Bringing about socio-political consciousness among the youth to bring about substantial sociological changes
4. Imparting training in technical skills under formal and non-formal streams, long term and short term schemes/Multi-skill training to the poor youth especially the Catholic youth
5. Upgrading with hi-tech machinery and equipment to be on par with modern technology and ensuring quality training by experienced and qualified staff. Seeking tirelessly to provide employment opportunities through entrepreneur development programme and job placement cells. Making serious effort to start many non-formal vocational courses which will directly benefit the poor youth, particularly the school dropouts

## 3. ROLES AND FUNCTIONS

Province means The Chennai, South Indian Salesian Society having its head office at Salesian Provincial House, The Citadel, 45, Landons Road, Chennai – 600 010. Provincial means the head of the province. House means the individual institution.

**Rector** means the head of the house appointed by the Provincial, from time to time, to administer the different activities of the house in collaboration with the councillors.

**Councillors** means the members of the House Council of the house whose head is the Rector appointed by the Provincial from time to time, for administering the various activities of the house.

**Management** means the councillors and the other Salesian staff of the house, appointed by the Provincial from time to time, for administering the various activities of the house.

**Correspondent** means the person appointed by the Provincial and is responsible for appointing of/ terminating of/ taking or initiating major disciplinary action on any employee for misconduct, in consultation with the councillors.

**Principal** means a person appointed so by the Provincial and is in charge of the technical institution and is solely responsible for the day-today functioning of the technical institution both administratively and academically.

**Vice Principal** means a person so designated by the management to assist the principal in the day-to-day functioning of the technical institution both administratively and academically.

**Administrator** means a person appointed by the Provincial, responsible for the financial administration of the institute.

**Educative Pastoral Community (EPC)** of a Technical Institute consists of the Salesians, Lay Staff, Trainees, Parents and Past Pupils and experts from the industrial and corporate sector. Educative Pastoral Community Council (EPCC) means the core group of EPC.

## 4. ANIMATION

1. All the Salesians belonging to the House should consider the teaching of catechism and ethics as their primary duty.
2. While imparting technical education that enables the youngsters to earn a livelihood, importance has to be given also to their faith formation and wholistic human formation.
3. The Rector must ensure that all the staff members are animated regularly.

## 5. ADMINISTRATION

At the beginning of every scholastic year, every technical institute must constitute its EPC and EPCC in line with the criteria given by the Provincial and his Council.

The training staff of the Technical Institutes will abide by the service and conduct rules as laid down by the Management which may be modified as and when the need arises.

While it is the Administrator who will see to the regular financial administration of the Technical Institute, he will do so in agreement with the Rector, keeping in mind that for major expenses, the explicit permission of the Rector and the House Council must be obtained.

To start a new trade in an already existing Technical Institute, permission is to be obtained from the Provincial and his Council.

All the Technical Institutes of a similar nature will normally have uniform fee structure – keeping in mind the poor students – which should be discussed in the commission for Technical Institutes and approved by the respective House Council as well as the Provincial Council.

## **6. SALESIAN APPROACH**

The Education System followed in all our institution shall be Don Bosco's system of education, based on Reason, Religion and Loving Kindness.

The Don Bosco System of Education demands of the Salesians a physical presence, a friendly presence, an active presence and a witnessing presence among the young.

# **The Directives for Technical Institutes - INM**

## **1. ROLES AND FUNCTIONS**

### **The Rector**

1. The Rector and the House Council will be the decision making body in the Technical institute.
2. In collaboration with the Principal, he ensures that sound catechetical, liturgical and formative programmes are carried out in the interest of the trainees.
3. The Rector and his council interviews and selects the training Staff. The correspondent appoints the selected candidate.
4. The Rector together with the community will chalk out the execution of EPP for that particular year.
5. It is the duty of the Rector to promote and encourage the growth of the Salesian family, even though individual confrere may be in-charge of cooperators, past pupils etc.

### **The Principal**

1. The Principal, appointed by the Provincial, is responsible for the day to day functioning of the technical institute in keeping with the policy of the Province.
2. He will get the consent of the Rector and the House Council in all major decisions.
3. He carries out the correspondence of the Technical Institute and supplies information called for by the departments, prepares the time-table and sees

- to the overall discipline of the institute.
4. He arranges regular meetings of the training staff; he supervises and coordinates the instructional work of the training staff.
  5. He is in-charge of executing the activities laid down in the institute calendar.
  6. He grants leave to the training staff as well as to the trainees.
  7. He has academic administrative responsibility relative to the workshop's ordinary activity including the duty of dealing with the instructors.
  8. He sees to the admission and dismissal of both formal and non-formal trainees in agreement with the Rector and the House council.
  9. He sees to the purchase and sale of raw materials and products in agreement with the Rector and the House Council.
  10. He sees to the maintenance and upgrading of machines/equipments in workshops.
  11. He prepares and presents the budget of the institute to the Rector and the House Council.
  12. He will consult the Rector and his Council in all important financial matters.
  13. He sees to it that confreres who are under training make professional progress and keep abreast of the times. (Cf. PC 92, Document 3, page 41)
  14. He shall in agreement with the Rector grant concession in fees to the trainees.

### **The Vice Principal**

1. In the absence of the Principal, the Salesian Vice-Principal takes his place in the ordinary running of the Institute.
2. He works in full collaboration with the Principal; substitutes him when he is absent and carries out such duties as assigned to him.
3. In particular, he will be in charge of trainees' discipline and academic progress, sports, games and extra-curricular activities and he will also be in charge of liturgy, groups and movements (Cf. PC 92, Document 3, page 37).

### **The Workshop / Production Manager:**

1. The Workshop Manager of a production unit appointed by the Provincial is responsible for its day-to-day running. In the interest of the trainees and for better organization it is always better that the Principal is the Workshop Manager.
2. Otherwise the Workshop manager should always work in consultation with the Principal in all matters that concerns with training staff and the trainees.
3. He is also responsible for the purchase and sale of raw material and products for the production unit in agreement with the Rector and the House Council.
4. The Workshop manager must ensure quality production and service.
5. He is in charge of the ordinary discipline and safety within his own workshop.
6. He prepares the estimate and the schedule of job orders and supervises their execution.

7. He keeps a full inventory of tools and materials in the workshop.
8. He selects workers/apprentices for his department with the consent of the House Council.
9. He prepares and presents the budget of the production unit to the Rector and the House Council.
10. He submits the financial statements of his unit every month to the Rector and the House Council. (Cf. PC 92, Document 3, page 42)
11. While taking orders, job cards have to be maintained with details of order received, date of delivery, time schedule for the completion of the job, material purchase, the amount credited as advance and the balance amount paid etc.
12. Wherever necessary, the production unit may be registered as a small-scale industry, if required by the government but only after getting the necessary permission from the Provincial and his Council.
13. The payment of remuneration to the employees will be as per the scale fixed by the house council.

### **The Administrator**

1. The Administrator, appointed by the Provincial, coordinates and is responsible for the financial transactions of the Technical Institute (and of all other sections) and will present detailed accounts of the institute to the House Council periodically.
2. The Administrator is in-charge of the financial management of the entire institute which will include: the accounts of the different departments, the ordinary maintenance of the institute and the general stores.
3. The purchases of the different departments will be done in consultation with administrator.
4. The Administrator looks after the employees and maintains good rapport with them. (PC 1992)

## **2. ANIMATION**

1. Catechism and ethics classes should be integrated into the time table for at least two hours per week.
2. Meaningful celebration of the Holy Eucharist, the Sacrament of Reconciliation, Annual Retreat, Celebration of Salesian Feasts and commemoration of Mary Help of Christians and Don Bosco shall become integral part of the spiritual animation of every institute.
3. Once a term the Rector/Correspondent will animate the staff on the Salesian Educative System.
4. There should be moderation while arranging for excursions, celebrating important occasions and feasts.
5. While imparting technical education that enables the youngsters to earn a livelihood, importance has to be given for arts and humanities, which make

their formation integral, by way of regular programmes enabling group activity.

6. Life Coping Skills, Personality Development skills and soft skills are to be imparted to the trainees through a well-planned programme.
7. A library has to be provided with trade related books, instructional media packages and other relevant spiritual and social-based journals.
8. Hostel facilities for Catholics will be provided to accommodate students from the rural areas and from our mission centres and special care has to be taken for their faith-formation.
9. Wherever there is no chapel or access to it is not possible, a prayer room that will create an atmosphere conducive for prayer shall be made available for the staff and the students.
10. Though each Salesian and each teacher is called to be a counsellor for the students of our institutions, One professional counsellor shall be appointed so as to help the trainees to attain proper mental fitness.
11. As we are in a pluralistic society, forums that would promote peace and harmony must be encouraged in all our institutions.

### **3. GENERAL ADMINISTRATION**

At the beginning of every scholastic year, the community must constitute its EPC and EPCC in line with the criteria given by the Provincial and his Council and at the beginning of every year, the EPP should be read and revised in common and an evaluation of it should be done at the end of the year.

1. The Rector and the House Council will approve the final draft of the institute calendar before publishing it.
2. Every institution should have a Past Pupils Unit and chalk out its annual programme. Once a year they shall have a general body meeting.
3. Every institute will organize parents meet at least twice a year as a means of collaboration and animation.
4. No training staff or trainee can be employed in our production units so as to avoid labour problems.
5. A job placement cell has to be set up in every one of our Technical Institutes and a staff member has to be in-charge of it who will ensure its effective functioning. He will also act as liaison between the institute and the corporate & industrial sectors. Vazhikatti Department of the Province can have a sub-centre or assist in this process.
6. Efforts must be made to conduct campus interviews and industrial exposure every year.
7. Keeping safety and security in mind, all our trainees and the training staff can be insured.



## **4. FINANCIAL ADMINISTRATION**

1. The Administrator shall maintain detailed accounts of all the sections and will present to the House Council periodically.
2. In consultation with the Principal, the Administrator will see to the maintenance of the institute buildings.
3. The Administrator shall jointly operate with the Principal the miscellaneous funds such as welfare fund, staff benefit fund, Past pupils fund, Scholarship fund etc. For major expenses in the institute the permission of the Rector and the House Council is required.
4. As far as possible, all fee collections should be done through the bank.
5. As far as possible, the salary of all the training staff should be paid through the bank.
6. The monthly income and expenditure of the various sections of the institution should also be brought into the main cash book at the end of the month.
7. At the time of transfer, the Correspondent, the Principal and the Administrator should hand over all the financial accounts to their successors in the presence of the Rector

## **5. STAFF**

1. Selection of Staff is done by the Official Interview Panel that consists of the Rector and the House Council with at least one observer from the provincial level appointed by the Provincial. Based on the reports of the interview team the Rector / Correspondent appoints the staff after due consultation with the House Council and after informing the Provincial.
1. To ensure quality only qualified persons with right aptitude should be appointed.
2. Confirmation of appointment is always done in the beginning of the academic year.
3. The Rector/Correspondent suspends or dismisses any staff employee with the consent of the House Council.
4. For dismissal/disciplinary action on staff members the Government policies have to be strictly adhered to.
5. The payment of wages will be as per the directions given by the Economist on the basis of the pay scale prepared by the Commission for Technical Institutes and approved by the Provincial and his council.

## **6. ADMISSIONS**

1. Based on the admission policy of the institution accepted by the Rector and his council and approved by the Provincial and his council the Principal admits the. The House Council is responsible for the admissions. The procedure approved by the house council has to be mentioned in the minutes of the house council.
2. The Principal admits trainees to the different trades or dismisses them after consulting the Rector/Correspondent and his council.
3. The Institute gives priority to the Catholics of the local area and those from the Salesian Mission Centres in its admissions not contrary to Government policies. Priority should be given for rural youth in admissions to the course and the Hostel.
4. Selection for admission is done through an entrance exam and/or an interview and/or an aptitude test.
5. Available scholarships should be made known to the applicants.
6. Donations should not be collected at the time of or in view of admissions in our institutes. Donation collected for a particular developmental project requires the prior permission of the Provincial. Such collections are made in understanding with the EPCC.

## **7. FEE STRUCTURE**

1. The budget and the fee structure are prepared by the Principal, presented to the house council & sent to the Provincial and his Council for approval.
2. The fee structure for the non-formal courses must be kept as low as possible to facilitate many poor and disadvantaged youth to benefit.
3. The fee structure should have details about the Tuition fees, Training Fees, Welfare Fees, Library, Purchase of Books and Stationery fees etc. and the money thus collected should be deposited in those heads.
4. Printed receipts will have to be issued for any fee that is collected.
5. The Institution should maintain itself with the fee that it collects.

## **8. SALESIANS APPROACH**

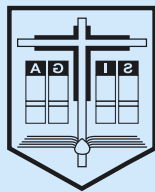
1. The Education System followed in all our institutions shall be Don Bosco System of Education based on Reason, Religion and Loving Kindness.
2. This entails effective Salesian presence, family spirit, and the young feel at home where corporal punishment is completely avoided.
3. Other forms of reasonable punishment may be given to inculcate discipline in the students after sufficient warnings.
4. Discipline shall be instilled in the students in the Don Bosco way. In doing so, it is important to involve the parents who shall take the prime responsibility.
5. The staff shall undergo a certificate course on Don Bosco's system of

education. The appointment of the new recruits who have completed this certificate course, convinced of this educational system and able to implement this system alone shall be confirmed in our institutions.

6. The Don Bosco System of Education demands of the Salesians a physical presence, a friendly presence, an active presence and a witnessing presence among the young.

# Academic Handbook

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**SIGA**  
POLYTECHNIC  
COLLEGE

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