



# Criteria 6

## Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

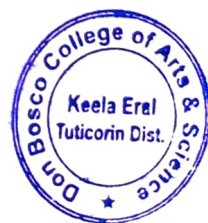


<b>6.1.1 Institution Vision and Leadership</b>
<b>Particulars</b>
Vision and Mission of the Institution
History of the institution
Members of executive body of Don Bosco Tiruchy society
<p><b>Statutory committees</b></p> <p style="padding-left: 40px;">Governing Body Finance Academic council IQAC</p> <p><b>Non – Statutory committees</b></p> <p style="padding-left: 40px;"><b>Academic audit</b> <b>Admission core</b> <b>Examination</b> <b>Library</b> <b>Grievance redressal</b> <b>Internal complaint</b></p>
<b>Decentralization and participative management</b>
HOD’s Detail from handbook
Staff duties Allocation
Organogram
Committees member list
The genesis & growth
Institute vision and mission
Quality policy
Quality objectives
Core Values ,principles and mile stone

Goals

## VISOIN AND MISSION

- To fulfill the vision and mission, the college is committed to empower the rural poor youths of nearby area through educating them. This positive intention has paved way to enhance our youth's education through taking extra care for their education through handling tuition for them from 2013 onwards.
- The college is very sure of developing the students through quality education. We allot our college students who are interested and willing to take classes for the school students.
- Our management provides some guidelines for managing the school students, behavioral approach towards the students. By following the above guidelines our college students are carrying out duties well.
- The students from the nearby villages are getting benefited through this tuition center. Our college students who are handling tuition are also getting more benefit due to parents involvement and encouragement at home play a pivotal role in the child's performance at school level. The follow up of the parents brings improvement in their performance, motivation, behavioral change and better grades. Uneducated parents may not be able to help their children with their educational needs.
- So the children of uneducated parents usually don't get much financial support unlike children of educated parents who gets good financial support. A parents belief system directly affects the child's values as an adult. A parent who give more priority to education and it inspires the child and it brings a lot of achievements.



- This implies that a parent who is uneducated with low income can instill motivation in a child by handing down a strong belief in education. It also means that the parents who have low income do not value the education. In our locality most of the parents are poor and uneducated. Hence they don't have money to support for their children for education. Our study center and our past&present students of college do service like taking tuition for the rural and poor children.
- Most of the students are going to government schools to study and they don't have sufficient educational support system. The parents don't have proper knowledge a education so they won't spent money especially for the education purpose.so our college are students are taking special classes for school going students. Infact our college students are interested in taking tuition for the poor children. This gives a good result in their academic performance and their parents are very happy to send their children.
- Their parents also felt very happy about this tuition centre because they are not financially well off to support their children's education. So our students involvement makes them happy and satisfied. Because they know about the value of education. Most of the students show interest towards studies. They look for a financial support to continue the study. Our college students help them to achieve a lot in their studies. Hence school going children can clarify their doubts, can get good marks and also learn to develop helping tendency and also there is a change in their behaviors.



### 1.3 VISION and MISSION of the College

#### VISION

To Enlighten and Empower the Youth Towards Personal and Social Transformation.

#### MISSION

1. To make higher education qualitative, inclusive, cost effective and accessible to the rural masses.
2. To exercise a preferential options in favour of the rural youth, especially the first generation learners and those of the weaker sections.
3. To facilitate the actualization of individual potential, integrating knowledge, skills, values and behavior and prepare the students to face global opportunities and challenges of a meaningful life and career.
4. To constantly pursue higher standards of excellence, integrity and credibility in all endeavors and form the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation.

### 1.4 Motto and Logo of The College

#### Motto.

"Enlighten and Empower" is the motto of the college. We enlighten the minds of the students with knowledge, and empower them towards personal and social transformation. We facilitate the actualization of potentials of the individual by integrating knowledge, skills, values and behavior.



College Logo



Logo of our college consists of a Shield which has, a Student standing with a torch, A Open book and Smiling face of Don Bosco.

The Smiling face of Don Bosco gives a welcome smile to the youngsters who are stepping into our college. The open book suggests that, the knowledge from the books is imparted to the students. With the knowledge they received from the college they enlighten the world that is symbolized by the torch in the hand of the students.

The College empowers the students, makes them Stronger and more Confident, especially in Controlling their life and Claiming their rights.



## PLEDGE

India is my country; all Indians are my brothers and sisters. / I love my country, and I am proud of its rich and varied heritage. / I shall always strive to be worthy of it. / I shall give my parents, teachers and all elders respect / and treat everyone with courtesy. / To my country and my people / I pledge my devotion in their well-being and prosperity alone lies my happiness.

## PRAYERS

### LORD'S PRAYER

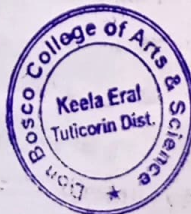
Our Father / who art in heaven / hallowed be thy name / thy kingdom come / thy will be done / on earth as it is in heaven / Give us this day our daily bread and forgive us our trespasses / as we forgive / those who trespass against us / and lead us not into temptation / but deliver us from evil - Amen.

### COLLEGE PRAYER

God our Father and Mother / Creator of all things / true source of light and wisdom / we thank you for giving us this new day / We offer ourselves to you / bless all of us / give us the grace to understand / the lessons being taught in our College / Help us to be good citizens / and loving children of Don Bosco - Amen.

### PRAYER FOR PEACE

Lord, make me an instrument of your peace;  
where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.





## PRAYER BEFORE STUDY

Lord, we pray you. / Let our doings be prompted / by  
your holy inspiration / and furthered by your help / so that /  
every prayer and work of ours / may begin always from  
you / and through you / happily ended. - Amen.

## COLLEGE PRAYER

God our Father and Mother / Creator of all things /  
true Source of light and wisdom / we thank you for giving  
us this new day / We offer ourselves to you / bless all of us  
/ give us the grace to understand / the lessons being  
taught in our College / Help us to be good citizens / and  
loving children of Don Bosco. - Amen.

## PRAYER FOR STRENGTH

This is my prayer to you, my Lord  
Strike, Strike at the root of penury in my heart;  
Give me the strength lightly to bear my joys and sorrows;  
Give me the strength to make my love fruitful in service;  
Give me the strength never to disown the poor, or  
bend my knees before insolent might;  
Give me the strength, to raise my mind high above daily trifles;  
And give me the strength to surrender my strength  
To your will with love.



### இறை வாழ்த்து

ஒன்றேயென்னின் ஒன்றேயாம்  
 பலவென்றுரைக்கின் பலவேயாம்  
 அன்றே யென்னின் அன்றேயாம்  
 ஆமே யென்னின் ஆமேயாம்  
 இன்றே யென்னின் இன்றேயாம்  
 உளதென்றுரைக்கின் உளதே யாம்  
 நன்றே நம்பி குடி வாழ்க்கை  
 நமக்கிங் கென்னோ பிழைப்பம்மா

### தமிழ்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தை கெழிலொழுகும்  
 சீராரும் வதனமெனத் தீகழ்பரதக் கண்டமிதில்  
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
 தக்கசிறு பிறைநுதலும் தரித்தநறுத் திலகமுமே!  
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
 எத்திசையம் புகழ்மணக்க இருந்தபெருத் தமிழணங்கே! தமிழணங்கே!  
 உன்சீரிளமைத் திறம்வியந்து செயல்மறந்து  
 வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ.சுந்தரனார்

### தமிழ்ப்பண்பாடு

யாதும் ஊரே, யாவரும் கேளிர்,  
 தீதும் நன்றும் பிறர்தர வாரா  
 நோதலும் தணிதலும் அவற்றோ ரன்ன  
 சாதலும் புதுவது அன்றே. வாழ்தல்  
 இனிதுஎன மகிழ்ந்தன்றும் இலமே, முனிவின்  
 இன்னாது என்றலும் இலமே, பின்னோடு  
 வானம் தண்துளி தலை(இ) ஆனாது  
 கல்பொருது இரங்கும் மல்லல் பேர்யாற்று  
 நீர்வழிப் படுஉம் புணைபோல் ஆருயிர்  
 முறைவழிப் படுஉம் என்பது திறவோர்  
 காட்சியின் தெளிந்தனம் ஆதலின் மாட்சியிற்  
 பெரியோரை வியத்தலும் இலமே,  
 சிறியோரை இகழ்தல் அதனிலும் இலமே!

மூலம்: புறநானூறு, கணியன் பூங்குன்றனார்



# NATIONAL ANTHEM

Jana gana mana adinayaka jaya he  
 Bharatha bhagya vidhata  
 Punjaba Sindhu Gujarata Maratha  
 Dravida Utakala Vanga  
 Vindhya Himachala Yamuna Ganga  
 Ucchala Jaladhi taranga  
 Tava Shubha name jage  
 Tave Shubha asisha mage  
 Gahe tavae jaya gatha  
 Jana gana mangala dayaka jaya he  
 Bharatha bhagya vidhata  
 Jaya he jaya he jaya he  
 Jaya jaya jaya jaya he

- Rabindranathi Tagore

# COLLEGE ANTHEM

Let's gather together  
 And sing the praises of DBCAS  
 Don Bosco our father  
 Gave us this gift, DBCAS

## Chorus

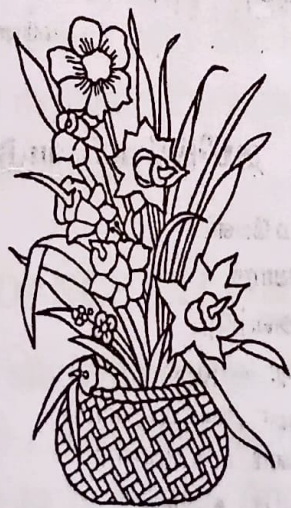
We love you dear DBCAS  
 In you we learn and grow  
 God bless you dear DBCAS  
 For now and ever more

Enlighten, Empower  
 With love, reason and heavenly grace  
 Inspire and lead us  
 We'll make the world a better place



# PLEDGE

India is my country; all Indians are my brothers and sisters. / I love my country, and I am proud of its rich and varied heritage. / I shall always strive to be worthy of it. / I shall give my parents, teachers and all elders respect / and treat everyone with courtesy. / To my country and my people / I pledge my devotion in their well being and prosperity alone lies my happiness.



## **SPECIAL FEATURES OF THE COLLEGE**

### **ENGLISH COACHING (I-UG)**

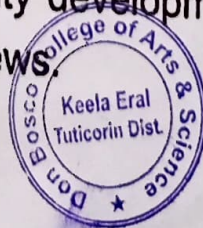
In the College the campus language and the medium of instruction is English. To help the new students to learn English, the First year students are offered TWO WEEKS of Spoken English Coaching at the beginning of the academic year.

### **RURAL CAMP (II UG)**

The Second year Students are given opportunity for ONE WEEK OF RURAL CAMP. This is aimed at teaching the students Social Responsibility. This gives an opportunity for the students to share the lives of the rural poor and to interact with children and youth. These contacts would motivate the rural children and youth for pursuing higher education.

### **CAREER GUIDANCE (III UG & II PG)**

Once the students complete their degree they are thrown into the competitive world of job market. They need to be fit to compete. And so to enhance their employability the final year students are given special coaching in soft-skills and personality development for facing competitive exams and interviews.



## **SPECIAL COACHING FOR SLOW LEARNERS**

The students are from various backgrounds. It happens that a few students need extra care and support in learning. And so the College offers special coaching classes for the weak students / slow learners.

## **RELIGION AND ETHICS**

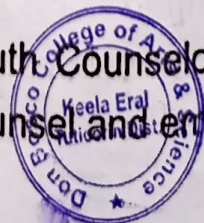
Once a week Religion and Ethics sessions are offered for the students. In multi-religious context the students are given an opportunity to learn religious and moral values. Catechism classes are given for the Catholic Students while the others are given moral values education. We aim at knowledge and respect of not only one's own religion but also other religions, Gods and people of other religions. It is an effort to create not mere religious people but persons of spirituality.

## **MENTORING**

Mentoring is to accompany the student in his or her life in the college. Trained professors are appointed as mentors of students. The mentors meet the mentees regularly both individually and as a group and follow up their growth and help them to handle their duties and to face the challenges arising in their academic and personal life.

## **COUNSELING**

Qualified and experienced Youth Counselors are available in the College to guide, counsel and empower



the students. The students are encouraged to make use of the services of the counselors, with prior appointment.

### **EXTENSION DEPARTMENT (DB CARE)**

A special feature of the college is **EXTENSION DEPARTMENT** named **DB CARE** which stands for **DON BOSCO COLLEGE ACTION FOR RURAL EMPOWERMENT**. The students are involved in the College Reach-out Programmes for the empowerment of the rural people. The students are expected to spend **ONE HOUR EVERY WEEK** for such activities which are regularly monitored by the respective HOD.

### **BOSS FUND**

Bosco Student Solidarity (BOSS) Fund is a collective, voluntary initiative of the DBCAS student community as an expression of their solidarity with fellow students in need. Every student contributes a minimum of Rs.10/ and every staff Rs.100/- every month towards this fund and the money thus collected is deposited in a special account and operated by the Secretary, Principal and a student Counsellor, towards assisting deserving students. The Students Council takes charge of the monthly collection under the supervision of the HODs.

### **CLUBS**

The students are to participate in Club activities to develop their talents and use them for the society. The



students are encouraged and invited to join ANY ONE of the clubs. The various Clubs are listed here below.

1. **Environment Clubs**  
(Green Movement and Clean Movement),
2. **Red Ribbon Club,**
3. **NSS Unit**
4. **Media Club,**
5. **Fine Arts Club**

## **ASSOCIATIONS**

Each Department forms an Association which offers additional opportunity and space for student initiative for planning and organizing academic / co-curricular events. These activities are intended to broaden the knowledge of their subject, facilitate exposure to recent developments in the field and learn the relevant skills and attitudes for pursuing higher studies or career options. The following are the various Associations in the College. All the students of the College are members of Muthamizh Mandram.

1. **BELA (BOSCO ENGLISH LITERARY ASSOCIATION)**
2. **WIN-R (THE BCA ASSOCIATION)**
3. **CALCUL8 (THE MATHEMATICS ASSOCIATION)**
4. **BOSCOM (THE COMMERCE ASSOCIATION)**
5. **BOSCO BUSINESS APEX (THE BBA ASSOCIATION)**
6. **MUTHAMIZH MANDRAM (THE TAMIL ASSOCIATION)**





# GENERAL RULES AND REGULATIONS

## Dress Code

### Boys:

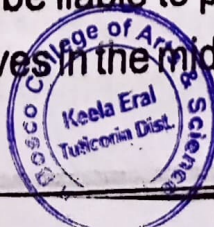
Boys are expected to be neatly dressed in accordance with the approved etiquette, decency and modesty avoiding dresses with low hip, jeans and T-shirts.

### Girls:

Girls are expected to be dressed decently and modestly avoiding dresses with low neck, short or sleeveless blouses, miniskirts, tight jeans, tight and short tops or transparent clothing.

## Payment of Fees

- ➔ Fees are to be paid in TAMIL NADU MERCANTILE BANK LTD., by challan.
- ➔ The Last Dates for the payment of fees are mentioned in the College Calendar.
- ➔ Fees once paid will not be refunded.
- ➔ Student copy of the Chelan is to be preserved and produced when required.
- ➔ Every student shall be liable to pay fee for the whole course if he/she leaves in the middle of the course.



## Scholarships

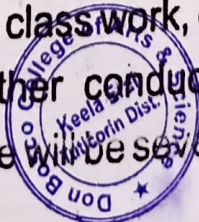
1. Scholarships are awarded by the Government on the basis of results of the Higher Secondary Examination.
  - a. Scholarships to all eligible post-matric students belonging to schedule castes, Scheduled Tribes and to deserving and meritorious candidates from other Backward classes.
2. Scholarships sanctioned by the Director of Adi-Dravidar Welfare Scholarships are sanctioned to cover all the non-refundable fees to be paid by students of the scheduled caste and scheduled Tribes.
3. The eligible students should contact the Scholarship desk and apply for the Scholarships by submitting the Income certificate and Community Certificate.

## College Etiquette

1. All Students shall obey the rules of the college.
2. They shall make every effort to keep the college campus clean and the class rooms neat and tidy.
3. Students attending lectures in class rooms or attending meetings etc. in the college campus shall maintain perfect silence.
4. Students getting out of a class room shall do it in an orderly manner without making any noise.



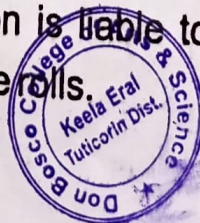
5. Students shall handle the college properties with care and cause no damage to it. The cost of the repairs of the damaged goods will be met by the concerned students.
6. Use of Mobile phones is strictly prohibited inside the campus.
7. The Students are allowed to use Laptops only with supervisor staffs.
8. When a member of the staff enters the class-room the students shall get up and remain standing till they are requested to sit down. They shall likewise stand up when the staff leaves the class.
9. Students are expected to provide themselves with prescribed books in each subject.
10. Every student shall sit in the place assigned to him/her in the class-room.
11. Students coming late to the class shall enter only with the permission of the concerned Head of the Department.
12. No notice or petition of any kind shall be circulated among the students or pasted on the notice board or anywhere within the College premises without the prior permission of the Principal.
13. Irregular attendance, in-subordination to teachers, habitual in-attention to class work, obscenity in word or deed and such other conduct as considered detrimental to discipline will be severely dealt with.



14. The Principal retains the power to inflict the punishments depending on the gravity of the mistakes made by students, such as fines, withholding of term certificates, suspension or expulsion.

## Attendance and Leave

1. Attendance will be marked at the beginning of each class hour. A student who is not in class when attendance is marked shall lose the attendance to the session.
2. A student shall attend at least 75 percent of the Lectures in each semester. Students with attendance below 75 percent are not allowed to University Examinations.
3. No student shall absent himself / herself from the college without leave application. In case of sickness for more than THREE days, it must be informed with medical certificate.
4. Application for leave should be made in time to Vice Principal which must be counter-signed by Parent / Guardian / Warden.
5. Student absenting himself / herself from college for more than TEN consecutive working days without satisfactory explanation is liable to have his / her name struck off from the rolls.



## Identification Card

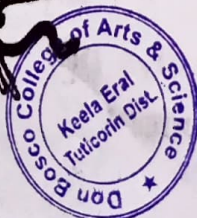
Every student shall obtain his/her identification card duly attested by the Principal and shall keep the card with him / her throughout his/her course of studies. He / She shall be required to produce the identification card for all purpose when warranted. Each Student shall keep his / her identification card at the time of University Examination along with his/her Hall ticket.

## Library Rules

- ★ The Library can be used by all the staff and students of the college.
- ★ It is kept open from 9 am to 4.30 pm on all working days and Saturdays.
- ★ Strict silence shall be maintained in the Library
- ★ It is needed to sign in the Entry Register before entering the Library.
- ★ Note books and other books are not to be carried into the Library.
- ★ A Maximum of three Books only can be borrowed at a time for a period of 10 days only.
- ★ Borrowed books can however be renewed once for another 10 days provided they are not required by any other students.



- ★ For Books retained beyond the due date, a fine of Rs.2/- will be collected per day per Book.
- ★ Full compensation will be collected for damage or loss of the Books.
- ★ Students shall on receiving books, examine them and report to the Librarian any damage found therein. If they fail to do so they will be held responsible for such damage as may be detected afterwards.
- ★ Students shall not write, underline or make any mark in the Book.
- ★ Any infringements of the rules may lead to the forfeiture of the privilege to use the Library.
- ★ Every Year Best Library users are honored on the College Annual Day.



DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL

STANDARD OPERATING PROCEDURE (SOP)

St. John Bosco; (2000) 2012: Tuticorin

**VISION**

We the Salesian Community of Keela Eral envisage

- A faith filled Catholic Community in the parish,
- The empowerment of the rural, poor, the marginalized,
- And make efforts to enlighten and empower the rural poor youth towards personal and social transformation.

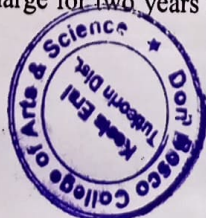
**MISSION**

- Shepherding the Catholic Community with a genuine pastoral zeal and catechizing through the proclamation of the Gospel.
- Empowerment of the rural poor marginalized through social conscientization and community organization.
- Providing opportunities for academic and character formation to the youth.

**HISTORY**

**KeelaEral as Sub-station under Vilathikulam Parish:**

Don Bosco mission started with the parish along with its sub-stations. This parish was part of Vilathikulam till 6<sup>th</sup> of August 2000. Earlier it was part of Keelavaipar and later KeelaMudiman. In 1981, it was attached to Vilathikulam parish. The Salesian Mission came into existence at Vilathikulam as a result of the Provincial Chapter 1992 which spoke about new vision. At the request of the Bishop of Tuticorin Most.Rev.Bp.Amalanathar to the Salesian provincial of Chennai Province Fr.VincentDurai raj, a study was done by Fr.Solomon and Fr. Antony Samy in 1993 in Vilathikulam area. The Salesians took over the Vilathikulam parish in 1994. Fr. Lawrence, S.D.B. became its first Salesian Parish Priest. In 1996, Fr.Lawrence bought 8 acres of land at KeelaEral and built a house for the Salesians to stay. In 1997, the Salesian sisters came and started working in this area, initially staying at Valampatti and from 1998 at KeelaEral. After Fr. Lawrence, Fr. Vincent Sebastian took over as the parish priest. He was in charge for two years from 1998 May to 200 May. In 1999, a



community hall was built at KeelaEral to look after the villages of this area for training the girls in tailoring and for common animation.

### **Keela Eral as a Separate Parish:**

On the 6<sup>th</sup> of August, 2000, the parish was bifurcated from Vilathikulam parish and officially inaugurated by the Bishop of Tuticorin. Fr. Rosario Perez took charge as the first parish priest on the same day. This parish was part of the Vilathikulam community. Fr. Amala Joseph was installed as the Rector of this community on the 25<sup>th</sup> August 2000. On 24<sup>th</sup> May 2001 Fr. Felix took charge of the parish. In 2001, Anbiyams were started at KeelaEral. The vocational bible school also was started this year. In the academic year 2002 – 2003, a little boarding with 9 boys was started. The same year also enjoyed the beginning of help from CFCA for 26 children. Fr. Felix took special interest in developing the economic situation of the people by teaching them candle making and other useful trades.

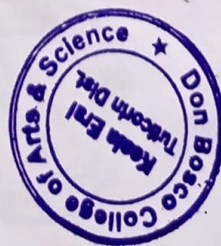
### **Don Bosco Technical Centre at Keela Eral:**

From 24<sup>th</sup> of May 2003, Rev.Fr. Gerard Britto took over as the parish priest. A new building was built for providing non formal technical training with the help of German Government agency. The building got completed in June 2006. From July 2006 the non formal technical centre started to function with 63 students with Bro. Chinnapparaj as its first principal. DTP course, two wheeler and four wheeler mechanism, electrician and electronics trades were started. From June 2007 onwards Fr. Amaladoss took charge as the parish priest and Fr. Joe Augustine took charge as the new principal of the technical centre.

On June 26<sup>th</sup> 2007 the parish church at KeelaEral was inaugurated and it became the official parish church. In the year 2007-08, 118 students were admitted and a new trade welding was also added. A training hall was built in the same year with the help of program project and was inaugurated in August 2007. On August 15<sup>th</sup>, the new chapel at Bommiyapuram was blessed by the Provincial.

### **KeelaEral Don Bosco Society – Technical Training under TNOU:**

In January 2008, the house was registered as KeelaEral Don Bosco Society (Reg.No.17/2008). From June 2008, the small boarding that was functioning for the school going students was stopped and the students were encouraged to go to Vilathikulam. In 2008, the Sunday Catechism and the Anbiams were officially inaugurated in the parish. The Parish council was formed with official elected members from Anbiams. January 2009 the non-formal technical centre was attached to the Tamil Nadu Open University under the name of Don Bosco Community College.





On May 24<sup>th</sup> Fr. Joe Augustine was transferred and Fr. John Vellayil took charge as Administrator. Along with the responsibility as the Parish priest, Fr. Amaladoss was also asked to be the Principal of Don Bosco Community college from May 24<sup>th</sup>, 2009. At this time, there was a survey done in the parish with regard to the number of Catholics and the reception of sacraments in the parish by Fr. Arockiam who had come to the Parish as a new Priest. The family card was introduced for the first time in the parish.

From May 24<sup>th</sup> 2010, Fr. Justin Sengol replaced Fr. Amaladoss and became the Parish Priest and the Director of the house. On May 24<sup>th</sup> 2012, Fr. Justin Sengol and Fr. John Vellayil were transferred. The Salesian Community at KeelaEral was made as a canonically erected house from 24<sup>th</sup> May 2012. Fr. Amaladoss was made as the new and the first rector of the community. Fr. Vincent Sebastian was appointed as the Parish Priest and Fr. Ashok Lawrence was made as the administrator. Br. Albert who had done his regency was transferred and Br. Arul Kumar joined our community to do his regency.

The new Parish Priest took charge of the parish and went around the substations as the parish was neglected to some extent due to various reasons. He began visiting the families of the parish community by giving them a patient hearing. He identified some problems that were plaguing the parish. He began to remedy them one by one by the participation of the salesian community, the sisters and the faithful themselves.

The celebration of the Holy Eucharist was regularized in the substations on Sundays as well as on weekdays. The Sunday catechism and the anbiams were given new lease of life by the sisters and the volunteers of the parish. The Assistant Parish Priest was looking after them. The youth group at KeelaEral was given new life and was organized and animated by the director of the youth group, Fr. Ashok. The youth group was involved in all the parish activities and was appreciated by all.

The parish council was revived and made to play their role in building up the parish community. We began planning the activities and programs of the parish for the whole year and started implementing them with their help. We started various pious associations like the Legion of Mary, Vincent de Paul society and the Golping unit to animate the celebration of the Sacraments and sacred liturgy. The catholic custom of saying the rosary in the families was restored by them as well as helping the poorest of the poor in the parish.



Celebration of liturgical feasts like Christmas and Easter with due preparation in advent and lent was given great importance. We had spiritual retreats organized for various groups and prayer meetings, adoration with Blessed Sacrament and facilities for reconciliation were provided to make these feasts meaningful to increase their faith in the Lord and in the Church. Eucharistic adoration and procession along the streets in KeelaEral was introduced. Village patron feasts were celebrated with due preparation and spiritual fervor.

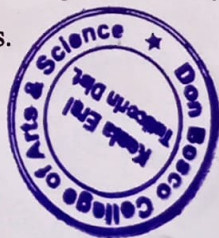
From 2013 January onwards monthly subscription of Rs.20.00 per family was introduced and the anbiyam leaders were given responsibility to collect them and give to the finance committee. This committee was created in every substation in order to collect all the income and meet all the expenses of the substation.

This committee is responsible for the maintenance of the substation in every aspect especially in its growth and development. It collects all the income by way of Sunday collection, subscription and donations etc. and gives half of it to the parish office every month for the administration of the parish and the other half will be used for the maintenance of the substations by them.

Every year, there used to be conducted summer camp for the children of the parish and it's substations to use their vacation usefully with various competitions and games. Another initiative that was introduced in the parish was a prayer group consisting of about 12 members who gather every Sunday evening to pray together for an hour and go to visit a family in need to pray for them.

Every substation also wanted a charismatic prayer meeting in the evening to hear the word of God and pray. Lay preachers were invited to conduct the charismatic prayer meeting in all the substations. It was well appreciated specially at the time of the village patron feast. Pilgrimages to various shrines around us were introduced once in three months either on foot or by bus. This brought spiritual renewal in the parish.

From 2014 onwards we tried another novelty of introducing Sunday mass in all the substations instead of weekday mass in some substations. Saturday evening we begin the Sunday mass in two of the substations. Other substations have their Sunday mass as usual in the morning as well as in the evening. During the weekdays, the parish priest is free to visit the families and organize other programs.



Every 24<sup>th</sup> as well as last day of the month was remembered in honor of Our Blessed Lady and Don Bosco with special mass and kissing of the relic. First Friday is also remembered with Eucharistic adoration followed by Holy Mass. Of late, we introduced half night prayer i.e. a kind of charismatic prayer every first Saturday from 8.30 p.m. to midnight. Priests as well as lay persons are welcomed to conduct the prayer and preach the word of God for the people. Members of the pious associations will see to organizing it.

New parish council was elected as per the diocesan rules. Two (one male and female member) from every anbiam were elected by the people to represent them by secret voting. Three of the council are ex-officio members and one from each pious association was taken to form the parish council. This was approved by the Bishop of Tuticorin diocese. The old parish office was shifted from the old building to the new quarters of the salesians which is just behind the parish church.

#### **Don Bosco College of Arts and Science:**

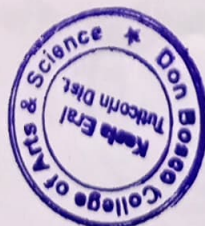
The Provincial team was making all efforts to start a college at KeelaEral. And so to speed up the process the council had decided that the non-formal technical training be stopped. And so from 2012 – 2013 there was no training under Tamil Nadu Open University whereas the community catered to the local drop outs with the training in House Electrician and DTP, with the available machineries.

In May 2012 Salesian Community of KeelaEral was erected. The Community was asked to study the feasibility of starting an Arts and Science College. Thus the Community college (TNOU Programme) was closed from June 2012 onwards. Fr. Amaladoss the Rector was asked to look in to legal procedures and obtain required permissions from the Government and University to start the College.

#### **The Beginning of the Arts and Science College:**

The need and justification for an Arts and Science College in this area may be summed up as follows:

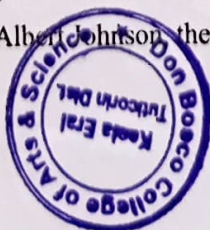
- To make higher education qualitative, inclusive, cost effective and accessible to the rural masses.



- To exercise a preferential option in favour of the rural youth especially the First Generation Learners and those of the weaker sections
- To facilitate the actualization of individual potential, integrating knowledge, skills, values and behaviour and prepare the students to face the global opportunities and challenges of a meaningful life and career, and
- To constantly pursue higher standards of excellence, integrity and credibility in all endeavours and form the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation

As the move for the Arts and Science College was going well under way, the Provincial team had decided to go for a new residence for the Salesians and some modification in the existing structure of the buildings. Accordingly on 25<sup>th</sup> March, 2013 the Provincial laid the foundation stone for the new residence at KeelaEral. From May 24<sup>th</sup> 2013 Fr. AmalaJeyarayan joined the community as the Administrator and Fr. Ashok Lawrence took a turn as the Warden of the Hostel. Br. Christopher and Br. Fabian joined our community as student Brothers.

The Arts and Science College was inaugurated on the 15<sup>th</sup> July, 2013. As there was a delay in the formal communication of the university affiliation only spoken English course was conducted for about a month. On the 16<sup>th</sup> of August 2013 the official college inauguration was held in the great esteemed presence of Fr. Provincial, Albert Johnson and Mr. V. Markandeyan, the M.L.A. On receipt of the formal communication on 29<sup>th</sup> August 2013 classes commenced with official curriculum and syllabus. There were altogether 74 students in the college for the academic year 2013 – 2014, belonging to four departments namely B.Com. C.A, B.C.A., B.A. English and B.SC Maths. For the academic year 2014 – 2015 the following courses were added for namely M.A. English, and B.B.A. There were also two buses arranged on contract for the college and was blessed on 11.06.2014. On May 24<sup>th</sup> 2014 Br.Fabian joined the Threspuram Community and Fr.Alexander Suresh and Cl.Rubin joined our community. Fr.Alexander Suresh became the hostel warden and Fr.Ashok became once again the administrator of the house. A new residence for the salesians was built with the help of JugendhilfeWeltweit, Switzerland in 2013 and was inaugurated on 15.12.2013. We had also accommodated 48 hostellers (20 boys in the Campus and 28 girls with the F.M.A. sisters). As there was no separate building for a hostel, 20 boys in class rooms. The foundation stone for the hostel which could accommodate 120 boys was laid on 08.09.2013. The new Salesian residence was blessed by Most. Rev.Dr. YuonAmbrosie, the Bishop of Thoothukudi diocese and inaugurated by Fr. Albert Johnson, the provincial on 03.09.2014.



On May 24<sup>th</sup> 2015 Fr.Ashok and Fr.Alexander Suresh were transferred. Fr.MichaelArokiasamy joined our community as the administrator and Fr.Charles joined as hostel warden and Fr. Amala Jeya Rayan became the new Principal of the college. On 7<sup>th</sup> April, 2016 a new canteen, kitchen and store outlet were opened by Rev. Fr.Vaclav Klement, the extraordinary visitor. In May 2016 the auditorium was converted into 4 class rooms. Solar system (4kv) was installed in the college with the help of Loyola foundation, USA. The computer lab was equipped with 10 more computers and internet facility. On May 24<sup>th</sup> Fr.Vincent Sebastian, the Parish priest was transferred to Sri Lanka and Fr.George Fernandez became the new Parish priest. Fr.Herwin became the administrator and hostel warden from May 24<sup>th</sup>, 2016. A new toilet block for girls was also constructed in June, 2016.

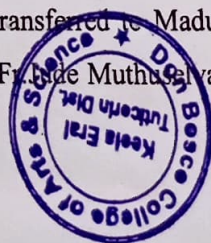
A new library block was added to the existing College main block and was blessed on 21<sup>st</sup> January 2017. A portion of land with 64 cents of land adjacent to the playground was bought and the whole campus was fenced. The St. Sebastin church in the campus was dedicated as Don Bosco Shrine with the permission of the Bishop and the college students use shrine for their spiritual purposes. The Keela Eral village church was renovated at the cost of Rs. 11 lakhs and regular liturgical services are provided.

At the occasion of the platinum Jubilee of RC primary school at Bommaiapuram, the dilapidated old building was demolished and the new construction has begun with the help of APIS Group, Italy at the estimate of Rs.18 Lakhs. The students' strength in the college increased from 575 to 712. The first graduation ceremony in the college took place on 31<sup>st</sup> March, 2017 in the presence of the MS University Registrar and 58 students were conferred degrees.

On 24<sup>th</sup> May 2017 Fr.Amaladoss was transferred to Tiruchy and was appointed as Provincial Economer. Fr.Marcel Lincoln was appointed as the Rector, Secretary and Parish Priest. Fr.Peter was appointed as the Administrator and Fr.Alex Suresh was appointed as the Hostel Warden.

Don Bosco Alumni association was started with 75 students of the first batch. The annual meeting of Don Bosco Alumni, Keel Eral will be held on every 26<sup>th</sup> January. The foundation for the Women Empowerment Center was laid on 8<sup>th</sup> March 2017 and was inaugurated on the 20<sup>th</sup> February, 22018. The project is supported by BMZ and Don Bosco Bonn, Germany. The Centre offers various Skill Trainings to women of the locality including College students.

On 24<sup>th</sup> May 2018 Fr.Marcel Lincoln was transferred to Madurai and Fr.Amala Jeyarayan was appointed as the Rector and Secretary. Fr. Jude Muthusylvan was appointed as the Vice



Rector and Parish Priest, Fr. Daniel Pushparayer was appointed as the Administrator, Fr. Thivya Alexander was appointed as the Warden and HOD of English Department and Fr. Rozario Antony was appointed as the Dean and Professor in BCA Department. Bro. Rex Innacimuthu is the sub-warden and Bro. Jepison Dos is doing his final year BA English Literature student.

### MAJOR ACTIVITIES

**PARISH:** St. Sebastian's Parish at Keela Eral consists of 7 Substations. There are altogether 177 families and 13 Anbians in the Parish. Around 90 children attend the Sunday Catechism classes. Parish has got pious associations like Vincent De Paul and Legion of Mary that have their regular meetings and prayer animations. There is an Altar servers unit with 15 members. Parish has got a youth group with 23 members.

**DBCAS:** Don Bosco College of Arts and Science with the motto, Enlighten and Empower, imparts quality education, focusing on the rural, poor and marginalized young. There are 6 UG courses and 1 PG course. There are altogether 717 students (301 Boys 416 Girls) studying in the college this academic year. There are 32 teaching staff and 6 non-teaching staff working in the college.

**HOSTEL:** Don Bosco Hostel accommodates the distant students studying in the college. There are altogether 62 students residing at the hostel.

**NEIGHBOURHOOD MINISTRY:** The community concentrates on the neighbourhood ministry. There are 10 Evening tuition centres with 295 children. There are 6 children parliaments with 213 members. There are 9 Eco Clubs with 168 members. There are 12 Women Self Help groups with 138 members.

### CONTACT DETAILS

Don Bosco Mission

Don Bosco College of Arts & Science

Keela Eral, Ettayapuram Taluk,

TUTICORIN DT – 628 908

Phone: (04632) 271468 House

(04632) 271558 College

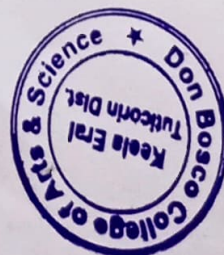
(04632) 271448 College

8300058840 College

8300058842 College

E-Mail: [secretary@dbcas.edu.in](mailto:secretary@dbcas.edu.in)

URL: [www.dbcas.edu.in](http://www.dbcas.edu.in)



**MINUTES OF**  
**GOVERNING BODY MEETING**  
**(2021-2022)**  
**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**KEELA ERAL**



# DON BOSCO COLLEGE OF ARTS AND SCIENCE KEELA ERAL

## MINUTES OF GOVERNING BODY MEETING

(2021-2022)

Date: 20<sup>th</sup> Dec 2021

Time : 10.00 am

All the members were present for the meeting.

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The following Agenda was presented for discussion.

### Agenda

#### **AGENDA 1: Approval of New Staff Members:**

The list of teaching staff who were selected in the interview was presented by the Principal and the members approved appointment of the staff for the Academic Year 2021-2022. They selected staff are the following for respective departments.

S.No.	Name	Department	Designation
1	Dr.P.Boomiraja	English	Assistant Professor
2	Dr.K.Panchatcharam	English	Assistant Professor
3	A.Angel	English	Assistant Professor
4	Dr.A.Gopala Krishnan	English	Assistant Professor
5	A.Sarath Kumar	English	Assistant Professor
6	Dr.P.Michael Arockiya Samy	English	Assistant Professor
7	Dr.Robin Stanley	English	Assistant Professor
8	Dr.R.Thanga Ganesh	Management	Assistant Professor
9	Dr.S.T.Suvaitharan	Management	Assistant Professor
10	K.Ambika	Mathematics	Assistant Professor
11	G.Karalmarks	Mathematics	Assistant Professor





## Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. S. Agilan Sarprasadam	Chairperson	<i>S. Agilan Sarprasadam</i>
Rev. Fr. Dr. M. Xavier Micheal	Vice Chairman	<i>M. Xavier Micheal</i>
Rev. Fr. S. Amaladoss	Treasurer	<i>Fr. Amaladoss</i>
Rev. Fr. Dr. S. Victor Antonyraj	Secretary	<i>S. Victor Antonyraj</i>
Rev. Fr. Dr. A.S. Joseph Charles	Principal i/c	<i>A.S. Joseph Charles</i>
Mr. M. Prabhu	Vice Principal	<i>M. Prabhu</i>
Mrs. V. Parvatha	Vice Principal	<i>V. Parvatha</i>
Rev. Fr. I. Mariadoss	Administrator	<i>I. Mariadoss</i>
Rev. Fr. S. Alexander Suresh	Member	<i>S. Alexander Suresh</i>
Rev. Fr. M. Antonysamy	Member	<i>M. Antonysamy</i>
Rev. Fr. J. Paulsamy	Member	<i>Fr. Paulsamy</i>
Dr. M. Sivasankari	Member	<i>M. Sivasankari</i>
Mr. A. Karuppasamy	Member	<i>A. Karuppasamy</i>



2021 - 2022

## 2. ADMINISTRATIVE STRUCTURE OF THE COLLEGE

### 2.1 Managing Body

#### SECRETARY

Rev. Dr. S. Victor Antonyraj, SDB

#### PRINCIPAL

Rev. Dr. A. S. Joseph Charles, M.C.A, Ph.D. (UGC NET, SET)

#### VICE - PRINCIPALS

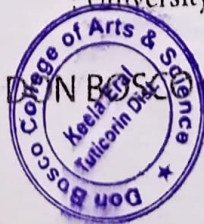
Mr. M. Prabhu M.Com., M.Phil., M.B.A., B.Ed., M.Com(F&C), (Ph. D) : Arts Departments  
Ms. V. Parvatha M.C.A., M.Phil., (Ph. D) : Science Departments

#### CONTROLLER OF EXAMINATIONS

Ms. V. Parvatha M.C.A., M. Phil., (Ph. D)

### 2.2 College Governing Body

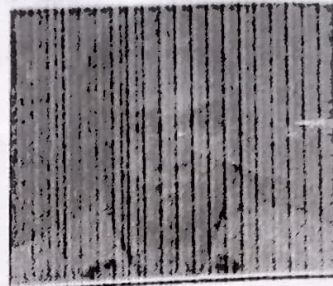
Rev. Fr. Agilan Sarprasadam SDB : President  
Rev. Fr. Arul Maran SDB : Vice President  
Rev. Fr. Amaladoss Samson SDB : Treasurer  
Rev. Dr. S. Victor Antonyraj SDB : Secretary  
Rev. Dr. A. S. Joseph Charles SDB : Principal  
Mr. M. Prabhu, M.Com., M.Phil., M.B.A., B.Ed., M.Com(F&C), (Ph.D.) : Vice-Principal  
Ms. V. Parvatha, M.C.A., M.Phil., (Ph. D) : Vice-Principal  
Rev. Fr. A. Thiviya Alexander, M.A., M.Phil., (Ph. D) : Administrator  
Rev. Fr. M. Antonysamy, M.Com., (Ph. D) : Member  
Rev. Fr. J. Paulsamy, SDB : Member  
Dr. M. Rajee, MBA., NET, SET, M.Phil., Ph.D. : Staff (Teaching)  
Ms. C. Kulanthai Therase, M.Com., M.Phil., D.Co.op. : Staff (Non-Teaching)  
Dr. R. Balasubramanian, MSU, Tirunelveli : University Representative



### 2.3 LIST OF SECRETARIES



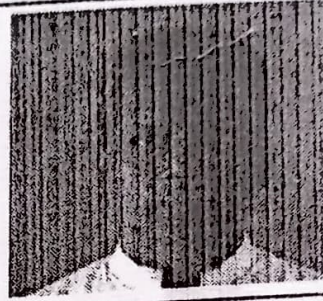
**Rev. Fr. Amaladoss Samson**  
(2013-2017)



**Rev. Fr. Marcel Lincoln**  
(2017-2018)



**Rev. Dr. Amala Jeyarayan**  
(2018-2021)



**Rev. Dr. S. Victor Antonyraj**  
(2021 Onwards)

### 2.4 List of Principals



**Dr. P. Devanesan**  
(2013-2015)



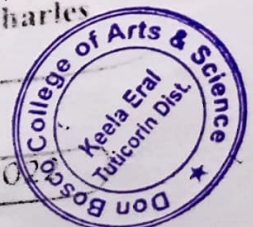
**Rev. Dr. A. Amala Jeya Rayan**  
(2015-2018)



**Dr. S. Pious Missier**  
(2018-2021)



**Rev. Fr. Dr. A. S. Joseph Charles**  
(2021 Onwards)



## 2.5 Faculty Members

### TAMIL

Ms. S. Theivarathina, M.A., M.Phil., B.Lisc., (Ph. D)	: HOD
Mr. T. Vigneswaran, M.A., M.Phil., D.A.E., NET., (Ph. D)	: Asst. Prof
Dr. E. Stalin, M.A., M.Phil., B.Ed., Ph.D.	: Asst. Prof
Mr. K. Maheshwaran, M.A., B.Ed., M.Phil., (Ph. D)	: Asst. Prof
Ms. V. Soundharya, M.A., M.Phil., D.G.T., (Ph. D)	: Asst. Prof

### ENGLISH

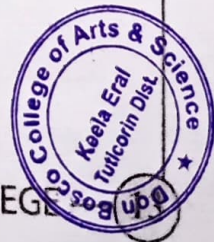
Rev. Fr. A. Thiviya Alexander, M.A., M.Phil., (Ph. D)	: HOD
Mr. A. Melwin, M.A., M.Phil., NET.	: Asst. Prof
Ms. J. Sudha, MA., M.Phil., M.Ed.,	: Asst. Prof
Ms. V. P. Sujeetha, MA., M.Phil.	: Asst. Prof
Ms. A. Infant Sheba, M.A.,	: Asst. Prof
Ms. S. Masilla Mathi Arasi, M.A., M.Phil.	: Asst. Prof
Mr. T. Rufus Vivin Pius, M.A., B.Ed.,	: Asst. Prof

### COMMERCE

Mr. M. Prabhu, M.Com., B.Ed., M.Com(F&C), M.Phil., M.B.A., (Ph. D)	: HOD
Ms. A. Ponmani, M.Com., M.Phil., (Ph. D)	: Asst. Prof
Dr. T. Ponceelia, M.Com., M.Phil., M.Ed., Ph. D.	: Asst. Prof
Rev. Fr. M. Anthonysamy, M.Com., (Ph. D)	: Asst. Prof
Ms. S. Ebziba, M.Com., M.Phil., (Ph. D)	: Asst. Prof

### COMPUTER APPLICATIONS

Ms. V. Parvatha, M.C.A., M.Phil., (Ph.D.)	: HOD
Rev. Dr. S. Joseph Charles, M.C.A., NET, SET, Ph.D.	: Asst. Prof
Dr. M. Sivasankari, M.Sc., M.Phil., PGDCA., Ph.D.	: Asst. Prof
Ms. S. Krishnaveni, M.Sc., M.Phil.,	: Asst. Prof



## MATHEMATICS

Ms. S. Anusuya, M.Sc., M.Phil., SET, (Ph. D)	: HOD
Rev. Fr. A. Peter Arokiaraj., M.Sc., (Ph. D)	: Asst. Prof
Rev. Fr. S. Gabriel Raja., M.Sc., (Ph. D)	: Asst. Prof
Ms. K. Ambika., M.Sc., B.Ed., SET, (Ph. D)	: Asst. Prof

## BUSINESS ADMINISTRATION

Dr. M. Rajee, M.B.A., NET, SET, M.Phil., Ph.D.	: HOD
Dr. R. Jayabharathi, M.B.A., Ph.D.	: Asst. Prof
Dr. R. Thanga Ganesh, M.B.A., M. Phil., Ph.D.	: Asst. Prof

## PHYSICAL EDUCATION

Mr. K. Ashok, B.Sc., B.P.Ed., M.P.Ed.,	: Physical Director
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## LIBRARIAN

Mr. S. Mohan Kumar, M.A., M. Lisc., M.Phil., NET, SET (Ph. D):	Librarian
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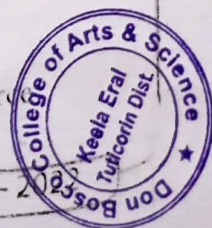
## 2.6 Administrative Staff Members

Ms. C. Kulanthai Therase, M.Com., M.Phil., D.Co-Op.,	: Office Superintendent
Mr. A. Karuppasamy, B.Com., M.B.A.,	: Accountant
Mr. K. Balasubramanian B.A.,	: Office Attendant
Mr. G. Alex Michealraj, B.C.A.,	: Lab Assistant
Mr. P. Melvin, BA.,	: Office Assistant
Mr. J. Paul Dhinakaran	: Electrician
Mr. Jesuraja	: Scavenger

## 2.7 Committees & Clubs

### 1. ACADEMIC COUNCIL

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: HoD Commerce
Ms. V. Parvatha	: HoD BCA



Rev. Fr. A. Thiviya Alexander  
Dr. M. Rajee  
Ms. S. Theivarathina  
Ms. A. Anusuya

: HoD English  
: HoD BBA  
: HoD Tamil  
: HoD Mathematics

## 2. FINANCE COMMITTEE

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Ms. A. Karuppasamy

: Secretary  
: Principal  
: Coordinator  
: Vice-Principal  
: Vice-Principal  
: Accountant

## 3. INTERNAL QUALITY ASSURANCE CELL (IQAC)

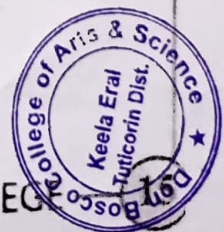
Rev. Dr. A. S. Joseph Charles  
Dr. M. Rajee  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Ms. S. Theivarathina  
Ms. A. Anusuya

: Principal  
: Coordinator  
: HoD English  
: HoD Commerce  
: HoD BCA  
: HoD Tamil  
: HoD Mathematics

## 4. ADMISSION COMMITTEE

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Ms. C. Kulanthai Therase

: Secretary  
: Coordinator  
: Administrator  
: Vice-Principal  
: Vice-Principal  
: HoD BBA  
: Office Superintendent



## 5. EXAMINATION CELL

Rev. Dr. A. S. Joseph Charles	: Principal
Ms. V. Parvatha	: Coordinator
Ms. A. Ponmani	: Asst. Prof
Ms. V. Soundharya	: Asst. Prof
Ms. K. Ambika	: Asst. Prof
Dr. R. Thanga Ganesh	: Asst. Prof
Mr. T. Rufus Vivin Pius	: Asst. Prof
Mr. K. Balasubramanian	: Office Attendant

## 6. GRIEVANCE REDRESSAL COMMITTEE

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: Vice- Principal
Ms. V. Parvatha	: Vice -Principal
Dr. M. Rajee	: Asst. Prof

## 7. SPORTS ADVISORY COMMITTEE

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. K. Ashok	: Coordinator
Rev. Fr. S. Gabriel Raja	: Asst. Prof
Mr. M. Prabhu	: Vice- Principal
Mr. T. Vigneswaran	: Asst. Prof
Ms. V. Parvatha	: Vice- Principal
Ms. V. P. Sujeetha	: Asst. Prof

## 8. CAREER GUIDANCE & PLACEMENT CELL

Ms. S. Krishnaveni	: Coordinator
Mr. T. Vigneswaran	: Asst. Prof
Mr. A. Melwin	: Asst. Prof

## 9. LIBRARY ADVISORY COMMITTEE

Rev. Dr. A. S. Joseph Charles	: Principal
Mr. M. Prabhu	: Vice Principal



#### 14. ANTI-SEXUAL HARASSMENT CELL

Rev. Dr. A. S. Joseph Charles  
Rev. Fr. A. Thiviya Alexander  
Mr. M. Prabhu  
Ms. V. Parvatha  
Dr. M. Rajee  
Mr. K. Ashok

: Principal  
: Administrator  
: Vice -Principal  
: Vice -Principal  
: HoD BBA  
: Physical Director

#### 15. DOCUMENTATION

Rev. Dr. A. S. Joseph Charles  
Dr. R. Jayabharathi  
Ms. S. Theivarathina  
Dr. M. Sivasankari  
Mr. S. Mohan Kumar  
Ms. A. Infant Sheba

: Principal  
: Coordinator  
: HoD Tamil  
: Asst. Prof  
: Librarian  
: Asst. Prof

#### 16. STAFF WELFARE COMMITTEE

Rev. Dr. S. Victor Antonyraj  
Rev. Dr. A. S. Joseph Charles  
Mr. M. Prabhu  
Ms. V. Parvatha  
Mr. A. Karuppusamy

: Secretary  
: Principal  
: Coordinator  
: Vice- Principal  
: Accountant

#### FIRST YEARS

#### 17. ECO CLUB

Ms. S. Theivarathina  
Mr. T. Rufus Vivin Pius

: Coordinator  
: Asst. Prof

#### 18. ROAD SAFETY PATROL (RSP)

Dr. E. Stalin  
Mr. A. Melwin

: Coordinator  
: Asst. Prof





## SECOND YEARS

### 19. NSS

Mr. M. Prabhu

: Programme Officer

Mr. K. Ashok

: Physical Director

Ms. J. Sudha

: Asst. Prof

### 20. YOUTH RED CROSS (YRC)

Ms. A. Ponmani

: Coordinator

Mr. K. Maheswaran

: Asst. Prof

## THIRD YEARS

### 21. RED RIBBON CLUB (RRC)

Mr. T. Vigneswaran

: Coordinator

Ms. V. P. Sujetha

: Asst. Prof

### 22. AWARENESS AND AICUF

Dr. T. Ponceelia

: Coordinator

Rev. Fr. A. Peter Arokiaraj

: Asst. Prof

### 23. FINE ARTS & MEDIA CLUB

Dr. M. Sivasankari

: Coordinator

Rev. Fr. S. Gabriel Raja

: Asst. Prof

Ms. A. Infant Sheba

: Asst. Prof

Ms. K. Ambika

: Asst. Prof

### 24. QUIZ CLUB

Dr. R. Thanga Ganesh

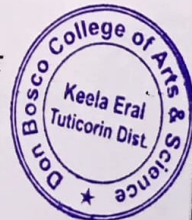
: Coordinator

Dr. R. Jayabharathi

: Asst. Prof

Ms. S. Masilla Mathi Arasi

: Asst. Prof



## 25. WEBSITE & COLLEGE MAGAZINE COMMITTEE

Ms. S. Krishnaveni	: Coordinator
Ms. A. Anusuya	: Asst. Prof
Ms. A. Infant Sheba	: Asst. Prof
Mr. G. Alex Michaelraj	: Lab Asst.

## STUDENT SERVICES

## 26. SCHOLARSHIP & BOSCO FUND

Rev. Dr. S. Victor Antonyraj	: Secretary
Rev. Dr. A. S. Joseph Charles	: Principal
Mr. S. Mohan Kumar	: Coordinator
Mr. G. Alex Michealraj	: Lab Asst.
Mr. K. Ashok	: Physical Director

## 27. WOMEN'S CELL

Dr. M. Rajee	: Coordinator
Ms. A. Ponmani	: Asst. Prof
Ms. C. Kulanthai Therese	: Office Superintendent

## 28. DON BOSCO PAST PUPILS (ALUMINI)

Rev. Dr. S. Victor Antonyraj	: Secretary
Rev. Dr. A. S. Joseph Charles	: Principal
Rev. Fr. A. Thiviya Alexander	: Administrator
Dr. M. Sivasankari	: Coordinator
Mr. T. Vigneshwaran	: Asst. Prof
All HoDs	

## 29. CANTEEN AND STORE

Rev. Fr. A. Thiviya Alexander	: Coordinator
Rev. Fr. M. Antonysamy	: Asst. Prof
Mr. A. Martin	



### 30. COLLEGE BUS

Rev. Dr. S. Victor Antonyraj

: Secretary

Rev. Dr. A. S. Joseph Charles

: Principal

Rev. Fr. A. Thiviya Alexander

: Administrator

### 31. STAFF SECRETARY

Ms. A. Anusuya

: HOD Mathematics

### 32. COLLEGE CHRONICLES

Ms. J. Sudha

: Coordinator

Ms. S. Masilla Mathi Arasi

: Asst. Prof

### 33. EXTENSION DEPARTMENT (DB CARE)

Rev. Fr. A. Thiviya Alexander

: Administrator

Mr. A. Martin, D.C.A., B.Com.

: Coordinator

### 34. RELIGION AND ETHICS

Rev. Fr. J. Paulsamy

: HOD

All HODs



**MINUTES OF  
GOVERNING BODY MEETING  
(2020-2021)  
DON BOSCO COLLEGE OF ARTS AND  
SCIENCE  
KERELA ERAL**



The meeting was called to order at 9.00 am

All the members were present for the meeting

The Chairperson greeted warm welcome to the members and invoked God's blessings. The agenda was presented for discussion.

Agenda:

Annual Report of 2020-2021

The annual report was presented by the Principal and everyone approved it.

Fourth Convocation

The fourth convocation award was proposed to conduct in August 2020. The members approved it.

The principal explained that it was difficult to get qualified staff and so the Application to start M.Com was dropped just before the University Inspection. He also proposed for M.A. English courses could not be stopped due to a lack of qualified staff for the forthcoming year. The members approved it.

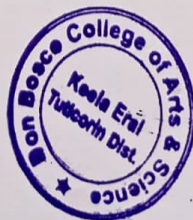
Appointment of qualified staff:

The Secretary brought to the attention of the members that some departments lacked the required qualified teaching staff. He also presented a letter from the Registrar of the University asking the management to appoint qualified staff. He also stated that in April we advertised and did not succeed in filling the seats. The members proposed that another advertisement could be given again and staff could be appointed. The Secretary was asked to call for Assistant Professors once again in the Newspaper.

Wi fi connections were given for taking online classes. Echo-free rooms with mike and computers were assigned for taking online classes. Our Principal insisted to frame the Online timetable schedule. The members approved it.

The Secretary thanked the members for their availability

The meeting ended with prayer.



SECRETARY

## Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Agilan Sarprasadam	Chairperson	<i>J. Agilan</i>
Rev. Fr. Arul Maran	Vice Chairman	<i>Arul Maran</i>
Rev. Fr. Amaladoss	Treasurer	<i>Fr. Amaladoss</i>
Rev. Fr. Dr. Victor Antony Raj	Secretary	<i>Victor</i>
Rev. Fr. Dr. Joseph Charles	Principal	<i>Joseph Charles</i>
Prof. M. Prabhu	Vice Principal	<i>M. Prabhu</i>
Prof. V. Parvatha	Vice Principal	<i>V. Parvatha</i>
Rev. Fr. Thiviya Alexander	Administrator	<i>Thiviya Alexander</i>
Rev. Fr. Antony Samy	Member	<i>Antony Samy</i>
Rev. Fr. Paul Samy	Member	<i>Fr. Paul Samy</i>
Dr.M.Rajee	Member	<i>Dr. M. Rajee</i>
C.Kulanthai Therase	Member	<i>C. Kulanthai Therase</i>
Mr. A. Karuppasamy	Member	<i>A. Karuppasamy</i>



**MINUTES OF  
GOVERNING BODY MEETING  
(2019-2020)  
DON BOSCO COLLEGE OF ARTS AND  
SCIENCE  
KERELA ERAL**



**GOVERNING BODY MEETING 2019-2020**

Venue : AV Hall

Time : 10.30 a.m

### LIST OF MEMBERS

- Rev. Fr. Antony Joseph SDB : President  
(Provincial, Salesian Trichy Province)
- Rev. Fr. Agilan Sarprasadam SDB : Vice President
- Dr. S. Pious Missier M.Sc., M.Phil., B.Ed., Ph. D., : Secretary  
(Principal)
- Rev. Fr. Dr. A. Amala Jeya Rayan SDB : Member  
(Secretary)
- Rev. Fr. Amala Doss : Member  
(Treasurer)
- Rev. Dr. Casimir Raj : Educationalist  
(Coordinator, Salesian Higher Education)
- University Nominee :
- 
- Rev. Fr. Rozario Antony SDB : Member  
(Dean)
- Rev. Fr. Daniel Singarayer SDB : Member  
(Administrator)
- Rev. Fr. Jude Muthuselvam SDB : Member
- Rev. Fr. Thiviya Alexander SDB : Member
- Mr. M. Prabhu M.Com., M.Phil., M.B.A., (Ph. D) : Special Invitee  
(Vice-Principal)
- Ms. V. Parvatha M.C.A., M.Phil., (Ph.D) : Special Invitee  
(Vice-Principal)
- 
- Dr. S. Jeyanthi M.A., Ph.D : Special Invitee  
Staff (Teaching)





Mr. A. Karuppasamy B.Com., M.B.A : Special Invitee  
Staff (Non - Teaching)



The meeting was called to order at 9.00 am

Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Agilan Sarprasadam	Chairperson	<i>J. Agilan</i>
Rev. Fr. Arul Maran	Vice Chairman	<i>Arul Maran</i>
Rev. Fr. Amaladoss	Treasurer	<i>Fr. Amaladoss</i>
Rev. Fr. Dr. Victor Antony Raj	Secretary	<i>Victor Antony Raj</i>
Rev. Fr. Dr. Joseph Charles	Principal	<i>Joseph Charles</i>
Prof. M. Prabhu	Vice Principal	<i>M. Prabhu</i>
Prof. V. Parvatha	Vice Principal	<i>V. Parvatha</i>
Rev. Fr. Thiviya Alexander	Administrator	<i>Thiviya Alexander</i>
Rev. Fr. Antony Samy	Member	<i>Antony Samy</i>
Rev. Fr. Paul Samy	Member	<i>Fr. Paul Samy</i>
Dr.M.Rajee	Member	<i>Dr. M. Rajee</i>
C.Kulanthai Therase	Member	<i>C. Kulanthai Therase</i>
Mr. A. Karuppasamy	Member	<i>A. Karuppasamy</i>



All the members were present for the meeting

The Chairperson Rev. Fr. Dr. A. Amala Jeya Rayan SDB greeted a warm welcome to the members and invoked God's blessings. The agenda was presented for discussion.

Agenda:

Annual Report of 2019-2020

The annual report was presented by the Principal and everyone approved it.

Third Convocation

The third convocation award was proposed to conduct in July 2019. The members approved it.

The principal Dr. S. Pious Missier explained that it was difficult to get qualified staff and so the Application to start M.Com was dropped just before the University Inspection. He also proposed for M.A. English courses could not be stopped due to a lack of qualified staff for the forthcoming year. The members approved it.

Appointment of qualified staff:

The Secretary brought to the attention of the members that some departments lacked required qualified teaching staff. He also presented a letter from the Registrar of the University asking the management to appoint the qualified staff. He also stated that in April we advertised and did not succeed in filling the seats. The members proposed that another advertisement could be give again and staff could be appointed. The Secretary was asked to call for Assistant Professors one again in the Newspaper.

The Secretary thanked the members for their availability

The meeting ended with prayer.

SECRETARY



Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Agilan Sarprasadam	Chairperson	<i>J. Agilan</i>
Rev. Fr. Arul Maran	Vice Chairman	<i>Arul Maran</i>
Rev. Fr. Amaladoss	Treasurer	<i>Fr. Amaladoss</i>
Rev. Fr. Dr. Victor Antony Raj	Secretary	<i>Victor</i>
Rev. Fr. Dr. Joseph Charles	Principal	<i>Joseph Charles</i>
Prof. M. Prabhu	Vice Principal	<i>M. Prabhu</i>
Prof. V. Parvatha	Vice Principal	<i>V. Parvatha</i>
Rev. Fr. Thiviya Alexander	Administrator	<i>Thiviya Alexander</i>
Rev. Fr. Antony Samy	Member	<i>Antony Samy</i>
Rev. Fr. Paul Samy	Member	<i>Fr. Paul Samy</i>
Dr.M.Rajee	Member	<i>Dr. M. Rajee</i>
C.Kulanthai Therase	Member	<i>C. Kulanthai Therase</i>
Mr. A. Karuppasamy	Member	<i>A. Karuppasamy</i>



## ADMINISTRATIVE BODY

- 2019 - 2021

### SECRETARY

Rev. Dr. A. Amala Jeya Rayan SDB

### PRINCIPAL

Dr. S. Pious Missier M.Sc., M.Phil., B.Ed., Ph.D

### VICE PRINCIPALS

Mr. M. Prabhu, M.Com., M.Com.(F&C), B.Ed., M.Phil, M.B.A., (Ph.D): Arts Departments

Mrs. V. Parvatha M.C.A., M.Phil., (Ph.D) : Science Departments

### DEAN

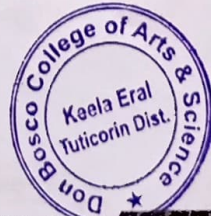
Rev. Fr. A.Thiviya Alexander M.A., M.Phil., (Ph.D)

### CONTROLLER OF EXAMINATIONS

Mrs. V. Parvatha M.C.A., M.Phil., (Ph.D)

### GOVERNING BODY

Rev. Fr. Antony Joseph SDB	: President
Rev. Fr. Agilan Sarprasadam SDB	: Vice President
Rev. Fr. Amala Doss SDB	: Treasurer
Rev. Dr. A. Amala Jeya Rayan SDB	: Secretary
Dr. S. Pious Missier M.Sc., M.Phil., B.Ed., Ph.D	: Principal
Mr. M. Prabhu M.Com., M.Phil., M.B.A. (Ph.D)	: Vice-Principal
Mrs. V. Parvatha M.C.A., M.Phil., (Ph.D)	: Vice-Principal
Rev. Fr. A.Thiviya Alexander M.A., M.Phil., (Ph.D)	: Dean
Rev. Fr. A.S. Joseph Charles MCA, NET., SET., (Ph.D)	: Administrator
Rev. Fr. N. Jude Muthuselvan SDB	: Member
Rev. Fr. A. Peter Arokiaraj M.Sc., (Ph.D)	: Member
Dr. S. Jayanthi M.A., Ph.D	: Staff (Teaching)
Mr. A. Karuppasamy M.B.A.	: Staff (Non-Teaching)
Dr. S. Durai, Asst.Prof., Dept. Physical Edu.MSU (University Representative)	



Academic Calendar 2019 - 2020

**DON BOSCO**

COLLEGE OF  
ARTS AND SCIENCE

17

**ACADEMIC COUNCIL**

- |                      |                         |
|----------------------|-------------------------|
| Dr. S. Pious Missier | : Principal & HOD Maths |
| Mr. M. Prabhu        | : HOD Commerce          |
| Ms. V. Parvatha      | : HOD BCA               |
| Dr. M. Rajee         | : HOD BBA               |
| Dr. J. Ragu Antony   | : HOD English           |
| Dr. S. Jayanthi      | : HOD Tamil             |

**FINANCE COMMITTEE**

- |                              |                  |
|------------------------------|------------------|
| Rev. Dr. A. Amala Jeya Rayan | : Secretary      |
| Dr. S. Pious Missier         | : Principal      |
| Rev. Fr. A.S. Joseph Charles | : Administrator  |
| Mr. M. Prabhu                | : Vice-Principal |
| Ms.V. Parvatha               | : Vice-Principal |
| Mr. A. Karuppasamy           | : Accountant     |

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

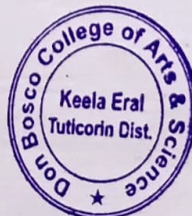
- |                      |                         |
|----------------------|-------------------------|
| Dr. S. Pious Missier | : Principal & HOD Maths |
| Dr. M. Rajee         | : Convener              |
| Dr. J. Ragu Antony   | : HOD English           |
| Mr. M. Prabhu        | : HOD Commerce          |
| Ms. V. Parvatha      | : HOD BCA               |
| Dr. S. Jayanthi      | : HOD Tamil             |

**ADMISSION COMMITTEE**

- |                        |                         |
|------------------------|-------------------------|
| Dr. S. Pious Missier   | : Principal & HOD Maths |
| Mr. M. Prabhu          | : HOD B.COM             |
| Ms. V. Parvatha        | : HOD BCA               |
| Dr. M. Rajee           | : HOD BBA               |
| Dr. J. Ragu Antony     | : HOD English           |
| Dr. S. Jayanthi        | : HOD Tamil             |
| Ms. C. Kulanthaiterese | : Office Superintendent |

**EXAMINATION COMMITTEE**

- |                       |                              |
|-----------------------|------------------------------|
| Ms. V. Parvatha       | : Controller of Examinations |
| Ms. S. Theivarathina  | : Asst. Prof                 |
| Ms. T. Binky Sharmila | : Asst. Prof                 |
| Ms. A. Anusuya        | : Asst. Prof                 |
| Ms. L.G. Suganya      | : Asst. Prof                 |
| Dr. S. Ramesh         | : Asst. Prof                 |
| Mr. R. Prabhakaran    | : Office Asst.               |



### **GRIEVANCE REDRESSAL COMMITTEE**

Dr. S. Pious Missier	: Principal
Mr. M. Prabhu	: Vice Principal
Ms. V. Parvatha	: Vice Principal
Rev. Fr. A.Thiviya Alexander	: Dean

### **SPORTS ADVISORY COMMITTEE**

Dr. S. Pious Missier	: Principal
Mr. S. Subburaj	: Physical Director
Mr. R. Prabhakaran	: Lab Assistant
Mr. M. Prabhu	: Vice Principal
Ms. V. Parvatha	: Vice Principal

### **STUDENT WELFARE COMMITTEE**

Dr. S. Pious Missier	: Principal
Dr. S. Jayanthi	: HOD Tamil
Ms. A. Anusuya	: Asst. Prof
Mr. G. Karthik	: Asst. Prof
Ms. C. Kulanthaiterese	: Office Superintendent

### **CAREER GUIDANCE & PLACEMENT CELL**

Dr. J. Balamurugan	: Asst. Prof
Dr. M. Meganathan	: Asst. Prof
Ms. A. Anusuya	: Asst. Prof
Dr. M. Rajee	: Asst. Prof

### **FIRST YEARS**

#### **ECO CLUB**

Ms. S. Theivarathina	: Co-ordinator
Mr. P. Sathiskumar	
Mr. P. Jeniston	

#### **ROAD SAFETY PATROL (RSP)**

Mr. R. Raman	: Co-ordinator
Dr. J. Balamurugan	
Mr. V. Ananthan	

### **SECOND YEARS**

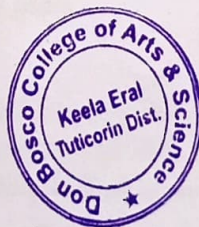
#### **NSS**

Mr. M. Prabhu	: Programme Officer
Dr. M. Rajee	
Mr. M. Paul Raj	
Dr. S. Ramesh	



**MINUTES OF  
GOVERNING BODY MEETING  
(2018-2019)**

**DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL**





18 May 2018

The meeting was called to order at 9.00 a.m.

**All the members were present for the meeting.**

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The Agendas were present for discussion.

**Agenda:**

**Annual Report of 2018-19**

The Annual Report was presented by the Principal and everyone approved it.

**Second Convocation**

The Principal explained that the second Convocation to award degrees could not be held due to the delay in obtaining the same from the University. Hence it was proposed to conduct the Second Convocation in July 2018. The members approved it.

**PG Courses Admission to be Stopped**

The Principal explained that it was difficult to get qualified staff and so Application to start M.Com was dropped just before the University inspection. He also proposed that admission for M.A English Courses could be stopped due to lack of qualified staff the forthcoming year. The members approved it.

**Appointment of Principal**

The Secretary informed that last three years we have only a Principal in charge. The University has been emphasizing on the appointment of a Regular Principal. He presented the letter from the desk of the Registrar of the University dated 2.5.2018 asking to appoint Principal. Hence he proposed that a regular Principal could be appointed for the forthcoming year. The members unanimously approved it and asked to proceed with the process by advertising in the daily inviting application for the post Principal.

**Appointment of Qualified Staff**

The Secretary brought to the attention of the members that some departments lacked required qualified teaching staff. He also presented the letter from the Registrar of the University dated 5.5.2018 asking the management to appoint qualified staff. He also stated that in April we advertised and did not succeed in filling the seats. The members proposed that another advertisement could be give again and staff could be appointed. The secretary was asked to call for Assistant professors once again in the news paper.

**Auditorium and Class Rooms and Arch**

The Secretary thanked the Chairperson and the Governing Body members for Auditorium, Class rooms, Language Laboratory, Computer Laboratory, and Skill Training facilities offered for the students of the College. The newly erected Arch was much appreciated by the members.

The secretary thanked the members for their availability.

The meeting ended with prayer.



*[Handwritten Signature]*  
**SECRETARY**

Secretary  
Don Bosco College of Arts & Science  
Keela Eral, Tuticorin Dt.  
Tamil Nadu, India - 628 908

Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Antony Joeph	Chairperson	<i>[Signature]</i>
Rev. Fr. Agilan	Vice Chairman	<i>[Signature]</i>
Rev. Fr. Amaladoss	Treasurer	<i>[Signature]</i>
Rev. Fr. Marcel Lincoln	Secretary	<i>[Signature]</i>
Rev. Dr. Amala Jeya Rayan	Principal	<i>[Signature]</i>
Prof. M. Prabhu	Vice Principal	<i>[Signature]</i>
Prof. V. Parvatha	Vice Principal	<i>[Signature]</i>
Rev. Fr. Alexander Suresh	Members	<i>[Signature]</i>
Rev. Fr. Peter Antonysamy	Members	<i>[Signature]</i>
Dr. S. Jayanthi	Members	<i>[Signature]</i>
Mr. A. Karuppasamy	Members	<i>[Signature]</i>



# ADMINISTRATIVE BODY - 2018-19

SECRETARY

Rev. Dr. Amala Jeya Rayan SDB

PRINCIPAL

Dr. S. Pious Missier M.Sc., M.Phil., B.Ed., Ph.D

VICE PRINCIPALS

Mr. M. Prabhu M.Com., M.Com.(F&C), B.Ed., M.Phil., M.B.A., Ph.D.

Arts Departments

Ms. V. Parvatha M.C.A., M.Phil., Ph.D - Science Departments

DEAN

Rev. Fr. Rozario Antony SDB M.Sc.(CS) M.Phil.

CONTROLLER OF EXAMINATIONS

Ms. V. Parvatha M.C.A., M.Phil., Ph.D

## GOVERNING BODY

Rev. Fr. Antony Joseph SDB

: President

Rev. Fr. Agilan Sarprasadam SDB

: Vice President

Rev. Fr. Amala Doss SDB

: Treasurer

Rev. Fr. Dr. A. Amala Jeya Rayan. SDB

: Secretary

Dr. S. Pious Missier M.Sc., M.Phil., B.Ed., Ph.D.,

: Principal

Mr. M. Prabhu M.Com., M.Phil., M.B.A. Ph.D

: Vice-Principal

Ms. S. Parvatha M.C.A., M.Phil., Ph.D

: Vice-Principal

Rev. Fr. Rozario Antony SDB

: Dean

Rev. Fr. Daniel Singarayer SDB

: Administrator

Rev. Fr. Jude Muthuselvan SDB

: Member

Rev. Fr. Thiviya Alexander SDB

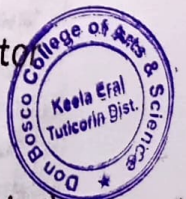
: Member

Dr. S. Jayanthi. M.A., Ph.D

: Staff (Teaching)

Mr. A. Karuppasamy B.Com., M.B.A.

: Staff (Non-Teaching)



# ADMINISTRATIVE BODY

## ACADEMIC COUNCIL

Dr.S.Pious Missier	: Principal
Mr. M. Prabhu	: HOD Commerce
Ms.V.Parvatha	: HOD BCA
Dr.M.Rajee	: HOD BBA
Mr.S.Ravi Narayanan	: HOD Mathematics
Rev.Fr.Thiviya Alexander	: HOD English
Dr. S. Jayanthi	: HOD Tamil

## FINANCE COMMITTEE

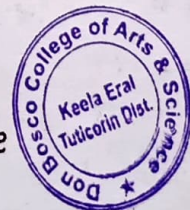
Rev. Dr.Amala Jeya Rayan	: Secretary
Dr.S.Pious Missier	: Principal
Rev.Fr.Daniel	: Administrator
Mr.M.Prabhu	: Vice-Principal
Ms.V.Parvatha	: Vice-Principal
Mr.A.Karuppasamy	: Accountant

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr.S.Pious Missier	: Principal
Dr.M.Rajee	: Convener
Mr. M. Prabhu	: HOD Commerce
Ms.V.Parvatha	: HOD BCA
Mr.S.Ravi Narayanan	: HOD Mathematics
Rev.Fr.Thiviya Alexander	: HOD English
Dr. S. Jayanthi.	: HOD Tamil

## ADMISSION COMMITTEE

Dr.S.Pious Missier	: Principal
Mr. M. Prabhu	: HOD Commerce
Ms.V.Parvatha	: HOD BCA



Dr.M.Rajee  
Mr.S.Ravi Narayanan  
Rev.Fr.Thiviya Alexander  
Dr. S. Jayanthi.  
Mr.S.Chinnapparaj

: HOD BBA  
: HOD MATHS  
: HOD English  
: HOD Tamil  
: Office Superintendent

### EXAMINATION COMMITTEE

Ms.V.Parvatha  
Ms.M.Josna Infanta  
Ms.Selva Jenila  
Ms.A.Ponmani  
Ms.TheivaRathina  
Mr.P. Sathis Kumar  
Ms.Philomi

: Controller Examination  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof  
: Asst.Prof  
: Office Asst.

### GRIEVANCE REDRESSAL COMMITTEE

Dr.S.Pious Missier  
Mr. M. Prabhu  
Ms.V.Parvatha  
Rev.Fr.Rozario Antony

: Principal  
: Vice Principal  
: Vice Principal  
: Dean

### SPORTS ADVISORY COMMITTEE

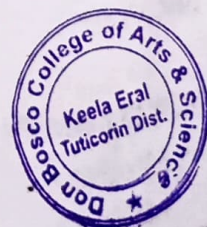
Dr.S.Pious Missier  
Mr. P.Vijayasekaran  
Mr.P.Esakkiraja

: Principal  
: Asst. Prof  
: Asst. Prof

### STUDENT WELFARE COMMITTEE

Dr.S. Pious Missier  
Dr.S. Jayanthi  
Mr.S.Ravi Narayanan  
Mr.G.Karthik  
Ms.C.Kulanthai Therase

: Principal  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof  
: Clerk



**CAREER GUIDANCE & PLACEMENT CELL**

- Ms.M.Sivasankari : Asst. Prof
- Dr.M. Rajee : Asst. Prof
- Ms.R.Paul lakshmi : Asst. Prof
- Mr.P.Esakkiraja : Asst. Prof

**LIBRARY ADVISORY COMMITTEE**

- Dr. S. Pious Missier : Principal
- Mr. M. Prabhu : Vice Principal
- Ms.V.Parvatha : Vice Principal
- Ms.T.Vanitha Devi : Librarian

**HOSTEL ADVISORY COMMITTEE**

- Dr.S. Pious Missier : Principal
- Rev.Dr.Amala Jeya Rayan : Secretary
- Rev. Fr.Thiviya Alexander : Warden (Boys Hostel)
- Rev.Bro.Rex : Sub-Warden
- Rev.Sr.Sophia : Warden (Girls Hostel)

**ANTI-RAGGING COMMITTEE**

- Dr. S. Pious Missier : Principal
- Mr. M. Prabhu : Vice Principal
- Ms.V.Parvatha : Vice Principal
- Dr.M.Rajee : HOD BBA
- Rev.Rozario Antony : Asst. Prof
- Mr. Dosjepison : III BA English
- Ms. Divya Rosy : II MA English

**PREVENTION OF SEXUAL HARASSMENT CELL**

- Dr.S. Pious Missier : Principal
- Mr. M. Prabhu : Vice Principal
- Ms.V.Parvatha : Vice Principal
- Rev.Fr.A.Thiviya Alexander : HOD (English Dept)
- Ms.Jayanthi : HOD (Tamil Dept)



**DISCIPLINE COMMITTEE**

- Dr.S. Pious Missier : Principal
- Ms.V.Parvatha : Vice Principal
- Mr.M.Prabhu : Vice Principal
- Rev.Fr.Rozario Antony : Asst. Prof

**NEWSLETTER COMMITTEE**

- Dr. S. Pious Missier : Principal
- Mr. S. Alwin Christopher : Co-ordinator
- Ms. P. Sivashankari : Co-ordinator
- Mr. P. Esakkiraja
- Ms. A. Maria Francis Antoniyammal
- Mr. K. Ramkumar
- Ms. A. Ponmani

**FIRST YEARS**

**ECO CLUB**

- Mr. S. Alwin Christopher. : Co-ordinator
- Ms. S. Theiva Rathina
- Mr. P. Sathis Kumar
- Ms. P. Sivashankari

**ROAD SAFETY PATROL (RSP)**

- Mr.S.Ravi Narayanan : Co-ordinator
- Ms.S.Siva Sankari
- Mr.T.Vigneswaran
- Ms.R.Paul Lakshmi

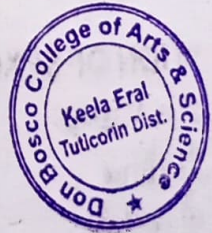
**SECOND YEARS**

**NSS**

- Mr.Prabhu : Programme Officer
- Dr.M.Rajee
- Mr.M.Paul Raj
- Mr.P.Vijayasekaran

**YOUTH RED CROSS (YRC)**

- Mr. G.Karthick : Coordinator
- Ms.M.Siva Sankari
- Ms.Maria Francis Antoniyammal
- Mr.Ram Kumar



### THIRD YEARS

#### RED RIBBON CLUB (RRC)

Dr. S. Jayanthi

: Coordinator

Ms. S. Krishnaveni

Ms. A. Ponmani

Ms. S. Vijaya Sangeetha

#### AWARNESS AND AICUF

Ms. S. Selva Jenila

: Coordinator

Ms. R. Snowlin

Mr. D. Jaffrin Jones

Ms. M. Josna Infanta

### OPTIONAL CLUBS

#### MEDIA CLUB

Rev.Fr.Rozario Antony

: Coordinator

Mr. S. Alwin Christopher

Ms. P. Vijaya Sekaran

Ms. A. Maria Francis Antoniyammal

#### KALAM READERS CLUB

Ms. S. Theiva Rathina

: Coordinator

Mr. M. Paulraj

Mr. P. Esakkiraja

#### QUIZ CLUB

Ms. M. Siva Sankari

: Coordinator

Mr. S. Ravi Narayanan

Ms. R. Paul Lakshmi

Mr. T. Vigneswaran





**MUSIC CLUB**

Rev. Fr. Thiviya Alexander

: Coordinator

Mr. K. Ramkumar

Mr. G. Karthik

**FINE ARTS CLUB**

Ms. M. Sivasankari

: Coordinator

Rev. Fr. Rosario Antony

Rev. Fr. Thiviya Alexander

Ms. S. Theiva Rathina

Mr. G. Karthik

Ms. R. Snowlin

Ms. A. Maria Francis Antoniyammal

**STUDENT SERVICES**

**WOMEN'S CELL**

Dr. M. Rajee

Ms. S. Selva Jenila

Ms. P. Sivashankari

Ms. C. Kulanthai Therese

**DON BOSCO ALUMINI**

Ms. M. Sivasankari

Mr. Sathish Kumar

Mr. Esakkiraja

Ms. S. Selva Jenila

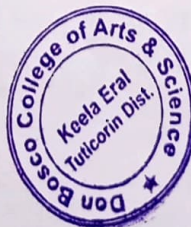
Mr. M. Prabhu

Ms. P. Sivashankari

**SCHOLARSHIPS**

Mr. S. Chinnapparaj

Ms. R. Snowlin



Mr. T. Vigneswaran  
Ms. A. Ponmani  
Ms. S. Krishnaveni  
Ms. A. Maria Francis Antoniyammal  
Mr. D. Jaffrin Jones

### BOSCO STUDENT SOLIDARITY (BOSS)

Rev.Fr.Amala Jeya Rayan - Secretary

HODs

### CANTEEN AND STORE

Rev.Fr.Daniel - Administrator

Mr. Martin

### COLLEGE BUS

Rev.Fr.Amala Jeya Rayan - Secretary

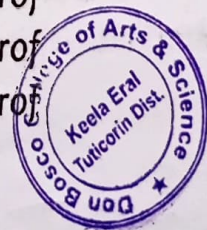
## FACULTY MEMBERS

### TAMIL DEPARTMENT

Dr.S.Jayanthi M.A.Ph.D. : HOD  
Rev.Fr.Thomas M.A., M.Phil.,NET, : Asst. Prof  
Rev.Fr.Susai M.A., M.Phil., : Asst. Prof  
Mr.M.Paulraj. M.A., M.Phil., NET : Asst. Prof  
Ms.S.Theiva Rathina MA.M.Phil Ph.D : Asst. Prof  
Mr.T.Vigneswaran M.A., M.Phil., Ph.D : Asst. Prof  
Dr.P.Esakkiraja M.A., M.Phil.,Ph.D., B.Ed. : Asst. Prof

### ENGLISH DEPARTMENT

Rev.Fr.Thiviya Alexander M.A., M.Phil. : HOD  
Dr.Joseph Ladislaus M.A., Ph.D : Asst. Prof  
Rev.Fr.Ashok Lawrence Britto M.A., M.Phil. : Asst. Prof  
Ms.P.Sivashankari M.A., B,Ed.,M.Phil. : Asst. Prof  
Ms.M.Josna Infanta M.A. M.Phil. : Asst. Prof



Ms.S.Sivasankari M.A., B.Ed., M.Phil. : Asst. Prof  
 Ms.R.Paul Lakshmi M.A., M.Phil., : Asst. Prof  
 Ms.S.Vijaya Sangeetha M.A., M.Phil., : Asst. Prof  
 Mr.D.Jaffrin Jones M.A., M.Phil., PGDELT, : Asst. Prof  
 Mr.P.Vijayasekaran M.A., M.Phil., : Asst. Prof

### COMMERCE DEPARTMENT

Mr.M. Prabhu M.Com., M.Com. (F&C), B.Ed., M.Phil, M.B.A., Ph.D : HOD  
 Mr.G.Karthik M.Com., M.Phil. : Asst. Prof  
 Ms.A. Ponmani, M.Com., M.Phil., Ph.D : Asst. Prof

### COMPUTER APPLICATIONS DEPARTMENT

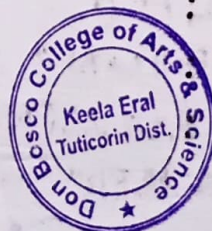
Ms.V.Parvatha M.C.A., M.Phil., Ph.D. : HOD  
 Rev.Fr.Rozario Antony M.Sc.(CS) M.Phil. : Asst. Prof  
 Mr.S.Alwin Christopher M.C.A., M.E. : Asst. Prof  
 Ms.S.Krishnaveni M.Sc.(IT), M.Phil. : Asst. Prof  
 Ms.M.Sivasankari .M.Sc. M.Phil., PGDCA., Ph.D : Asst. Prof

### MATHEMATICS DEPARTMENT

Dr.S.Pious Missier M.Sc., M.Phil.B.Ed., Ph.D : Associate. Pr  
 Principal  
 Mr. S. Ravi Narayanan M.Sc., M.Phil. Ph.D : Asst. Prof & H  
 Ms.S.Selva Jenila M.Sc. M.Phil. : Asst. Prof  
 Ms.A. Maria Francis Antoniyammal M.Sc. M.Phil. : Asst. Prof

### BUSINESS ADMINISTRATION DEPARTMENT

Dr.M.Rajee MBA., M.Phil., Ph.D., NET, SET : HOD  
 Ms.R.Snowlin MBA. : Asst. Prof  
 Mr.K.Ramkumar MBA. : Asst. Prof  
 Mr.P.Sathish Kumar MBA, M.Phil : Asst. Prof



### EXTENSION DEPARTMENT (DB CARE)

Rev.Fr.Rozario Antony SDB : HOD  
Mr. Martin . D.C.A. B.Com : Coordinator

### RELIGION AND ETHICS

Rev.Fr.Jude Muthuselvan SDB : HOD  
HODs

### STUDENT COUNSELLING AND MENTORING

Rev. Dr. Amala Jeya Rayan SDB : Secretary

### ADMINISTRATIVE AND SUPPORTIVE STAFF

Mr.S.Chinnapparaj D.M.O.A & F.A., BBA., M.B.A. : Office Superintendent  
Ms.C.Kulanthai Therase M.Com., M.Phil.D.Co.op, : Clerk  
Mr.A.Karuppasamy B.Com., M.B.A. : Accountant  
Ms.Philomi B.Com. : Office Assistant  
Mr.K.BalaSubramanian : Office Attendant  
Mr.Prabhakaran. BE : Lab Assistant  
Mr.K.Mariadoss : Driver  
Mr.Jesuraja : Scavenger

### LIBRARIAN

Ms.Vanitha Devi M.A., (Eng) M.A (Eco) M.Lisc. : Librarian

### STAFF SECRETARY

Ms.P.Sivashankari

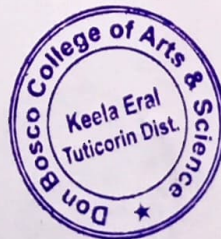
### COLLEGE CHRONICLES

Ms.S.Sivasankari  
Ms.M.Josna Infanta



**MINUTES OF  
GOVERNING BODY MEETING  
(2017-2018)**

**DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL**



The meeting was called to order at 9.00 a.m.

**Members present:**

Rev. Fr. Antony Joseph	Chairperson
Rev. Fr. Agilan	Vice Chairman
Rev. Fr. Amaladoss	Treasurer
Rev. Fr. Marcel Lincoln	Secretary
Rev. Dr. Amala Jeya Rayan	Principal
Prof. M. Prabhu	Vice Principal
Prof. V. Parvatha	Vice Principal
Rev. Fr. Alexander Suresh	Members
Rev. Fr. Peter Antonysamy	Members
Dr. S. Jayanthi	Members
Mr. A. Karuppasamy	Members

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The Agendas were present for discussion.

**Agenda:**

**Approval of New Staff:** The following teaching staff and office staff were introduced by the Principal and the members approved the same.

**Department of English:**

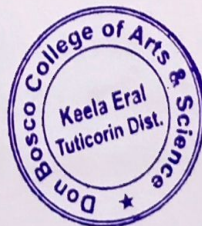
Ms. Y. Sakthi Devi	- Assistant Professor
Ms. M. Rajeswari	- Assistant Professor
Ms. M. Josna Infanta	- Assistant Professor
Ms. M Roselin Lurdhu Rebeccal	- Assistant Professor

**Department of Tamil:**

Mr.Vigneswaran	- Assistant Professor
Mr.Paul Raj	- Assistant Professor

**Department of Commerce:**

Ms. Janaki	- Assistant Professor
Mr.Sathish Kumar	- Assistant Professor



**Department of Mathematics:**

Mr. Ravi Narayanan – Assistant Professor

Ms. Rajeswari -- Assistant Professor

**Department of BCA:**

Mr. Prabhakar – Lab Assistant

**Department of BBA**

Mr. Ram Kumar - Assistant Professor

**Non-Teaching Staff:**

Ms. Philomina - Office Assistant

Mr. Balasubramaniam – Office Assistant

**Class Time Table:** The New time table of the odd semester was presented by Prof. Prabhu, the Vice Principal and was accepted.

**Office Automation:** Office automation is introduced in the College. The staff will be given training to upload data on day to day basis.

**Language Lab:** The English Department had requested for a full fledged English Laboratory for the students. The management has agreed to grant it.

**Auditorium:** The staff requested for an auditorium for the College. The management had agreed to build the same.

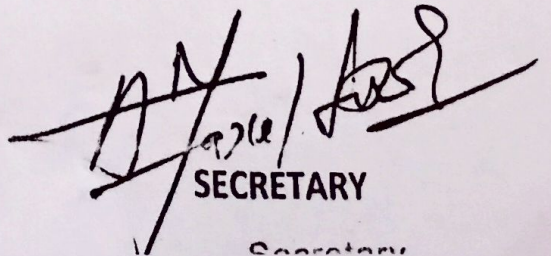
**New PG Course and Class Rooms:** The staff felt the need for a separate section for PG students. It was also proposed that M.Com be offered for the students. The management sanctioned the proposal.

**Seminar Hall:** The staff also felt the need for a seminar hall to conduct seminars. The management approved the same.

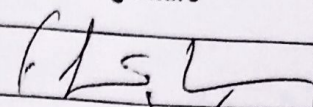
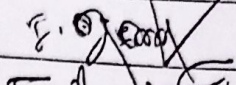
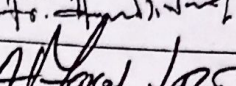
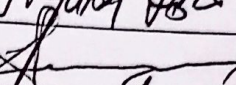
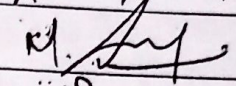
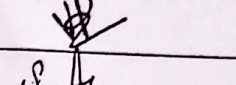
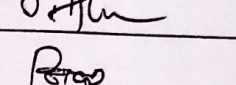
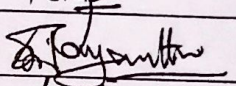
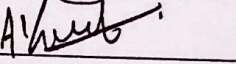

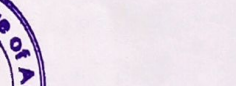
**Books for Library:** It was felt that more books should be bought and the library should be improved. The body approved the request.

**Working Hours:** The working hours is modified as to make it convenient for the staff and students. The College time therefore would be from 9.15 a.m to 2.30 p.m in the academic year. The Principal also communicated that the remedial classes could be conducted after 2.30 p.m, if necessary. The management approved the same.



  
**SECRETARY**

## Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Antony Joeph	Chairperson	
Rev. Fr. Agilan	Vice Chairman	
Rev. Fr. Amaladoss	Treasurer	
Rev. Fr. Marcel Lincoln	Secretary	
Rev. Dr. Amala Jeya Rayan	Principal	
Prof. M. Prabhu	Vice Principal	
Prof. V. Parvatha	Vice Principal	
Rev. Fr. Alexander Suresh	Members	
Rev. Fr. Peter Antonysamy	Members	
Dr. S. Jayanthi	Members	
Mr. A. Karuppasamy	Members	





## ADMINISTRATIVE BODY

### SECRETARY

Rev. Fr. Marcel Lincoln

### PRINCIPAL

Rev. Dr. A. Amala Jeya Rayan M.A.(SW), M.A.(CYS), Ph.D.

### VICE PRINCIPALS AND DEANS

M. Prabhu M.Com., M.Com.(F&C), B.Ed., M.Phil, M.B.A., Ph.D : Arts Departments

Ms. V. Parvatha M.C.A., M.Phil., Ph.D

: Science Departments

### CONTROLLER OF EXAMINATIONS

Ms. V. Parvatha M.C.A., M.Phil., Ph.D

### FACULTY MEMBERS

#### TAMIL DEPARTMENT

Dr. S. Jayanthi M.A. Ph.D.

: HOD

Mr. M. Paulraj M.A., M.Phil., NET

: Asst. Prof

Ms. S. Theiva Rathina M.A. M.Phil Ph.D

: Asst. Prof

Mr. T. Vigneswaran M.A., M.Phil.

: Asst. Prof

#### ENGLISH DEPARTMENT

Rev. Fr. Michael Arokiasamy M.A., M.A.(Phil.), M.Phil., Ph.D : HOD

Dr. Joseph Ladislaus M.A., Ph.D

: Asst. Prof

Ms. P. Sivashankari M.A., B.Ed., M.Phil.

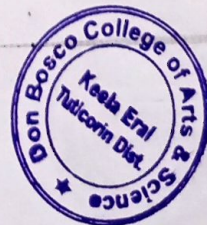
: Asst. Prof

Mr. G. Nishanth M.A., B.Ed.

: Asst. Prof

Rev. Fr. Ashok Lawrence Britto M.A., M.Phil.

: Asst. Prof



Ms. S.Jothi Lakshmi M.A., M.Phil., SET., NET.	: Asst. Prof
Mr.N.Thamodaran M.A. M.Phil.	: Asst. Prof
Ms.M.Josna Infanta M.A. M.Phil.	: Asst. Prof
Ms.Y.Sakthi Devi M.A., NET	: Asst. Prof.
Ms.M.Rajeswari M.A., M.Phil.	: Asst. Prof.
Ms.M.Roselin Lurdhu Rebaccal M.A., M.Phil.	: Asst. Prof.

### COMMERCE DEPARTMENT

M. Prabhu M.Com., M.Com.(F&C), B.Ed., M.Phil, M.B.A., Ph.D:	HOD
Mr.G.Karthik M.Com., M.Phil.	: Asst.Prof
Ms.N.Janaki MBA., M.Phil.	: Asst. Prof
Mr.P.Sathish Kumar MBA, M.Phil	: Asst. Prof

### COMPUTER APPLICATIONS DEPARTMENT

Ms.V.Parvatha M.C.A., M.Phil., Ph.D.	: HOD
Mr.S.Alwin Christopher M.C.A., M.E.	: Asst. Prof
Ms.A.Jenitta Jebamalar M.Sc.(IT), M.Sc.(CS) B.Ed, M.Phil.	: Asst. Prof
Ms.M.Sivasankari .M.Sc. M.Phil., PGDCA., Ph.D	: Asst. Prof
Fr.Alexander Suresh. M.Sc., M.Phil.,	: Asst. Prof

### MATHEMATICS DEPARTMENT

Mr.S.Shanmugavel M.Sc., M.Phil. Ph.D	: HOD
Mr.Ravi Narayanan M.Sc., M.Phil.	: Asst. Prof
Ms.S.Selva Jenila M.Sc. M.Phil.	: Asst. Prof
Ms.M.Sagaya Jeffi Infanta M.Sc., M.Phil	: Asst. Prof

### BUSINESS ADMINISTRATION DEPARTMENT

Dr.M.Rajee MBA., M.Phil., Ph.D., NET, SET	: HOD
Ms.R.Snowlin MBA.	: Asst. Prof
Mr.K.Ramkumar B.Com., MBA.	: Asst. Prof

### EXTENSION DEPARTMENT (DB CARE)

Rev.Dr.Amala Jeya Rayan M.A (S.W). M.A., (CYS), Ph.D	: HOD
Mr.M.Prabhu M.Com., B.Ed., M.Phil, M.B.A., Ph.D	: Asst. Prof
Ms.V.Parvatha M.C.A., M.Phil., Ph.D	: Asst. Prof
Mr.Martin . D.C.A. B.Com	: Coordinator

### RELIGION AND ETHICS

Rev.Fr.Marcel Lincoln

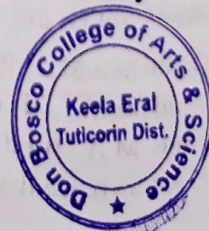
HODs

### STUDENT MENTORING

Rev.Fr.Amala Jeya Rayan

HODs

: Secretary



## ADMINISTRATIVE AND SUPPORTIVE STAFF

Mr.S.Chinnapparaj D.M.O.A & F.A., BBA., MBA	: Office Superintendent
Ms.C.Kulanthai Therase M.Com., M.Phil.	: Clerk
Mr.A.Karuppasamy B.Com., M.B.A.	: Accountant
Ms.Philomi B.Com.	: Office Assistant
Mr.Subramani	: Office Attendant
Mr.Prabhakar. BE	: Lab Assistant
Mr.K.Mariadoss	: Driver
Mr.Jesuraja	: Scavenger

## LIBRARIAN

Ms.Vanitha Devi M.A., (Eng) M.A (Eco) M.Lisc.	: Librarian
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## PHYSICAL EDUCATION

Mr.U.Balasubramanian. B.B.E, B.P.Ed., M.P.Ed. M.Phil	: P.E.D
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## STAFF SECRETARY

Ms.P.Sivasankari	
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## COLLEGE CHRONICLES

Ms.Jothi Lakshmi	
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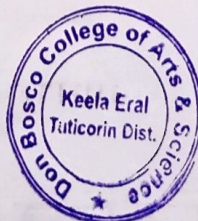
## ADMINISTRATIVE COMMITTEES

### GOVERNING BODY

Rev. Fr. Antony Joseph SDB	: President
Rev. Fr.Agilan Sarprasadam SDB	: Vice President
Rev. Fr.Amala Doss SDB	: Treasurer
Rev. Fr.Marcel Lincoln SDB	: Secretary
Rev. Dr. A. Amala Jeya Rayan. M.A. (SW), M.A. (CYS), Ph.D:	Principal
Mr. M. Prabhu M.Com., M.Phil., M.B.A. <u>Ph.D</u>	: Vice-Principal
Ms. S. Parvatha M.C.A., M.Phil., <u>Ph.D</u>	: Vice-Principal
Rev.Fr.Peter Antonysamy B.Sc., B.Ed., MSW	: Administrator
Rev. Fr.Alexander Suresh. M.Sc., M.Phil.	: Member
Dr. S. Jayanthi. M.A., Ph.D	: Staff (Teaching)
Mr. A. Karuppasamy B.Com., M.B.A.	: Staff (Non-Teaching)

### ACADEMIC COUNCIL

Rev.Dr.AmalaJeya Rayan	: Principal
Mr. M. Prabhu	: HOD Commerce
Ms.V.Parvatha	: HOD BCA
Dr.M.Rajee	: HOD BBA
Mr.S.Shanmugavel	: HOD Mathematics
Rev.Fr.Michael Arokiasamy	: HOD English
Dr. S. Jayanthi.	: HOD Tamil



### FINANCE COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Rev. Fr.Marcel Lincoln  
Rev.Fr.Peter Antonysamy  
Mr.M.Prabhu  
Ms.V.Parvatha  
Mr.A.Karuppasamy

: Principal  
: Secretary  
: Administrator  
: Vice-Principal  
: Vice-Principal  
: Accountant

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Rev.Dr.Amala Jeya Rayan  
Mr. M. Prabhu  
Ms.V.Parvatha  
Dr.M.Rajee  
Mr.S.Shanmugavel  
Rev.Fr.Michael Arokiasamy  
Dr. S. Jayanthi.

: Principal  
: HOD Commerce  
: HOD BCA  
: HOD BBA  
: HOD Mathematics  
: HOD English  
: HOD Tamil

### ADMISSION COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Mr. M. Prabhu  
Ms.V.Parvatha  
Dr.M.Rajee  
Mr.S.Shanmugavel  
Rev.Fr.Michael Arokiasamy  
Dr. S. Jayanthi.  
Mr.S.Chinnapparaj

: Principal  
: HOD B.COM  
: HOD BCA  
: HOD BBA  
: HOD MATHS  
: HOD English  
: HOD Tamil  
: Office Superintendent

### EXAMINATION COMMITTEE

Ms.V. Parvatha  
Ms.M.Josna Infanta  
Ms.Selva Jenila  
Ms.Snowlin  
Ms.TheivaRathina  
Mr. Sathis Kumar  
Ms.Philomi

: Controller Examination  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof  
: Asst. Prof  
: Asst.Prof  
: Office Asst.

### GRIEVANCE REDRESSAL COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Mr. M. Prabhu  
Ms.V.Parvatha

: Principal  
: Vice Principal  
: Vice Principal



## STUDENT WELFARE COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Ms.Jenitta Jebamalar  
Mr.S.Shanmugavel  
Ms.C.Kulanthai Thersase

: Principal  
: Asst. Prof  
: Asst. Prof  
: Clerk

## CAREER GUIDENCE & PLACEMENT CELL

Ms.M.Sivasankari  
Dr.M. Rajee  
Ms.S.Jothi Lakshmi

: Asst. Prof  
: Asst. Prof  
: Asst.Prof

## LIBRARY ADVISORY COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Mr. M. Prabhu  
Ms.V.Parvatha  
Ms.T.Vanitha Devi

: Principal  
: Vice Principal  
: Vice Principal  
: Librarian

## SPORTS ADVISORY COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Mr.U.Balasubramaniam  
Mr. M. Prabhu  
Ms.V.Parvatha

: Principal  
: P.E.D  
: Vice Principal  
: Vice Principal

## HOSTEL ADVISORY COMMITTEE

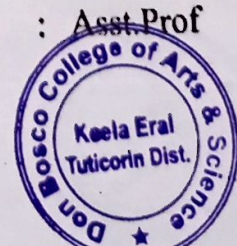
Rev. Dr. Amala Jeya Rayan  
Rev. Fr.Marcel Lincoln  
Rev. Fr.Alexander Suresh  
Rev.Bro.Joan Marshal  
Rev.Sr.Sophia

: Principal  
: Secretary  
: Warden (Boys Hostel)  
: Sub-Warden  
: Warden (Girls Hostel)

## ANTI-RAGGING COMMITTEE

Rev.Dr.Amala Jeya Rayan  
Mr. M. Prabhu  
Ms.V.Parvatha  
Dr.M.Rajee  
Rev.Fr.Alexander Suresh

: Principal  
: Vice Principal  
: Vice Principal  
: Asst.Prof  
: Asst.Prof



## PREVENTION OF SEXUAL HARASSMENT CELL

Rev.Dr.AmalaJeya Rayan

Mr. M. Prabhu

Ms.V.Parvatha

Rev.Fr.Michael Arokiasamy

Ms.Jayanthi

: Principal

: Vice Principal

: Vice Principal

: HOD (English Dept)

: HOD (Tamil Dept)

## DISCIPLINE COMMITTEE

Rev.Dr.Amala Jeya Rayan

Ms.V.Parvatha

Mr. M.Prabhu

Rev.Fr. Alexander Suresh

Mr. Balasubramaniyan

: Principal

: Vice Principal

: Vice Principal

: Asst.Prof

: P.E.D

## CLUBS AND GROUPS

*(Compulsory participation in any one)*

### FIRST YEARS

#### ECO CLUB

Mr.Alwin Christopher

Ms.Roselin Lourdu Rebeccal

Ms.TheivaRathina

Ms.Janaki

Mr.P.Sathis Kumar

: Co-ordinator

#### ROAD SAFETY PATROL (RSP)

Ms.P.Sivashankari

Mr.Ravi Narayanan

Mr.Vigneswaran

Ms.J.Snowlin

: Co-ordinator

### SECOND YEARS

#### NATIONAL SERVICE SCHEME (NSS)

Mr.Prabhu

Dr.M.Rajee

Ms.Sagaya Jeffi Infanta

Ms.Selva Jenila

Mr. Nishanth

: Programme Officer



**YOUTH RED CROSS (YRC)**

Mr. Mr.G.Karthick  
Ms.M.Rajeswari.  
Ms.M.Siva Sankari  
Mr.Ram Kumar

: Coordinator

**THIRD YEARS**

**RED RIBBON CLUB (RRC)**

Ms.Jayanthi  
Mr.U.Balasubramaniam  
Ms.Jenitta Jebamalar  
Ms.Sakthi Devi

: Coordinator

**AWARNESS AND AICUF**

Mr.Thamodaran  
Ms.Selva Jenila  
Ms.M.Josna Infanta  
Mr.Shanmugavel  
Ms.Jothi Lakshmi

: Coordinator

**OPTIONAL CLUBS**

**MEDIA CLUB (Optional Participation)**

Rev.Fr.Alexander Suresh  
Mr.Alwin Christopher

: Coordinator

**KALAM READERS CLUB (Optional Participation)**

Ms.Theiva Rathina  
Mr. M. Paulraj

: Coordinator

**QUIZ CLUB (Optional Participation)**

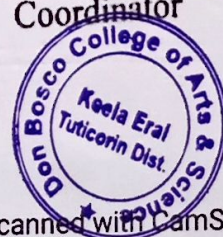
Ms. M.Siva Sankari  
Mr. Ravi Narayanan

: Coordinator

**MUSIC CLUB (Optional Participation)**

Rev.Fr.Michael Arokiasamy  
Mr.G.Nishanth

: Coordinator



## STUDENT SERVICES

### WOMEN'S CELL

Ms.Jenitta Jebamalar  
Ms.Kulanthai Therese  
Dr.M.Rajee

### SCHOLARSHIPS

Mr.S.Chinnapparaj  
Ms.Theras  
Ms.S.Snowlin  
Ms.Janaki  
Ms.Jenitta  
Ms.Jenila  
Mr.Vigneswaran  
Ms.Rajeshwari

### BOSCO STUDENT SOLIDARITY (BOSS)

Rev.Fr.Amala Jeya Rayan - Principal  
HODs

### CANTEEN AND STORE

Rev.Fr.Peter Antonysamy B.Sc., B.Ed., MSW - Administrator  
Mr.Martin

### COLLEGE BUS

Fr.Marcel Lincoln - Secretary





**DON BOSCO COLLEGE OF ARTS AND SCIENCE- KEELA ERAL**

**FINANCE COMMITTEE**

**2017-2018**

<b>Rev. Dr. Amala Jeya Rayan</b>	<b>Chair-person</b>
<b>Rev. Fr. Marcel Lincoln</b>	<b>Chair-person</b>
<b>Rev. Fr. Peter Antonyamy</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. A. Karuppasamy</b>	<b>Members</b>

**2018-2019**

<b>Rev. Dr. Amala Jeya Rayan</b>	<b>Chair-person</b>
<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Rev. Fr. Daniel</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. A. Karuppasamy</b>	<b>Members</b>

**2019-2020**

<b>Rev. Dr. Amala Jeya Rayan</b>	<b>Chair-person</b>
<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Rev. Fr. Daniel</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. A. Karuppasamy</b>	<b>Members</b>



2020-2021

<b>Rev. Dr. Amala Jeya Rayan</b>	<b>Chair-person</b>
<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Rev. Fr. A.S. Joseph Charles</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. A. Karuppasamy</b>	<b>Members</b>

2021-2022

<b>Rev. Dr. S. Victor Antonyraj</b>	<b>Chair-person</b>
<b>Rev. Fr. A.S. Joseph Charles</b>	<b>Chair-person</b>
<b>Rev. Fr. A. Thiviya Alexander</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. A. Karuppasamy</b>	<b>Members</b>



## Academic Council

### Composition:

Coordinator : Principal

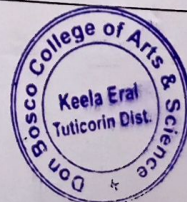
Members : Vice-Principals

All the HODs

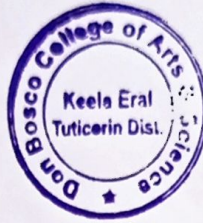
### Roles and Responsibilities:

- To manage the academic concerns of the college.
- To make recommendation about academic initiatives and strategic priorities to the Principal.
- To prevent blind spots by keeping students informed about their academic standing.
- To instill behaviors in students that work as a foundation for their growth.
- To create possibilities for interaction between teachers and students.
- To recognize academic excellence of the students and honor them.
- To make sure that regular staff and student development programs are held.
- To envision and create long-term strategies for the expansion and advancement of the college
- To organize the resource mobilization process through industry collaboration, consulting, and extramural funding.
- To encourage research and extension activities in the campus.
- To support student placement programs and innovative teaching strategies.
- To make plans for maintaining the caliber of instruction, enhancing it, and maintaining the accreditation of the college.
- To suggest plans to encourage the academic involvement of departments in improving the local community.
- To consider such additional initiatives for advancing academic performance.
- To examine malpractices in exams and student attendance.
- To supervise internal examinations, evaluations, and recording.

Current Members			
S.No.	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Coordinator	Principal, Assistant Professor of Computer Application
2	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
3	Mrs.V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
4	Mrs. S. Theivarathina	Member	Head and Assistant Professor of Tamil
5	Mrs. A. Anusuya	Member	Head and Assistant Professor of Mathematics



6	Dr. R. Thanga Ganesh	Member	Head and Assistant Professor of Business Administration
7	Mrs. J. Geetha Mala	Member	Head and Assistant Professor of English



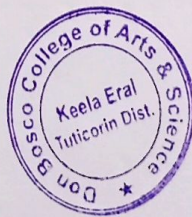
## **Internal Quality Assurance Cell (IQAC)**

### **Composition**

Convener:	Rev. Dr. A. S. Joseph Charles
Coordinator:	Dr. M. Sivasankari
Members:	Mrs. J. Geetha Mala
	Dr. M. Prabhu
	Mrs. V. Parvatha
	Mrs. Theivarathina
	Mrs. Anusuya
	Dr. R. Thanga Ganesh

### **Roles and Responsibilities**

- To meet the college's visions, missions, goals, and standards for quality education.
- To improve the caliber of the curriculum, the teaching-learning process, and research activities.
- To share information regarding various standards for higher education quality.
- To arrange for students, parents, and other stakeholder feedback response for quality-related institutional processes;
- To enhance infrastructure and learning resources, consultant services, and extension activities.
- To serve as the Institution's nodal agency for coordinating quality-related initiatives, such as the adoption and dissemination of best practices.
- To assist the administration in creating a system and allocating duties among different stakeholders.
- To prepare self-study report
- To plan quality-related workshops, seminars, and events that promote quality circles.
- To Plan orientation sessions for administrative and staff members
- To Record the numerous initiatives / actions that promote quality improvement
- To improve student support services and prepare students for the workforce
- To draft the Annual Quality Assurance Report (AQAR)



Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Convener	Assistant Professor of Computer Applications
2	Dr. M. Sivasankari	Coordinator	Assistant Professor of Computer Applications
3	Dr. M. Prabhu	Member	Head and Assistant Professor of Commerce
4	Mrs. V. Parvatha	Member	Head and Assistant Professor of Computer Applications
5	Mrs. S. Theivarathina	Member	Head and Assistant Professor of Tamil
6	Mrs. A. Anusuya	Member	Head and Assistant Professor of Mathematics
7	Dr. R. Thanga Ganesh	Member	Head and Assistant Professor of Business Administration
8	Mrs. J. Geetha Mala	Member	Head and Assistant Professor of English



**DON BOSCO COLLEGE OF ARTS AND SCIENCE-KEELA ERAL**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**2017-2018**

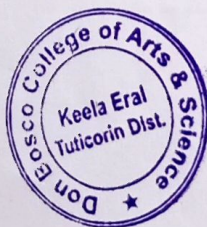
<b>Rev. Dr. Amala Jeya Rayan</b>	<b>Chair-person</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Dr. M. Rajee</b>	<b>Members</b>
<b>Mr. S. Shanmugavel</b>	<b>Members</b>
<b>Rev. Fr. Michael Arokiasamy</b>	<b>Members</b>
<b>Dr. S. Jayanthi</b>	<b>Members</b>

**2018-2019**

<b>Dr. S. Pious Missier</b>	<b>Chair-person</b>
<b>Dr. M. Rajee</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Mr. S. Ravi Narayanan</b>	<b>Members</b>
<b>Rev. Fr. Thiviya Alexander</b>	<b>Members</b>
<b>Dr. S. Jayanthi</b>	<b>Members</b>

**2019-2020**

<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Dr. M. Rajee</b>	<b>Members</b>
<b>Dr. J. Ragu Antony</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Dr. S. Jayanthi</b>	<b>Members</b>

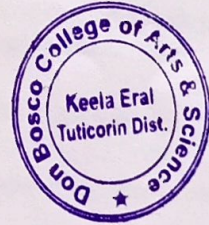


2020-2021

<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Dr. M. Rajee</b>	<b>Members</b>
<b>Dr. J. Ragu Antony</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Dr. S. Jayanthi</b>	<b>Members</b>

2021-2022

<b>S. Pious Missier</b>	<b>Chair-person</b>
<b>Dr. M. Rajee</b>	<b>Members</b>
<b>Dr. J. Ragu Antony</b>	<b>Members</b>
<b>Mr. M. Prabhu</b>	<b>Members</b>
<b>Ms. V. Parvatha</b>	<b>Members</b>
<b>Dr. S. Jayanthi</b>	<b>Members</b>





## APPENDIX I – OTHER COMMITTEES

### 1. Board of Studies

**Members:** Principal (Head), Dean of Studies, Head of the Department, two experts from outside the college nominated by the Academic Council and one industrial or corporate sector representative.

**Frequency of the Meeting:** Twice in a year

**Responsibilities:**

1. It prepares the syllabi for all the department keeping in mind the directions of the UGC/University /AICTE/DOTE.
2. It selects the appropriate electives for various departments.
3. It suggests the reference books to the library advisory committee.

### 2. Disciplinary Committee

**Members:** Secretary (Head), Principal, Vice Principal, HOD, Teaching Staff Representative, Non – Teaching Representative, Women Staff Representative, Representative from the Management Council.

**Frequency of the Meeting:** As and when required.

**Responsibilities:**

1. The Secretary on behalf of the Governing Body, shall be the Disciplinary Authority with respect to all acts of misconduct which warrants only minor penalties.
2. The Secretary is the only person who can call for the disciplinary committee meeting.
3. The disciplinary committee acts as the advisory body to the management council on all the disciplinary issues.
4. The disciplinary committee meetings are called for by the secretary only for issues which are grave in nature.
5. The secretary discusses the proceedings of the disciplinary committee meetings to the president of the Governing Body.

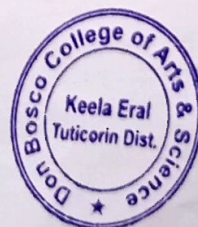
### 3. Admission Committee

**Members:** Secretary (Head), Principal, Vice Principal(s), HODs, Office Staff representative

**Frequency of Meetings:** At least twice a year

**Responsibilities:**

1. Plan for campaigning and advertisements
2. Fix up eligibility and procedures for admission
3. Assist the Principal in selecting the students
4. Check eligibility criteria
5. Adhere to University/Government guidelines regarding admission.



### 4. Examination Committee

**Members:** Principal (Head), Vice Principal, HODs, Staff Representatives, Office Representative

**Frequency of Meeting:** Twice a semester

**Functions**

1. Preparation of an examination time table
2. Smooth conduct of examinations
3. Dealing with malpractices in the examinations
4. Announcement of Results
5. Meeting grievances regarding results

**5. Library Advisory Committee**

**Members:** Principal (Head), HODs, Librarian, Dean, Senior Staff Representatives, Student representatives

**Frequency of Meetings:** As and when required

**Responsibilities**

1. Library working hours
2. Library services
3. Administrative problems in the library
4. Quality Initiatives

**6. Fine Arts and Sports Committee**

**Members:** Principal (Head), General Coordinator of Extracurricular activities, Coordinators and assistant coordinators of all the groups and academies, physical education director, assistant physical education director.

**Frequency of Meetings:** At least thrice in a year and as and when required.

**Responsibilities**

1. The general coordinator is appointed by the secretary of the college with the approval of the general body.
2. The general coordinator along with the committee prepares the annual plan of extracurricular activities.
3. The committee coordinates every activity of the groups and academies present in the institution.
4. It monitors and evaluates all the activities of the groups and academies.

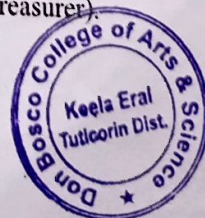
**7. Parent Teacher Association (PTA)**

**Members:** Secretary (Head), Principal, Vice Principals, Dean, HOD, Teaching Staff, Non-Teaching Staff, Parents

**Frequency of Meetings:** At least twice in a year

**Responsibilities**

1. The secretary convenes the Parent Teacher Association meeting.
2. The PTA shall be the advisory body for the management council for the welfare of the institution and the students.
3. The PTA will elect the office bearers (The President, Secretary and Treasurer).
4. The term of office bearers shall be for a minimum of three years.



## 8. Finance Committee

**Members:** Secretary (Head), Principal, Dean, Administrator/Treasurer, Vice Principals, Teaching and Non-Teaching Representatives

**Frequency of Meetings:** At least four times a year

### Responsibilities:

1. Preparing the budget proposal for the DBHEIT considering the regular and special programmes of the DBHEIT
2. Evaluation of the general financial management
3. Ensure audit of accounts of the DBHEIT
4. Formulating the salary pattern of the staffs based on the policy of the province.

## 9. Alumni Committee

**Members:** Secretary (Head), Principal, Staff Representative from Each Department, Salesian Alumni Delegate, Executive Body of Alumni

**Meetings:** The Alumni Committee will meet at least twice a year

### Functions

1. Establish constant contact and follow-up with alumni
2. Update the profile of Alumni
3. Arrange for Alumni Meet
4. Coordinate with Province level, National level and International level DB Alumni Associations
5. Arrange for interaction with the present students
6. Organizes programs to create a fund for the development of the institution.

## 10. Staff Welfare Committee

**Members:** Secretary (Head), Principal, Vice Principal, Teaching Staff Representative, Non-Teaching Staff Representative, Academic Supportive Staff Representative, Administrative Support Staff Representatives.

**Frequency of Meetings:** At least thrice in a year

### Responsibilities:

1. Evaluation of Staff Service
2. Suggestions for improvement
3. Suggests Services and amenities for the staff.

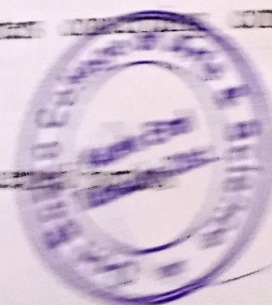
## 11. Grievance Redressal Committee

**Members:** Secretary (Head), Principal, Vice Principal (S), Dean, Physical Director, Office Superintendent

**Frequency of Meetings:** To meet at least twice a year and as often as the necessity demands.

### Functions:

1. Collect, verify and analyze information from different quarters regarding the dissatisfaction and the causes for the same.
2. Plan and implement preventive measures.
3. Call for meeting and have an interaction with the management.



## 8. Finance Committee

**Members:** Secretary (Head), Principal, Dean, Administrator/Treasurer, Vice Principals, Teaching and Non-Teaching Representatives

**Frequency of Meetings:** At least four times a year

**Responsibilities:**

1. Preparing the budget proposal for the DBHEIT considering the regular and special programmes of the DBHEIT
2. Evaluation of the general financial management
3. Ensure audit of accounts of the DBHEIT
4. Formulating the salary pattern of the staffs based on the policy of the province.

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2. Update the profile of Alumni
3. Arrange for Alumni Meet
4. Coordinate with Province level, National level and International level DB Alumni Associations
5. Arrange for interaction with the present students
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1. Evaluation of Staff Service
2. Suggestions for improvement
3. Suggests Services and amenities for the staff.

## 11. Grievance Redressal Committee

**Members:** Secretary (Head), Principal, Vice Principal (s), Dean, Physical Director, Office Superintendent

**Frequency of Meetings:** To meet at least twice a year and as often as the occasion demands.

**Functions:**

1. Collect, verify and analyze information from different quarters concerning common dissatisfaction and the causes for the same.
2. Plan and implement preventive measures.
3. Call for meeting and have an interaction with the students/staff or concerned parties.



4. Assist the Management in settling issues amicably
5. Act as a liaison office between management and staff, staff and students and the grieved parties.

## 12. Extension Services Committee

**Members:** Principal (Head), Vice Principal, Dean, All Student Presidents of Clubs and Groups, All Staff Coordinators of Clubs and Groups, Directors of extension service centers, Office Superintendent

**Frequency of Meetings:** At least thrice a year

### Responsibilities

1. Coordinate the extension activities
2. Plan for the new developments
3. Assessment of the extension services
4. Act as a liaison office between management and staff, staff and students.
5. It provides an opportunity for students to have social awareness and responsibility through social exposure programmes.

## 13. Hostel Management Committee

**Members:** Secretary (Head), Principal, Warden, Sub-Warden, Administrator, Mess Manager/Head Cook, Student representatives

**Frequency of Meetings:** As frequently as required

### Responsibilities

1. Annual Plan and Daily Timetable
2. Suggest menu
3. Fixation of Hostel and Mess Fees
4. Ensuring basic facilities
5. Ensure health, hygiene and safety measures
6. Take steps to avoid wastage
7. Suggest measures to reduce cost without sacrificing quality

## 14. Student Welfare Committee

**Members:** Dean (Head), All the class leaders, All the Academic Association Secretaries, All the Non-Academic Association Secretaries, Vice Principals

**Frequency of Meetings:** As frequently as required

### Responsibilities

1. Evaluation of Students Service
2. Suggestions for improvement
3. Suggests Services and amenities like internet, photocopying, printing, transport etc.

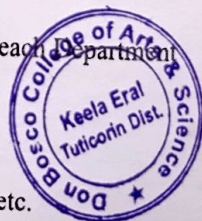
## 15. Placement Services Committee

**Members:** Dean (Head), Director of Vazhikaatti, Representatives from each Department

**Frequency of Meetings:** At least thrice a year

### Responsibilities

1. Arrange for campus interviews
2. Get in touch with the various institutions, employers, industries, etc.



3. Create Memorandum of understanding with reputed organizations
4. Conduct career guidance seminars
5. Disseminate information regarding placement opportunities

## **16. Counselling Services Committee**

**Members:** Secretary (Head), Province Counselling Cell Members, Dean.

**Frequency of Meetings:** At least twice a year.

**Responsibilities:**

1. Arrange for the professional psychological services to the staff and students.
2. Draw out a systematic plan for the follow-up of the students who require psychological service.
3. Draws out the annual plan for seminars and follow-up programme and submits to the general coordinator of extracurricular activities.



## Examination Cell

### Composition

Convener: Rev. Dr. A. S. Joseph Charles

Coordinator: Mrs. V. Parvatha

Members: Dr. A. Ponmani

Ms. T. Meena

Ms. K. Mumtha

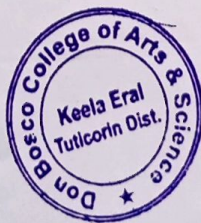
Mr. M. Rahman

Mr. S. Enigo

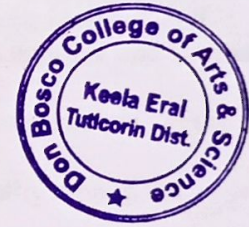
Mr. K. Balasubramanian

### Roles and Responsibilities:

- To conduct the continuous internal assessment, model examination, and university semester exams
- To conduct examination and evaluation process in the college efficiently.
- To serve all Examination related notices to all concerned.
- To make the necessary preparations for the examination timetable, vigilance responsibilities, and seating arrangements in the examination halls to ensure a successful examination process.
- To take the necessary actions for giving the invigilators the answer sheets and receiving them.
- To make sure that the internal marks are entered into the university site in the proper format.
- To address all exam-related complaints from the administration, instructors, staff, and students.
- To preserve all examination-related documentation.
- To conduct competitive / eligibility / qualifying Exams of the Government and other Examination Authorities when the College is selected as an Examination Centre.
- To create and distribute circulars for students regarding the payment of examination fees, the deadline for fee payments, the methods for paying fines, etc.
- To give the students advice on the format of the exams.



Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Convener	Assistant Professor of Computer Application
2	Mrs. V. Parvatha	Coordinator	Head and Assistant Professor of Computer Application
3	Dr. A. Ponmani	Member	Assistant Professor of Commerce
4	Ms. T. Meena	Member	Assistant Professor of Tamil
5	Ms. K. Mumtha	Member	Assistant Professor of Mathematics
6	Mr. M. Rahman	Member	Assistant Professor of Business Administration
7	Mr. S. Enigo	Member	Assistant Professor of Tamil
8	Mr. K. Balasubramanian	Member	Office Attendant





## Don Bosco Past Pupils (Alumini)

### Composition:

Conveners: Secretary

Principal

Coordinator: One of the faculty members

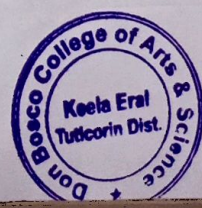
Members: All HODs

One faculty

### Roles and Responsibilities:

- To promote friendly communication between the institution's former and current students
- All former students are encouraged to join the organization and participate actively in the initiatives.
- Maintaining alumni contacts with their alma mater, staying in touch with them frequently, and annually updating their employment status.
- Establishing a database of graduates every academic year.
- To plan and coordinate the yearly Alumni meet, the committee must regularly meet.
- Keep track of graduates who participated in or qualified for state, national, and international competitive examinations and who won prizes in national and international sporting and cultural competitions.
- Considering the alumni's feedback and getting their approval to participate in the alumni meet.
- To plan social action initiatives to combat injustice and inequality among the organization's less privileged groups.
- To give former students of the institution the chance to participate in the responsible tasks of developing and upholding the institution's traditions.
- To implement community development programs for rural development as well as formal, informal, and adult education programs to educate rural residents.
- Keep track of any activities or events the alumni have organized.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. S. Victor Antonyraj	Convener	Secretary
2	Rev. Dr. A. S. Joseph Charles	Convener	Principal, Assistant Professor of Computer Application
3	Dr. R. Thanga Ganesh	Coordinator	Head and Assistant Professor of Business Administration
4	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
5	Mrs.V. Parvatha	Member	Vice- Principal, Head and Assistant



			Professor of Computer Application
6	Mrs. S. Theivarathina	Member	Head and Assistant Professor of Tamil
7	Mrs. A. Anusuya	Member	Head and Assistant Professor of Mathematics
8	Mrs. J. Geetha Mala	Member	Head and Assistant Professor of English
9	Dr. A. Ponmani	Member	Assistant Professor of Commerce



## Canteen and Store

### Composition

Coordinator: Administrator

Members: One of the faculty members

### Roles and Responsibilities

- To keep an eye on the standard of the food served in the canteen.
- To guarantee the food preparation, service, and supply are clean and hygienic.
- To decide which food items will be sold in the canteen and to approve the new goods' purchase prices.
- To establish a secure and welcoming atmosphere in our institution's canteen and to instill integrity among students through the adoption of best practices.
- To keep an eye on how the college's canteen is being used by students, and to stop them from skipping class and hanging around there.
- To update the canteen's cooking methods and equipment.
- To manage and offer management of the canteen proposals.
- To schedule all the infrastructure construction that is necessary to meet standards.
- To make sure that the canteen crew has a safe and healthy place to work.
- To take care of the setups in the canteen that are required for efficient operation.
- To provide fresh concepts and exercises to include students in nutrition education.
- To oversee the maintenance of all amenities and to take complaints from students and address their concerns.

Current Members			
S.No	Name	Designation	Department
1	Rev. Fr. I. Mariadass	Coordinator	Administrator
2	Rev. Dr. M. Anthony Samy	Member	Assistant Professor of Commerce
3	Mr. A. Martin	Member	



## Discipline and Student Welfare Committee

### Composition

Coordinator : Principal

Members : Vice-Principals

Two Faculty Members

Physical Director

### Roles and Responsibilities:

- To keep the college campus in a strict condition of discipline and to enforce it.
- All students should wear their ID cards while on campus
- To help them develop into responsible citizens of the nation.
- If a student disrupts class or violates the dress code, their ID card will be taken away.
- The ID cards of the students will be held with the members of the Disciplinary Committee until the investigation is complete in cases of misbehavior or violations of college rules.
- To impose a strict ban on all cell phone use by students on college campuses.
- To be aware that cell phones are not allowed on college campuses, and that if a student is found with one, it will be confiscated and turned over to the Principal.
- To keep an eye on how the students are moving and stop those from loitering in the hallways during class hours.
- To ensure that no students skip class and to stop them from leaving the college too soon.
- Smoking is outright illegal on college campuses, and this is vigorously enforced.
- If any of the students exhibits indiscipline, alert them right away. Implement discipline in accordance with the committee's norms and regulations.
- To help the college anti-ragging committee to avoid ragging on campus and increase awareness of the anti-ragging movement among the student body.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Coordinator	Principal, Assistant Professor of Computer Application
2	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
3	Mrs. V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
4	Rev. Fr. S. Alexander Suresh	Member	Assistant Professor of Computer Application
5	Mrs. J. Geetha Mala	Member	Head and Assistant Professor of English
7	Mr. Thirselvamani	Member	Physical Director



## Anti-Ragging Committee

### Composition

Coordinator: Principal

Members: Vice-Principals

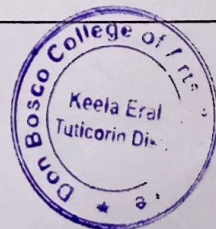
Two faculty members

Physical Director

### Roles and Responsibilities:

- To deter and outlaw ragging and provide a comfortable teaching and learning environment
- To raise awareness among students on ragging prevention
- To prevent each student from bullying and abusive language.
- To stop intimidating or treating a new student or any other student in the institution rudely.
- Any behavior by a senior student that inhibits, impedes, or otherwise interferes with another student's or a new student's usual academic activity.
- To using a freshman or any other student's assistance to complete the academic tasks given to a single student or a group of students.
- Any act of financial extortion or compelled spending imposed by students on a freshman or any other student.
- Any form of physical abuse, including all variations such as sexual abuse, homosexual assaults, stripping, requiring indecent or obscene behaviors, or endangering someone's health or safety.
- Any behavior that intentionally or unintentionally causes a freshmen or another student to feel uncomfortable, including verbal abuse, vicarious or sadistic thrills, emails, blogs, and public insults.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Coordinator	Principal, Assistant Professor of Computer Application
2	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
3	Mrs.V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
4	Fr. S. Alexander Suresh	Member	Assistant Professor of Computer Application
5	Mrs. J. Geetha Mala	Member	Head and Assistant Professor of English
6	Mr. N. Thiruselvamani	Member	Physical Director



## Awareness and AICUF

### Composition

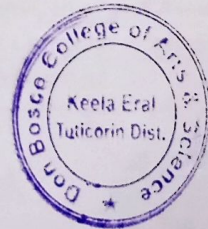
Coordinator: One of the faculty members

Members: Three faculty members

### Roles and Responsibilities

- To inspire students to participate in university coursework, research, and extracurriculars.
- To enable students to develop a critical knowledge and understanding of the Indian and global situation, to foster a deep and genuine concern for the oppressed and marginalized, and to effectively communicate with those who are oppressed and marginalized to give students the skills they need to critically assess the state of both India and the wider world, develop a real sympathy for those who are oppressed and disenfranchised, and effectively dedicate themselves to the goal of creating a more fair society.
- To assist students in developing a spirituality that has humanization at its core through participation and reflection.
- To equip Christian students with a critical awareness of their religion, drawing motivation from the Gospels, the Eucharist, and their prayer practice, in order to fulfill a prophetic role in their communities.
- To refuse to contribute to the effort of creating a new, just society.
- To assist students in developing a spirituality that has humanization at its core through participation and reflection.
- To inspire students to participate in university coursework, research, and extracurriculars.
- To equip Christian students with a critical awareness of their religion, drawing motivation from the Gospels, the Eucharist, and their prayer practice, in order to fulfill a prophetic role in their communities.

Current Members			
S.No	Name	Designation	Department
1	Dr. T. Ponceelia	Coordinator	Assistant Professor of Commerce
2	Rev. Dr. M. Anthony Samy	Member	Assistant Professor of Commerce
3	Ms. T. Meena	Member	Assistant Professor of Tamil
4	Ms. A. Mary Ajitha	Member	Assistant Professor of Business Administration



## Admission Committee

### Composition

Convener: Secretary

Coordinator: Principal

Members: Vice-Principals

Two faculty members

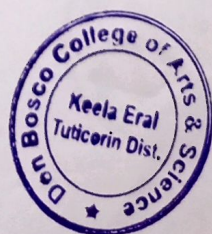
Office Superintendent

### Roles and Responsibilities

- Create eye-catching brochures, prospectuses, and handouts for greater publicity in cooperation with management.
- To gather information from the Departments, Committees, and lecturers in order to prepare an annual plan of activities for the year that will be published in the prospectus.
- To create a plan for talking to diploma students in the 12th standard about careers.
- To place admissions-related advertisements in newspapers as and when authorized by the relevant admissions conveners.
- To support the students and engage the parents during the admissions process
- To urge management to upgrade facilities in response to input from parents and students received during admissions counseling
- To keep and file the admissions and annual plan records.
- To deliver the IQAC Committee the enrolment records.

### Current Members

S.No	Name	Designation	Department
1	Rev. Dr. S. Victor Antonyraj	Convener	Secretary
2	Rev. Dr. A. S. Joseph Charles	Coordinator	Principal, Assistant Professor of Computer Application
3	Rev. Dr. M. Anthony Samy	Member	Assistant Professor of Commerce
4	Rev. Fr. S. Alexander Suresh	Member	Assistant Professor of Computer Application
5	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
6	Mrs.V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
7	Ms. C. Kulanthai Therese	Member	Office Superintendent



## Fine Arts and Media Club

### Composition

Coordinator: Dr. M. Sivasankari

Members: Three to Five faculty members

### Roles and Responsibilities:

- All intra- and intercollegiate cultural events that take place inside or outside of the college are the responsibility of the Fine Arts Committee.
- To arrange and reserve time for cultural events during the school year.
- To determine tentative dates for the academic calendar
- To discuss and assign tasks, the committee will convene under the direction of the coordinator.
- To develop the annual budget for different cultural activities.
- To request official approval from college authorities before scheduling programs.
- To determine the program's schedule, start date, and end time.
- To let employees and students know about the happenings.
- To plan the location and logistics
- The committee must provide information about upcoming activities on the Notice Board or website.

Current Members			
S.No	Name	Designation	Department
1	Dr. M. Sivasankari	Coordinator	Assistant Professor of Computer Application
2	Rev. Fr. S. Alexander Suresh	Member	Assistant Professor of Computer Application
3	Mrs. S. Theivarathina	Member	Head and Assistant Professor of Tamil
4	Ms. A. Mary Ajitha	Member	Assistant Professor of Business Administration
5	Mrs. K. Ambika	Member	Assistant Professor of Mathematics
6	Mr. T. Rufus Vivin Pius	Member	Assistant Professor of English





## Hostel Advisory Committee

### Composition

Convener: Secretary

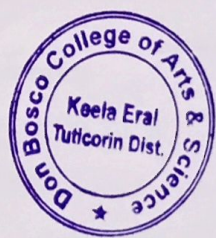
Coordinator: Principal

Members: Wardens

### Roles and Responsibilities

- Maintaining order in the mess and activities relating to the mess.
- Receiving student complaints, reporting them to the appropriate authorities, and having them handled.
- The committee will investigate any instances of a hostel's behavior rules being broken and take appropriate measures in coordination with the appropriate authorities.
- Maintaining cleanliness and food quality based on observation and feedback.
- When the residential warden is away on leave, the committee will fill in for him or her.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. S. Victor Antonyraj	Convener	Secretary
2	Rev. Dr. A. S. Joseph Charles	Coordinator	Principal, Assistant Professor of Computer Application
3	Rev. Dr. M. Anthony Samy	Member	Warden for boys
4	Rev. Sr. R. Sophia Rayan	Member	Warden for girls



## Library Advisory Committee

### Composition

Convener: Principal

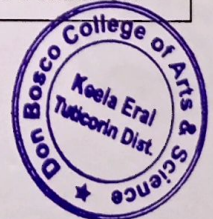
Coordinator: Librarian

Members: Vice-Principals,  
One of the faculty members

### Roles and Responsibilities:

- To support and offer academics, researchers, and students access to top-notch academic materials.
- To promote the library and serve as a conduit for communication with its patrons.
- To create general principles and rules for the library that regulate its operations and create guidelines for the effective use of its resources.
- To determine, assess, and review department-by-department library readership and to take action to ensure the best possible use of the library's resources.
- To enhance the research and academic culture at the College, departments should establish their requirements for the purchase of books and periodicals well in advance.
- To ask readers for comments on the library's resources and operation, then utilize that feedback to improve the library's offerings.
- To strive toward the modernization and enhancement of library and documentation services.
- To take steps to expand the library's membership beyond the walls of the College.
- To create and submit an annual report on the library's resources and usage.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Convener	Principal, Assistant Professor of Computer Application
2	Mr. S. Mohan Kumar	Coordinator	Librarian
3	Dr. M. Prabhu	Member	Vice- Principal, Head and Assistant Professor of Commerce
4	Mrs. V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
5	Dr. T. Ponceelia	Member	Assistant Professor of Commerece



## National Service Scheme (NSS)

### Composition

Programme Officer: One of the faculty members

Members: Physical Director  
One faculty member

### Roles and Responsibilities:

- To strengthen and advance the students' innate desire for social service.
- To determine the community's needs and issues, and to involve the students in the process of solving them.
- To encourage students to participate in and do volunteer work in times of crises and natural catastrophes.
- To uphold social peace and national integrity.
- To comprehend the neighborhood where they work.
- To comprehend their place in their community and themselves.
- To promote an awareness of civic and social responsibility among the group.
- To apply their knowledge to solve real-world issues facing both individuals and their communities.
- To acquire the skills necessary for sharing duties and living in a community.
- To develop abilities in encouraging community involvement.
- To carry out numerous programs during the weekends in the adopted communities, college campus, and metropolitan slums.
- Lectures, talks, field trips, audio-visuals, etc. are used to educate NSS volunteers on the fundamentals of NSS programs.
- To improve the students' democratic outlook and leadership skills.

Current Members			
S.No	Name	Designation	Department
1	Dr. M. Prabhu	Programme Officer	Vice- Principal, Head and Assistant Professor of Commerce
2	Mr. N. Thiruselvamani	Member	Physical Director
3	Ms. S. Masilla Mathi Arasi	Member	Assistant Professor of English



## Quiz Club

### Composition

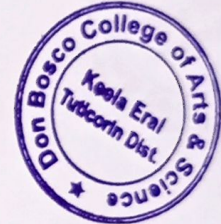
Coordinator: One of the faculty members

Members: Two faculty members

### Roles and Responsibilities

- To instruct students on particular quizzing topics and to motivate them to take quizzes.
- To organize intra-departmental quiz contests.
- To regularly administer quizzes to club members on a variety of subjects.
- To motivate participants to collaborate in teams and share their knowledge.

Current Members			
S.No	Name	Designation	Department
1	Dr. R. Thanga Ganesh	Coordinator	Head and Assistant Professor of Business Administration
2	Mrs. C. Pooncholai	Member	Assistant Professor of Tamil
3	Mr. K. Mahendran	Member	Assistant Professor of English



## Road Safety Patrol

### Composition

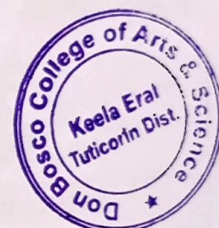
Coordinator: One of the faculty members

Members: Two faculty members

### Roles and Responsibilities:

- To educate college students about the importance of adhering to traffic laws and sensitize them the ways to avoid and minimize accidents on the road.
- RSP is a component of human education, which equips students with the skills they need to integrate successfully into society and contribute to its well-being.

Current Members			
S.No	Name	Designation	Department
1	Dr. E. Vijayakumar	Coordinator	Assistant Professor of Tamil
2	Ms. A. Michael Soniya	Member	Assistant Professor of Business Administration
3	Ms. K. Mumtha	Member	Assistant Professor of Mathematics



## Red Ribbon Club

### Composition

Coordinator: One of the faculty members

Members: One faculty member

### Roles and Responsibilities:

- To increase youth understanding of HIV/AIDS, STIs, sexuality, and other associated concerns by providing accurate, succinct, and appropriate information (thus eliminate myths and misconceptions).
- To help young people, particularly female pupils, recognize and comprehend instances of exploitation and abuse.
- To educate young people on the care and support requirements of PLWHA, develop in them a sense of giving and support for those living with HIV/AIDS, and lessen stigma and prejudice towards them.
- To improve young people's access to medical care for STIs, HIV/AIDS, and drug use.
- To establish connections between adolescents and governmental, non-governmental, and community-based organizations (CBOs) to promote safe and ethical behavior.
- To establish a cadre of peer educators among the kids for exploring and promoting excellent health behaviors as well as guaranteeing the sustainability of the club.
- To plan and coordinate voluntary blood donation camps and encourage adolescents to donate blood voluntarily.

Current Members			
S.No	Name	Designation	Department
1	Mr. T. Rufus Vivin Pius	Coordinator	Assistant Professor of English
2	Ms. G. Selvarani	Member	Assistant Professor of English



## Scholarship and Bosco Fund

### Composition

Conveners: Secretary

Principal

Coordinator: Librarian

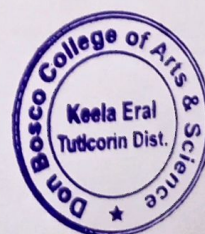
Members: A lab assistant

Physical Director

### Roles and Responsibilities:

- To provide students from poor financial status and single parent students with Bosco Fund
- To suggest students scholarships based on certain criteria
- To evaluate applications in accordance with the suggested standards.
- To maintain written records of decisions and processes in files.
- Transparency when disclosing any conflicts of interest with prospective scholarship candidates.
- Recognizing the importance of impartiality, justice, and nondiscrimination in the scholarship selection process.
- Under the direction of the college, submit suggestions for each scholarship assignment to the Principal for final approval.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. S. Victor Antonyraj	Convener	Secretary.
2	Rev. Dr. A. S. Joseph Charles	Convener	Principal, Assistant Professor of Computer Application
3	Mr. S. Mohan Kumar	Coordinator	Librarian
4	Mr. G. Alex Michealraj	Member	Lab Assistant
5	Mr. N. Thiruselvamani	Member	Physical Director



## **Sports Advisory Committee**

### **Composition**

Convener : Rev. Dr. A. S. Joseph Charles

Coordinator : Mr. N. Thiruselvamani

Members : Rev. Fr. S.Alexander Suresh

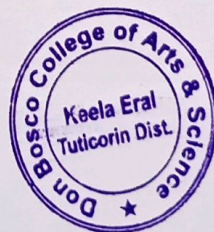
Dr. M, Prabhu

Mrs.V. Parvatha

Ms. A. Mary Ajitha

### **Roles and Responsibilities:**

- To encourage and develop the athletic abilities of College students.
- To plan activities and contests for the College's students' general well-being and health as well as their athletic growth.
- To foster in students a sense of passion, bravery, and confidence as well as to work toward their physical and mental well-being.
- To show students that sports may develop achievers in addition to academic success.
- To guarantee that all students have the chance to take part in sports and games to the best of their ability.
- To collaborate with volunteers, parents/guardians, and players to ensure that players have positive experiences with training and fitness.
- To design and coordinate intra-college, inter-college, and inter-school sporting events for the benefit of the students' and the College's progress.
- To ensure that pupils have a high level of discipline and moral integrity.
- To plan and set up coaching in the best way possible to achieve the best results in sporting activities.
- To set up sponsorship and advertising for the College's hosting of various sporting events.
- To collaborate with athletic departments, clubs, associations, and the university to give students the chance to compete at higher levels and achieve more.
- To set up coaches and escorts for students or teams competing in events away from the College.
- To keep accurate records and submit annual reports to college management and authorities.





Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. A. S. Joseph Charles	Convener	Assistant Professor of Computer Application
2	Mr. N. Thiruselvamani	Coordinator	Physical Director
3	Rev. Fr. S.Alexander Suresh	Member	Assistant Professor of Computer Application
3	Dr. M. Prabhu	Member	Head and Assistant Professor of Commerce
3	Mrs.V. Parvatha	Member	Head and Assistant Professor of Computer Application
4	Ms. A. Mary Ajitha	Member	Assistant Professor of Business Administration



## Staff Welfare Committee

### Composition

Conveners: Secretary  
Principal

Coordinator: One of the Vice-Principals

Members: Vice-Principal  
Accountant

### Roles and Responsibilities

- Providing each employee a personal hearing to discuss their problems is how you handle staff grievances.
- Medical assistance includes giving sick employees assistance, administering first aid, and taking care of other CGHS-related tasks.
- Support for the family of employees – Assistance with college admissions for staff members' children.
- Responding to the challenges that the family members of dead employees are having in settling their claims, providing assistance, and putting up a verification report by personally making appointments with them.
- Canteen: Providing a clean, hygienic canteen that serves personnel with wholesome cuisine.
- Office amenities include making sure that the personnel has access to sanitization facilities, safe drinking water, general hygiene, women's restrooms, etc.

Current Members			
S.No	Name	Designation	Department
1	Rev. Dr. S. Victor Antonyraj	Convener	Secretary
2	Rev. Dr. A. S. Joseph Charles	Convener	Principal, Assistant Professor of Computer Application
3	Dr. M. Prabhu	Coordinator	Vice- Principal, Head and Assistant Professor of Commerce
4	Mrs.V. Parvatha	Member	Vice- Principal, Head and Assistant Professor of Computer Application
5	Mr. A. Karuppasamy	Member	Accountant



## Website & College Magazine Committee

### Composition

Coordinator: One of the faculty members

Members: Two faculties

One lab assistant

One Office assistant

### Roles and Responsibilities

- To give pupils a forum to showcase their artistic, literary, and aesthetic abilities.
- To gather the necessary information, edit, design, and publish the college's yearly magazine.
- To compile data from the departments on event organization, student and teacher accomplishments.
- To compile and organize pictures of the curriculum, seminars, and special events for the college magazine.
- To compile information on various sporting events and cultural performances held inside and outside the college and disseminate it.
- To make sponsorship arrangements for the college magazine's production.
- Must make an effort to secure enough advertisements to cover the College magazine's publication costs.

Current Members			
S.No	Name	Designation	Department
1	Mrs. S. Krishnaveni	Coordinator	Assistant Professor of Computer Application
2	Rev. Fr. S. Alexander Suresh	Member	Assistant Professor of Computer Application
3	Mrs. A. Anusuya	Member	Head and Assistant Professor of Mathematics
4	Mr. G. Alex Michaelraj	Member	Lab Assistant
5	Mr. P. Melvin	Member	Office Assistant



## Women's Cell

### Composition

Coordinator: one of the woman faculty members

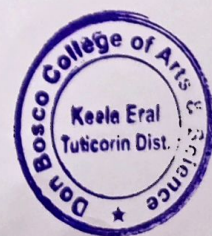
Members: Three women faculty members

One woman office superintendent

### Roles and Responsibilities:

- To encourage networking among women who hold or aspire to hold leadership roles in education;
- To support seminars that offer chances for skill development and competency in educational leadership;
- To increase the capacity of women in leadership positions.
- To promote gender, race, and ethnic equity throughout educational systems.
- To support and encourage women in leadership positions.
- To arrange the health awareness program
- To educate and empower women.
- To address complaints and issues specific to women.
- To raise awareness of the wellbeing of women.
- To manage counseling and casework.
- To enhance interpersonal ability
- To organize women's day activities.
- To protect female students, faculty, and other members of the institute's staff from sexual harassment and to advance their general wellbeing.
- Protection of the girl students
- To inspire and educate the female students about their strengths.

Current Members			
S.No	Name	Designation	Department
1	Dr. G. Tamilarasi	Coordinator	Assistant Professor of Tamil
2	Dr. A. Ponmani	Member	Assistant Professor of Commerce
3	Mrs. K. Ambika	Member	Assistant Professor of Mathematics
4	Ms. A. Micheal Soniya	Member	Assistant Professor of Tamil
5	Ms. C. Kulanthai Therese	Member	Office Superintendent



## Youth Red Cross

### Composition

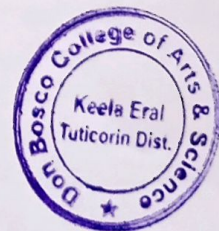
Program Officer: One of the faculty members

Members: Two faculty members

### Roles and Responsibilities:

- To instill in young people the significance of humanitarian work for societal well-being.
- To cultivate in young people minds a spirit of service, a sense of responsibility, and a devotion to duty.
- To promote volunteerism among College students for addressing social and urgent concerns of society.
- To prepare student volunteers to provide humanitarian aid.
- To promote more cordial relationships with everyone, without exception.
- To promote volunteerism by raising awareness and providing training, education, and resources.
- To plan a session for YRC volunteers to increase their knowledge of first aid and emergency rescue techniques.
- To organize and carry out a social and health-related awareness campaign.
- To inspire young people to step up and take responsibility for the sick and suffering members of mankind.
- To motivate students to donate blood voluntarily.
- To keep records of the numerous programs and activities that YRC organizes.
- To develop and submit an annual report to the management or authorities.

Current Members			
S.No	Name	Designation	Department
1	Dr. A. Ponmani	Program Officer	Assistant Professor of Commerce
2	Mr. S. Enigo	Member	Assistant Professor of English
3	Ms. B. Hetchiyal Solai Roja	Member	Assistant Professor of English



### 3. ROLES AND RESPONSIBILITIES

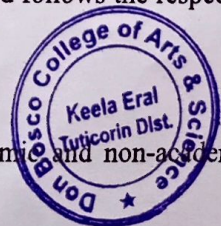
The roles and responsibilities which are common to every institution of higher education are listed below. Due to the varying nature of the institutions, it is possible that some new roles, other than what is listed here, may be required or may not be required. The management council may present the changes required to the Governing Body. The Higher Education Commission will review the requirement and forward it to the Parent Body for the approval.

#### 3.1. Secretary

1. The Secretary who is usually the Rector of the institution, is appointed by the President of the Parent Body.
15. He represents the College to the Government and to the University/AICTE.
16. He is the secretary of the college Governing Body and shall maintain its minutes.
17. He monitors the running of the College and meets the various needs of it through the Administrator/Treasurer.
18. He sanctions funds for various regular and special needs and developments of the College as per the annual budget.
19. He keeps track of the maintenance of accounts and ensures of the audit of accounts and files for income returns.
20. He is the appointing authority for all categories of employees on behalf of the Parent Body and he always appoints with the approval of the President.
21. He is responsible for the periodic animation of the teaching and non-teaching staff.
22. He is directly in-charge of admission and dismissal of students in the hostel.

#### 3.2. Principal

1. The principal is appointed by the Secretary following the eligibility and procedures laid down by the Parent Body and University/AICTE.
2. The principal represents the College and communicates with the University/AICTE in the day-to-day running of the College.
3. The principal is in-charge of all curricular and non-curricular programmes and activities of the DBHEIT and he governs the institution, always, under the direction of the Secretary.
4. He conducts the academic Council meeting and monitors the academic activities of the College.
5. He monitors the IQAC activities and ensures the quality of teaching and learning in the College.
6. He monitors activities and reports of the various departments and associations, of Groups and Clubs.
7. He prepares the hand book and annual programme of the institution.
8. He ensures the regular Department Review and Staff Review meetings and follows the respective minutes.
9. He convenes the meetings of various committees of the College.
10. He regularly assesses the staff and improves their quality of service.
11. He approves field trips and participation of students and staff in academic and non-academic programmes outside the College in consultation with HODs.



### 3.3. Vice-Principal

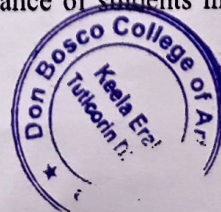
1. Vice Principal assists the Principal in Academic matters.
2. The Vice Principal is appointed by the Secretary with the consent of the President.
3. The Vice Principal takes the place of the principal in his absence for the ordinary running of the institution.
4. S/He maintains the general discipline of the institution.
5. S/He may be the Chief Superintendent of Semester Examinations.
6. S/He monitors, together with the principal the attendance, class regularity of the faculty.
7. S/He coordinates activities of associations and the department of games and sports and all other co-curricular and extra-curricular activities.

### 3.4. Dean of Student Welfare

1. The Dean of student welfare is strictly a Salesian portfolio, and is appointed by the President.
23. The Dean is responsible for discipline, support services and extension activities.
24. He recommends students for scholarship and other educational support.
25. He supervises the selection of students for prizes and medals.
26. He is the convener of the student welfare council and *ex officio* member of the management council.
27. He is in-charge of the common functions of the institution, such as Annual day, Convocation, etc.
28. He attends to the day-to-day issues / needs of students (other than purely academic) and interacts with authorities concerned for redressal of grievances of students.
29. He guides students to officials for fulfilling their needs.
30. He attends to emergency health problems of students.

### 3.5. Head of the Department (HOD)

1. Any teaching staff with minimum five years of teaching experience can be appointed as the Head of the Department (HOD).
2. The HOD is appointed by the Secretary for a term of three years and may be reappointed if there is no other eligible person.
31. S/He strives to achieve academic goals and to develop research programs in the department with the support of the staff.
32. S/He assists the management council in staff selection process pertaining to the department.
33. S/He assists the Principal during the admission of students.
34. S/He coordinates seminars, workshops and conferences of the concerning department.
35. S/He holds the usual faculty meetings at least once a month and facilitates interaction and sharing among the staff.
36. S/He evaluates with the faculty the semester results and plans appropriate action to improve the performance of the students.
37. S/He plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.
38. S/He helps the president of the association to carry out association and extension activities.
39. S/He meets the students individually and monitors the attendance of students in the department and calls the parents of defaulters.



40. S/He will distribute the internal and semester mark sheets to the students and meet the parents of those who have failed.
41. S/He listens to grievances of students regarding department matters and redresses them in consultation with the Principal.
42. S/He maintains the essential files and documents of the department.

### **3.6. Faculty Member (Teaching Staff)**

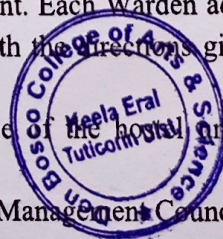
1. The teaching staff is appointed by the Secretary through an interview in consultation with the management council following the procedures laid by the Parent Body, UGC/AICTE.
43. The appointment, dismissal, disciplinary actions and leave for the staff will be governed by the respective policies of each DBHEIT.
44. S/He cooperates with the HOD and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.
45. If S/He is given the responsibility of a class in-charge, s/he has to be the academic counsellor and mentor for that class.
46. S/He adopts suitable, innovative and appropriate methodology with respect to teaching and evaluation.
47. S/He undertakes and helps in the research activities of the department.
48. S/He arranges for guest lectures, field visits, seminars whenever needed in consultation with the HOD.
49. S/He is responsible for maintaining the attendance records, internal marks, profile of his/her students and periodically submit the same to the University.
50. S/He assists the management in recruiting new admissions to the college and collecting the fees from the students.
51. S/He identifies the weak students and provides special guidance and help for their improvement in studies.

### **3.7. Administrator / Treasurer**

1. The Administrator is appointed by the President.
52. He is an *ex officio* member of the Management in the Finance Committee of the College.
53. He is responsible for the administration and general maintenance of the campus.
54. He maintains all accounts of the institution and preserves all records pertaining to administration.
55. He prepares for statutory auditing and after completing presents in appropriate forum for approval.
56. He maintains all vehicle of the institutions.

### **3.8. Warden of the Hostel**

1. The Warden of the hostel is appointed by the President. Each Warden administers the hostel and animates the students of the hostel in accordance with the directions given by the Management Council.
57. The Warden looks after the day-to-day maintenance of the hostel under the direction of the Secretary.
58. S/He presents the report of the hostel activities to the Management Council every month.





### **3.9. Librarian**

1. The Librarian attends to all activities related to Library such as:
  - a. The placement of an order for required books and journals after consulting the HODs and Principal.
  - b. The issuance and collection of books from the stack room of the Library.
  - c. The maintenance of order and conducive environment at the library.
  - d. The upkeep of the stock register of the library.

### **3.10. Non-Teaching Staff Team**

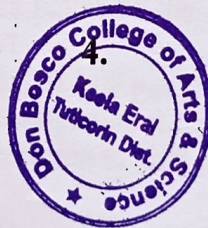
1. The Non-Teaching staff comprises of the following members: Office superintendent, Clerk, Cashier cum Accountant, Office Assistant and Attendant.
59. The Team assists the Principal in maintaining all the records of the College, attending to all the communication received from University and other allied offices and proceeding from the college office.


### **3.11. Academic Supportive Staff**

1. The Academic Supportive staff are the physical director, librarian and the lab attenders.
60. The Academic Supportive Staff help the principal in academic activities.

### **3.12. Administrative Supportive Staff**

1. The Administrative Supportive Staff are the drivers, gardeners, scavengers and those taking care of the watch and ward.
2. They are directly under the control of the Administrator / Treasurer.





# DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 19.11.2021

Time : 2.30 p.m.

Place : Board room

### Members present in the meeting:

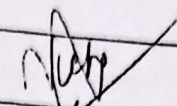
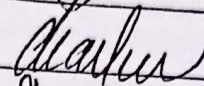

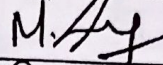
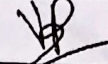
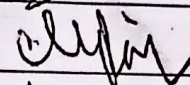
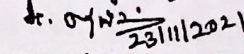
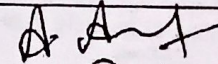
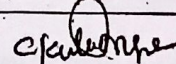
1.	Rev. Dr. Victor Antonyraj	Secretary
2.	Rev. Dr. Joseph Charles	Principal
3.	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4.	Mr. Prabhu	Vice Principal & HoD of Commerce
5.	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6.	Dr. Rajee	HoD of business Administration
7.	Mrs. Theiva Rathina	HoD of Tamil
8.	Mrs. Anusuya	HoD of Mathematics
9.	Ms. Kulanthai Therase	office superintendent

### The Principal discussed the following things in this meeting:

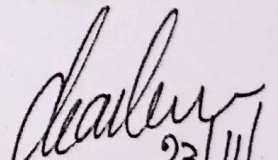
- He announced the finalized convocation date as 4<sup>th</sup> December 2021. Alumni meeting also have been planned on the same day at 10.00 a.m. in A. V. Hall.
- In order to having convocation, 4<sup>th</sup> December 2021 will be a holiday for students.
- Convocation committee meeting was planned on 22.11.2021 with the committee coordinators.
- Staffs have to inform the passed out students those who come for convocation about providing lunch.
- Principal asked the HoDs to submit the report of the completion of syllabus and the suggestion for remedy.
- It was decided to extend the college timing to 3.00 p.m. for students from 22<sup>nd</sup> November 2021 onwards in the purpose of syllabus completion and remedial class.
- He discussed the renewal of affiliation, updation of staff profiles, lack of faculties in each department, API Score.
- He discussed to improve the quality, new PG courses (M.Com & MSW), permanent affiliation for BCA & B.Com.
- He insisted to maintain the records for absentees (both for students and staffs in each department and insisted to wear ID card. The students should be imposed fine, if they not to wear ID card.
- All the HoDs and club coordinators should take the responsibility to adopt some places for tree sapling and keep them alive.



- HoDs should submit the report of responsibilities of each staff in department level and college level to the principal.
- He talked about the development of E-Content and insisted each department should have you tube channel.
- Each staff should try to take online classes and online courses using Moodle Platform.
- Vaccination camp will be held on 20.11.2021 at our college campus, unvaccinated students and staffs can get benefit through this.

1	Rev. Dr. Victor Antonyraj	
2	Rev. Dr. Joseph Charles	
3	Rev. Fr. Thiviya Alexander	
4	Mr. Prabhu	
5	Mrs. Parvatha	
6	Dr. Rajee	
7	Mrs. Theiva Rathina	 Dr. 07/11/2021 23/11/2021
8	Mrs. Anusuya	
9	Ms. Kulanthai Therase	



  
Principal 23/11



# DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 24.02.2023

Time : 3.50 P.M.

Place : Principal Room

### Members presented in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Dr. R. D. Thilaga	Principal
3	Rev. Fr. Antonysamy	Dean & Head In-charge of Business Administration
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Mrs. Theiva Rathina	HoD of Tamil
7	Mrs. Geetha Mala	HoD of English
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office Superintendent

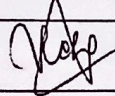
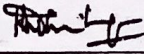
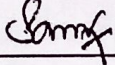

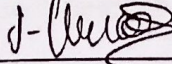
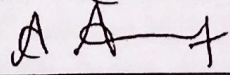
HoDs of the various Departments and the Principal met at Principal's office on 24<sup>th</sup> February 2023 at 3.50 P.M. The following programmes were planned to execute in the month of March 2023.

- 27.02.2023 - 1. Guest Lecture Program organized by BCA and BSc Maths,  
2. Orientation Program for BA English,  
3. Naan Muthalvan Program for B.Com & BBA
- 28.02.2023 - 1. National Science Day Celebration celebrated by BCA and BSc Maths,  
2. Naan Mudhalvan Program for BCom & BBA students
- 01.03.2023 - 1. Criterion-I Department-wise Inspection  
2. Plastic Free Campus Awareness - B Com
- 03.03.2023 - First Friday Mass - Tamil Department
- 04.03.2023 - Muthamizh mandra vizha
- 06.03.2023 - Common assembly - BCA and B.Sc Maths
- 08.03.2023 - Students' Extension Activity inside the Campus -BSc & BCA
- 10.03.2023 - 1. மஞ்சள் பை விழிப்புணர்வு - rally by NSS  
2. Inter Departmental Quiz Competition organized by BSc Maths
- 11.03.2023 - 1. Women's Day Celebration  
2. Cricket Match organized by Past Pupil Match

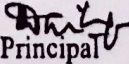


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1/3/23

10. 14.03.2023 - II Internal Exam
11. 15.09.2023 - II Internal Exam
12. 16.09.2023 - II Internal Exam
13. 17.09.2023 - II Internal Exam
14. 18.03.2023 - Sports Day
15. 20.03.2023 - Criteria-II & III work completion and files submission
16. 20.03.2023 - NSS camp
17. 21.03.2023 - NSS camp
18. 22.03.2023 - NSS camp
19. 23.03.2023 - NSS camp
20. 24.03.2023 - NSS camp
21. 25.03.2023 - NSS camp
22. 24.03.2023 - Symposium organized by BCA
23. 27.03.2023 - Inter College Cultural Competition organized by B.Com & BCA
24. 30.03.2023 - Students' tour
25. 31.03.2023 - Students' tour

1	Rev. Dr. Victor Antonyraj	
2	Dr. R. D. Thilaga	
3	Rev. Fr. Antonysamy	
4	Mr. Prabhu	
5	Mrs. Parvatha	
6	Mrs. Theiva Rathina	
7	Mrs. Geetha Mala	
8	Mrs. Anusuya	
9	Ms. Kulanthai Therase	



  
Principal 11/3/23



# DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 09. 02.2022  
Time : 12.00 p.m.  
Place : Principal room

### Members present in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office superintendent

### The Principal discussed the following things in this meeting:

- He explained the time extension for students and the purpose of 6<sup>th</sup> hour.
- He discussed the timing for teaching staff.
- During this meeting, he shared his experience in the International Don Bosco Higher Education meeting attended in Rome. He said that staff are the key role of the institution.
- He discussed how to improve the quality of our college by applying 2F, 12B, NIRF, NAAC accreditation.
- It was decided to submit the API Score form by each department on or before 28<sup>th</sup> February.
- Staff meeting will be conducted on 28<sup>th</sup> February 2022. It was decided that Dr. Rajee, IQAC Coordinator, DBCAS along with Mr. Prabhu, Assistant Professor of Commerce, DBCAS will present about the section 2F in that meeting.
- He talked about the purpose of wearing ID card and to insist the students to wear ID card.
- He insisted the staff presence inside the classroom in the 1<sup>st</sup> hour before the first bell.
- It was decided to have an individual meeting of the department head with the Principal monthly once.
- 12<sup>th</sup> and 19<sup>th</sup> February 2022 will be declared as online classes.



The Secretary discussed the following things in this meeting:

- To maintain the students discipline and cleanliness.
- To encourage the students to speak in English in the classroom and campus.
- To ensure the 100% vaccination of students and staff.
- To encourage the students to get university rank.
- To encourage the students to maintain cleanliness in the college premises and to keep the classroom presentable.
- To develop the academic growth of students.
- To fix a chart which containing the department objectives in front of the each department.

The Administrator discussed the following things in this meeting:

- Discussed the bus fare for the students.

1.	Rev. Dr. Victor Antonyraj	<i>Victor</i>
2.	Rev. Dr. Joseph Charles	<i>Charles</i>
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	<i>Prabhu</i>
5.	Mrs. Parvatha	<i>Parvatha</i>
6.	Dr. Rajee	<i>Rajee</i>
7.	Mrs. Theiva Rathina	<i>Theiva Rathina</i> dt. 07/11/22
8.	Mrs. Anusuya	<i>Anusuya</i>
9.	Ms. Kulanthai Therase	<i>Kulanthai</i>



*Charles*  
Principal 11/02/22  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist.  
Tamilnadu, India-628 908.



# DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 03.03.2022

Time : 2.30 p.m.

Place : Principal room

### Members presented in the meeting:

1	Rev. Dr. Joseph Charles	Principal
2	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
3	Mr. Prabhu	Vice Principal & HoD of Commerce
4	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
5	Dr. Rajee	HoD of business Administration
6	Mrs. Theiva Rathina	HoD of Tamil
7	Mrs. Anusuya	HoD of Mathematics
8	Ms. Kulanthai Therase	office superintendent

### The Principal discussed the following in this meeting:

- He discussed the extension activity to be conducted in schools.
- It was decided to introduce "Lack of attendance form" for the students. At the end of each 25<sup>th</sup> day of the semester, the students attendance has to be calculated. A letter will be sent to the Parents by the HoD through the principal for the students whose attendance is less than 75%.
- The students those has taken more than one day leave should get signature from the Principal in the leave form otherwise it is enough to get the signature only from the HoD.
- Each HoD should submit the semester plan for their department.
- Each staff should try in enroll their name in Research Gate, Academia, Google Scholar such websites.
- 7<sup>th</sup> march 2022 is the last date for collecting and submitting the university exam answer scripts.
- Students should get the permission for the collection of purchasing.
- Collecting money from the students by the department for any purposes should be informed to the Principal.
- It was decided to conduct Convocation, Annual Day and Sports Day in the month of April 2022.
- A tentative date was fixed for the convocation & annual day on 23<sup>rd</sup> or 30<sup>th</sup> April 2022. For the sports day, it was fixed on 1<sup>st</sup> April 2022.

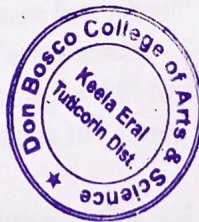




❖ During the meeting, the Hods presented their department activities plan and the results discussed in the department meeting regarding the following:

1. The extension activity of the department and the schools to be visited by the department.
2. The department and association activities for this semester.
3. The Parents meeting of each department
4. To find the pass percentage of each department for the past 6 semesters at least.
5. Measures taken to maintain discipline and suggestions to improve general discipline.

1.	Rev. Dr. Joseph Charles	<i>Charles</i>
2.	Rev. Fr. Thiviya Alexander	<i>Thiviya</i>
3.	Mr. Prabhu	<i>Prabhu</i>
4.	Mrs. Parvatha	<i>Parvatha</i>
5.	Dr. Rajee	<i>Rajee</i>
6.	Mrs. Theiva Rathina	<i>Theiva Rathina</i>
7.	Mrs. Anusuya	<i>Anusuya</i>
8.	Ms. Kulanthai Therase	<i>Kulanthai</i>



*Charles*  
09/03/22  
Principal



## DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

### Heads Meeting Minutes

Date : 10.03.2022

Time : 3.00 p.m.

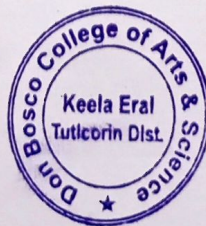
Place : Principal room

#### Members presented in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	office superintendent

#### The Principal discussed the following in this meeting:

- He asked the HoDs about the extension activity to be conducted in schools.
- He asked about the implementation of "Lack of attendance form" for the students. Before 15<sup>th</sup> of each month, the lack of attendance letter should be sent to the parents and get back the letters from parents before 22<sup>nd</sup> of every month.
- Department assembly should be conducted on 14<sup>th</sup> March 2022.
- It was decided to conduct PAC meeting on 15<sup>th</sup> March 2022.
- syllabus completion
- Implementation of segregation of biodegradable and non biodegradable wastes in the college campus.
- the action to be taken in the consideration of the welfare of the students with regard skipping of breakfast and lunch, drug addition, dress code, restriction of using mobile, students' behavior.
- Counseling for the second year students will be conducted on 14<sup>th</sup> and 15<sup>th</sup> March 2022.



1.	Rev. Dr. Victor Antonyraj	
2.	Rev. Dr. Joseph Charles	
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	
5.	Mrs. Parvatha	M.S.
6.	Dr. Rajee	
7.	Mrs. Theiva Rathina	Dr. Rajee 11.07.22 15/03/2022
8.	Mrs. Anusuya	A.A.
9.	Ms. Kulanthai Therase	ckm

Principal  
15/03/22





# DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

## Heads Meeting Minutes

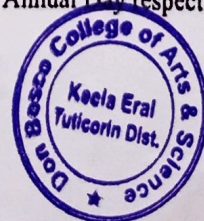
Date : 21.03.2022  
Time : 3.00 P.M.  
Place : Principal Room

### Members presented in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of Business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office Superintendent

### The Principal discussed the following in the meeting:

- ❖ Implementation of uniform system for students. Uniform selection committee was formed.
- ❖ Staff relationship with parents for the welfare of the students.
- ❖ Monitoring the students' discipline regularly by the class incharge.
- ❖ Implementation of mentoring system. Each class incharge act as a mentor. The class incharge should maintain a record for each student.
- ❖ The Principal announced the forth coming events
  - Sports Day - 31.03.2022
  - II Internal Exam - 04.04.2022
  - Annual Day, Convocation - 13.04.2022
- ❖ Staff tour arrangements
- ❖ Clearance of the last semester fee Pending.
- ❖ College bus fee collection.
- ❖ Status of extension activities.
- ❖ To attract more admission by giving more importance to the quality of teaching and maintaining discipline among students.
- ❖ The Principal instructed Mrs. Anusuya (HoD of Maths) and Mrs. Parvatha ( HoD of Computer Applications) to prepare responsibilities for Convocation and Annual Day respectively.
- ❖ The new template of internal question paper was introduced.



The Secretary informed the HoDs about the planning of conducting a three weeks Spoken English Coaching – Certificate Course for our college students.

1.	Rev. Dr. Victor Antonyraj	
2.	Rev. Dr. Joseph Charles	<i>dean</i>
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	<i>Mr. Prabhu</i>
5.	Mrs. Parvatha	<i>Parvatha</i>
6.	Dr. Rajee	<i>Dr. Rajee</i>
7.	Mrs. Theiva Rathina	
8.	Mrs. Anusuya	<i>A. Anusuya</i>
9.	Ms. Kulanthai Therase	<i>C. Kulanthai Therase</i>



*dean*  
26/09/22  
Principal

DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Tuticorin Dist.  
Tamilnadu, India-626 902.

# DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 12.09.2022  
Time : 2.45 p.m.  
Place : Principal Room

### Members present in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Mr. Prabhu	Vice Principal & HoD of Commerce
4	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
5	Dr. Thanga Ganesh	HoD of Business Administration
6	Mrs. Theiva Rathina	HoD of Tamil
7	Mrs. Geetha Mala	HoD of English
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office Superintendent

### The Principal discussed the following things in this meeting:

1. 24th September 2022 will be a working day. A faculty development program will be conducted on that day.
2. Revised time table should be submitted to the Principal with in 2 days.
3. Department wise lesson plan should be submitted in the form of notes or e-content before 11.00AM on 13th September 2022.
4. Every day, HoDs should post the staff attendance in HoD whatsapp group. HoDs should monitor the alternative arrangements of classes for the staff who is absent.
5. Each department should conduct the Parents meeting within this month.
6. For the students those who absent in the internal exam, the reexam will be conducted on 24th September 2022. They should write the reexam, otherwise they will not be allowed for writing the 2nd Internal exam.
7. Planning of Department programs for this semester should be informed to the Principal with in 2 days.



8. Students' attendance should be calculated. Students those who have less than 60% attendance should be sent to the Principal.

1.	Rev. Dr. Victor Antonyraj	<i>Victor</i>
2.	Rev. Dr. Joseph Charles	<i>Charles</i>
3.	Mr. Prabhu	<i>Prabhu</i>
4.	Mrs. Parvatha	<i>Parvatha</i>
5.	Dr. Thanga Ganesh	<i>Thanga</i>
6.	Mrs. Theiva Rathina	<i>Theiva</i>
7.	Mrs. Geetha Mala	<i>Geetha</i>
8.	Mrs. Anusuya	<i>Anusuya</i>
9.	Ms. Kulanthai Therase	<i>Kulanthai</i>



*Charles*  
Principal 23/09/22

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS & SCIENC  
KEELA ERAL, Thoothukudi Dist.  
Tamilnadu, India-628 908.



# DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 23.05.2022

Time : 11.00 p.m.

Place : Principal Room

### Members present in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of Business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office Superintendent

### The Principal discussed the following things in this meeting:

- 28<sup>th</sup> May 2022 is the last date for the completion of students' attendance.

No. of days absent		Penalty
Category-I	22-30 days	Rs.500
Category-II	30-34 days	Rs.1000
Category-III	Above 35 days	Repeat the semester

- 31<sup>st</sup> May 2022 is the last date for no due form clearance.
- College fees for the academic year 2022-2023 has been revised for some departments.
- Staff review meeting will be held on 31<sup>st</sup> May 2022.
- 3<sup>rd</sup> June 2022 is the last working day for this academic year. If needed, staff can conduct remedial classes for the slow learners through online.
- Students those who want the college bus service for the next academic year should give the application form in the prescribed format which available in the canteen.
- Bus fees has been revised for the academic year 2022-2023.
- Boy girl relationship and mobiles in the campus should be strictly prohibited.
- Each department should select 3 courses for certificate courses for the academic year 2022-2023.
- Uniform for the students will be implemented from the academic year 2022-2023 onwards.





- He discussed the strategies to be followed to increase the admission for the academic year 2022-2023.
- The principal also talk about the commitment of each staff to the development of the college to the next level.
- College timing for the next academic year will be changed as follows.

09.20 am-10.20 am	I Hour
10.20 am-11.05 am	II Hour
11.05 am-11.20 am	Break
11.20 am-12.10 pm	III Hour
12.10 pm-01.00 pm	IV Hour
01.00 pm-01.35 pm	Lunch
01.35 pm-02.25 pm	V Hour
02.25 pm-03.15 pm	VI Hour

1.	Rev. Dr. Victor Antonyraj	<i>Victor</i>
2.	Rev. Dr. Joseph Charles	<i>Charles</i>
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	<i>Prabhu</i>
5.	Mrs. Parvatha	
6.	Dr. Rajee	<i>Dr. Rajee</i>
7.	Mrs. Theiva Rathina	<i>S. H. Rajee</i>
8.	Mrs. Anusuya	<i>A. Anusuya</i>
9.	Ms. Kulanthai Therase	<i>C. Kulanthai</i>

*Charles*  
Principal



# INTRODUCTION

## 1.1. Preamble

1. Every Higher Education institution in the Salesian Province of Tiruchy is a registered member of the national Salesian Higher Education Network named Don Bosco Higher Education India (DBHEI)<sup>1</sup> and also the International Salesian Institutions for Higher Education (IUS)<sup>2</sup>.
2. The Salesians of Don Bosco who administer the higher education institutions are the members of the International Catholic Religious congregation for Men, who serve the poor and marginalized youth around 132 countries of the world today.
3. The Salesian higher education institutions draw their inspiration and the spirit from the 19<sup>th</sup> century Catholic Saint of Turin, Don Bosco who successfully strived to bring the love of God to the poor, the abandoned, the vagrant and the marginalized youth of his times.
4. Don Bosco identified the rich potential in the young and committed his life helping them become spiritual persons and honest citizens through education to life and livelihood.
5. The education system of Don Bosco evolved by him from his lived experience with the youth, namely Preventive System, with reason, religion and loving-kindness as its constitutive elements, has proven itself successful.
6. Every Don Bosco Institution of Higher education faithfully adheres to the educative system of Don Bosco, which has Christian<sup>3</sup> inspiration, Catholic character and Salesian nature<sup>4</sup>, aiming at the integral human growth of the young.
7. Although the first Salesian institute of Higher Education<sup>5</sup> started in the year 1934, only in the past few decades, the Salesians felt the urgent need to accompany the young at the moment they make their basic life choices affecting the future<sup>6</sup>.

## 1.2. Salesian Style

1. Don Bosco lived and handed on to the Salesians an original style of life and action: the Salesian spirit.<sup>7</sup>
2. A special concern and priority are given to the youth especially the poorer<sup>8</sup> and the marginalized, and the preventive system of Don Bosco is faithfully adhered to, according to the signs of the times.
3. In an atmosphere of mutual trust and friendliness the youth are accompanied to be open, spontaneous, to achieve their full potential and to have a deeper trust in God.<sup>9</sup>
4. We envisage an integral development of the youth through assimilation and critical re-elaboration of culture and education to faith in view of Christian transformation of the society<sup>10</sup>.

<sup>1</sup> Don Bosco Higher Education India (DBHEI) is a separate body, carved out of the IUS (Istituto Universitatis Salesianum - Salesian Institutions for Higher Education), Rome, Italy, the Salesian World Head Quarters, to attend to the needs of the Higher Education Institutions in the South Asia Region.

<sup>2</sup> The name Salesian Institutions for Higher Education (Istituto Universitatis Salesianum - IUS) stands for all the study centres like the colleges, or centres for higher studies that are guided and administrated by the Salesian Congregation (the Salesians of St. John Bosco) around the world.

<sup>3</sup> In this document the word Christian refers to Christian values like charity, peace, justice and equality

<sup>4</sup> Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No.14

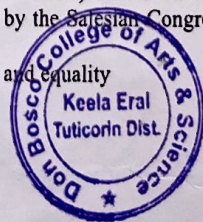
<sup>5</sup> St. Antony's College, Shillong, India.

<sup>6</sup> Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No.3

<sup>7</sup> Article 10, Salesian Constitutions

<sup>8</sup> Article 26

<sup>9</sup> Article 38, 39



5. Salesian pastoral and educational activities are known as the Salesian Youth Ministry which is an integrating process in the dynamic and holistic growth of young persons.
6. The Salesian youth ministry receives its character from the systematic synthesis of the following four essential dimensions, namely, i) the dimension of education to the faith ii) the educational and cultural dimension iii) the dimension of social experience and iv) the vocational dimension<sup>11</sup>.

### 1.3. Situation and Need Analysis

1. One fifth (19.1%) of the total population of India<sup>12</sup> are youth aged between 15 and 24 (UNESCO's age group of Youth). India also has the largest youth population of the world and it would continue to remain the same for the next 2 decades.<sup>13</sup> National Youth Policy (2014) of India defines youth as the age group of 15-29 that comprises 27.5% of the total Indian population.
2. The knowledge, skills, and the right orientation towards life are acquired at this age. The human resource potentials of the individuals are at their peak during this period.
3. Youth force by its dynamic nature determines the shape of the nation. The development of the nation relies greatly on the careful tapping and harnessing of the huge reservoir of youth energy.
4. 20% of the youth of the developing world are idle – meaning that they are not in Education, Employment or Training.<sup>14</sup>
5. In India, 14% of the youth are non-literate, lacking formal knowledge and skills for decent employment to earn their livelihood.<sup>15</sup>
6. In India, the total enrolment in higher education has been estimated to be 36.6 million with 19.2 million boys and 17.4 million girls. Girls constitute 47.6% of the total enrolment<sup>16</sup>.
7. Gross Enrolment Ratio (GER) in Higher education in India is 25.8%, which is calculated for 18-23 years of age group. GER for the male population is 26.3% and for females, it is 25.4%<sup>17</sup>.
8. There are 903 Universities, 39,050 Colleges (Arts & Science, Engineering and Professional colleges) and 10,011 Stand Alone Institutions (Polytechnics, B.Ed. and Teacher training institutes, Nursing institutes and Management Institutes) in India, until the academic year 2017-2018<sup>18</sup>. 78% of all these are managed by the private sector and only 22% are run by the government<sup>19</sup>.
9. Tamil Nadu is one of the progressive States of India, focusing on the quality education for the youth with an impressive Gross Enrolment Ratio (GER) of 48.6 percent, which is much more than National GER of 25.8 percent<sup>20</sup>.
10. Tamil Nadu is one of the top 8 states in terms of highest number of higher education institutes in India. It has 58 Universities (21 by State Govt.), 2470 Colleges (1883 private un-aided, 250 private aided and 337 govt.) and 923 standalone institutes. 76.2% of higher education institutions in the state are privately managed<sup>21</sup>.

<sup>10</sup> Regulations No. 13, Salesian Congregation.

<sup>11</sup> Salesian Youth Ministry Frame of Reference, 3<sup>rd</sup> Edition, Rome, 2014, p.148-149.

<sup>12</sup> Census of India (2011)

<sup>13</sup> Youth in India, Central Statistics Office, Ministry of Statistics and Programme Implementation, Govt. of India, 2017, p.4.

<sup>14</sup> Fact sheet of UNESCO, No.48, Feb. 2018.

<sup>15</sup> Youth in India, Govt. of India, 2017

<sup>16</sup> All India Statistics of Higher Education 2017-2018, MHRD-Govt. of India, New Delhi, 2018, p.11.

<sup>17</sup> Ibid.

<sup>18</sup> Ibid., p.1.

<sup>19</sup> Ibid., p.8.

<sup>20</sup> Ibid., T-47.

<sup>21</sup> Ibid.



11. Tamil Nadu has 35 colleges per 100,000 of the population. The average enrolment per college is 919 students<sup>22</sup>.
12. The Salesian Province of Trichy spans over merely 22 civil districts of Southern Tamil Nadu and 12 catholic dioceses of Latin rite. The higher education ministry in Tiruchy province began with Pastor Lenssen Polytechnic College, Kuthenkuzhy (Tirunelveli District) in 2002, and later Don Bosco Polytechnic College, Kazhiappanallur (Nagapattinam District) in 2008 and Don Bosco College of Arts & Science, Keel Eral (Thoothukudi District) in 2013.
13. Education understood as a process of acquiring knowledge, skills, values, beliefs and habits<sup>23</sup>, is the key factor for the empowerment of youth towards becoming agents of development, good governance, social inclusion, tolerance and peace.
14. It is therefore, an important and crucial mission to accompany the youth and help them realize their full potential for the development and transformation of the society through the ministry of higher education providing the young people with an integral formation, scientific and professional, human and Christian<sup>24</sup>.

#### **1.4. Vision**

1. Don Bosco Higher Education Institutions in the Salesian Province of Tiruchy aim at integrated, quality higher education easily accessible to the youth, especially the poor and marginalized, through the Salesian educative system, imparting knowledge, skills and values to make them responsible citizens who appreciate the human and spiritual values of life and become empowered agents of social transformation.

#### **1.5. Objectives**

1. To make higher education qualitative, inclusive, cost effective and accessible to the poor, underprivileged and marginalized youth of the society.
2. To impart in the youth the sense of God, responsibility towards nature and others in realizing the purpose of life.
3. To develop and to offer an educational model integrating the values and principles of the Christian and Salesian humanistic vision and to help students gain a comprehensive view of reality.
4. To ensure the orientation and accompaniment of the individual in integrating the different dimensions of human, Christian, professional and social development<sup>25</sup>.
5. To help the youth to appreciate the local culture and to grow in respect and openness towards other cultures and religions.
6. To facilitate the actualization of individual potential, integrating knowledge, skills, values and behaviour and prepare the students to face the global opportunities and challenges of a meaningful life and career.
7. To provide a climate of mutual respect, trust and friendliness where the youth overcome their personal conflicts and grow gracefully in a mature relationship with everyone without differentiating caste, creed, culture and gender.

<sup>22</sup> Ibid., T-4.

<sup>23</sup> Dewey, John (1944) [1916]. Democracy and Education. The Free Press. pp. 1-4.

<sup>24</sup> Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No.12

<sup>25</sup> Salesian Youth Ministry Frame of Reference, 3<sup>rd</sup> Edition, Rome, 2014, p.220-221.



**AGENDA 2: APPROVAL TO PURCHASE THE FOLLOWING REQUIREMENTS FOR BUILDING THE INFRASTRUCTURE**

- i) Purchased twenty five personal computers for the Computer Laboratory purpose at a cost of Rs. 3,00,000 and Two UPS Battery up gradation facilities were updated.
- ii) Purchased Reverse Osmosis RO Drinking water facilities for the benefit of the student for the worth of Rs.
- iii) Purchased Library Books for the worth of Rs.3,00,000/- for the benefit of the students.
- iv) Purchased Library Management Software (LMS) for the worth of Rs. 1,00,000/- and integrated college manual software for website up gradation
- v) Purchased sports equipments for Gym
- vi) Renovation of A/C Seminar Hall has been initialized at the Block A
- vii) New software was developed in order to maintain the student and staff attendance through online mode.

**AGENDA 3: TO REPORT THE INCOME AND EXPENDITURE STATEMENT OF THE INSTITUTION FOR THE YEAR 2020-2021**

Administrator presented the report on the Income and Expenditure Statement of the Institution for the year 2020-2021 is placed and recorded.

**AGENDA 4: TO CONSIDER AND APPROVE THE BUDGET FOR THE YEAR 2021-2022.**

It was resolved to approve the Budget presented for the year 2021- 2022.

**AGENDA 5: TO REPORT THE IMPORTANT COMMUNICATIONS, POLICY DECISIONS RECEIVED FROM MANONMANIAM SUNDARANAR UNIVERSITY**

Principal presented the communication from Manonmaniam Sundaranar University regarding the temporary affiliation for the year 2021 - 2022.

It was resolved to record the temporary affiliation granted by M.S. University.

**AGENDA 6: TO REPORT AND DISCUSS THE ADMISSIONS IN THE ACADEMIC YEAR 2020-2021 AND 2021-2022**

The admission details for the year 2020 - 2021 and 2021 - 2022.



Principal presented the report on the admissions for the academic years 2020 - 2021 and 2021-2022.

The details regarding the admissions are as follows.

S.No.	Name of the Course	Sanctioned Intake	No. of Students Admitted	
			2020-21	2021-22
1	BA Tamil	64	25	17
2	BA English	64	23	12
3	BCA	48	36	36
4	B.Sc Maths	48	4	5
5	B.Com	64	64	62
6	BBA	64	18	11
7	MA English	30	-	7
8				

It was resolved to record the student admissions for the years 2020-2021 and 2021 - 2022.

**AGENDA 7 : TO REPORT THE PLACEMENTS OF STUDENTS FOR THE YEAR 2020-2021**

Principal presented the report on the placements of students for the year 2020-2021

Company Name : Future Generali Total Insurance Solutions, Coimbatore

Date: 28:10:2021

S No	Company Name	Date of Placement	No of Student Selected
1	TVR Enterprises, Chennai	9.02.21	57
2	Future Generali Total Insurance Solution, Combatore	28.10.21	25

The placement details of the students for the year 2020 -2021 were recorded.

**AGENDA 8 : TO REPORT THE EXAMINATION RESULTS PUBLISHED BY MANONMANIAM SUNDARANAR UNIVERSITY IN NOVEMBER 2020 AND APRIL 2021**

Principal presented the report on the University Examination results of odd and even semester published by Manonmaniam Sundaranar University, Tirunelveli.

The university examination result statistics were recorded.

**AGENDA 9 : TO DISCUSS AND APPROVE THE DEVELOPMENT PROPOSALS OF THE INSTITUTION**

Principal presented the following development proposals of the institution



1. It is proposed to fix 10 Electric fans in our college canteen to accommodate 250 students of all classes to have their lunch and academic discussions with the proposed facility estimated to be done at a cost of Rs.15,000/-
2. It is proposed to buy library books for the amount of Rs.1,00,000/- for all the departments.



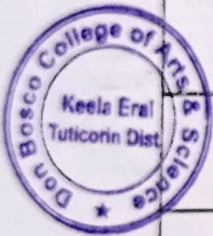
**Annexure IV**  
**BUILDING OVERALL MAP WITH ITS DIMENSION**





OVERALL GROUND FLOOR MAP (Block - A)

A-116 - Sports Room		A-101 - Administrator Office
A-115 - 1 - M.Com		A - 102 - 2nd BBA
A-114 - 3rd B.Com		A - 103 - 1st BBA
A-113 - 2nd B.Com		A-104 - Board Room
Stair Case		A-105 - Stair Case / Ladies Toilet
A-112 - Gents Toilet		
A-111 - Staff Room (BBA Dept.)		
A-110 - Staff Room (Commerce Dept.)		
A-109 - Parlour		
Entrance		
A-108 - Principal Office		
A-107 - Accountant Office		
A-106 College Office		



OVERALL FIRST FLOOR MAP (Block - A)

A-212 - Ladies Toilet		A-201 - 2nd BCA
A-211 - Examination Cell		A-202 - 1st BCA
A-210 - 1st B.Com		A-203 - 3rd BCA
A-209 - Staff Retire Room		A-204 - Staff Room (BCA Dept)
Stair Case		Stair Case
A-208 - Girls Sick Room		
A-207 - III BBA		
A-206 - Computer Lab 2		
A-205 - Computer Lab 1		



Stair Case

A-302 -  
Library Hall



A-301 - Seminar.  
Hall / Boys  
Common Room

OVERALL GROUND FLOOR & FIRST FLOOR MAP (Block - B)


First Floor	B-201 - Placement Cell	B-202 -3rd B.Sc. Maths	B-203 - 2nd B.Sc. Maths	B-204 - 1st B.Sc. Maths	B-205 - Staff Room (Maths Dept.)	Stair Case
	Stair Case	B-101 - 1st BA English	B-102 - 2nd BA English	B-103 - 3rd BA English	B-104 - Staff Room (Eng. Dept.)	B-105 - Stair Case & Toilet
Ground Floor						



		<b>C-104 - AUDITORIUM</b>	
<b>CORRIDOR</b>			
<b>C-102 - TOILET</b>	<b>C-101 - STAIR CASE</b>		
		<b>C-107 - STAIR CASE</b>	<b>C-106 - TOILET</b>



OVERALL FIRST FLOOR (SAVIO BLOCK)

C-202 CONFERENCE HALL	C-203 - VOCATIONAL TRAINING CENTRE	C-204 - I BA TAMIL	C-205 - LANGUAGE LAB	C-206 - II BA TAMIL	C-207 - III BA TAMIL
CORRIDOR					
C-201 - BEAUTICIAN CLASS ROOM	STAIR CASE			STAIR CASE	C-208 - HOD ROOM (TAMIL DEPT.)

## BLOCK- A

### Ground floor

(Admin Room) Length – breadth	=	4.88m × 4.62m = 22.54m
	=	16ft – 15ft = 240sq.ft
(Records Room) Length – breadth	=	4.89m – 3.3m = 16.13m
	=	16ft – 10ft = 160sq.ft
(2 <sup>nd</sup> BBA) Length – breadth	=	7.82m – 7.44m = 58.18m
	=	26ft – 24ft = 624sq.ft
(1 <sup>st</sup> BBA) Length – breadth	=	7.38m – 7.90m = 58.30m
	=	24ft – 26ft = 624sq.ft
(COE Office) Length – breadth	=	7.90m – 3.73m = 29.46m
	=	26ft – 12ft = 312sq.ft
(College Office) Length – breadth	=	9.15m – 4.87m = 44.5m
	=	30ft – 16ft = 450sq.ft
(Accountant's office) Length – breadth	=	4.86m – 3.34m = 16.23m
	=	16ft – 15ft = 240sq.ft
(Principal's Office) Length – breadth	=	4.85m – 4.82m = 23.37m
	=	16ft – 16ft = 256sq.ft
(Parlor) Length – breadth	=	4.83m – 4.81m = 23.23m
	=	15ft – 15ft = 225sq.ft
(Staff Room (BBA & Commerce) Length – breadth	=	6.93m – 4.85m = 33.61m
	=	23ft – 16ft = 368sq.ft
(Gents' Toilets) Length – breadth	=	4.86m – 3.33m = 16.18m
	=	16ft – 11ft = 176sq.ft



(2<sup>nd</sup> B.Com) Length – breadth = 7.82m – 7.44m = 58.18m  
= 26ft – 24ft = 624sq.ft

(3<sup>rd</sup> B.com) Length – breadth = 7.82m – 7.44m = 58.18m  
= 26ft – 24ft = 62 4sq.ft

(1st M.A) Length – breadth = 7.44m – 4.81m = 35.78m  
= 24ft – 15ft = 360sq.ft

(Sports Room) Length – breadth = 4.33m – 2.44m = 10.56m  
= 14ft – 8ft = 112sq.ft

### First Floor

(2<sup>nd</sup> BCA) Length – breadth = 4.86m – 7.90m = 38.39m  
= 16ft – 26ft = 416sq.ft

(1<sup>nd</sup> BCA) Length – breadth = 7.41m – 7.90m = 58.53m  
= 24ft – 26ft = 624sq.ft

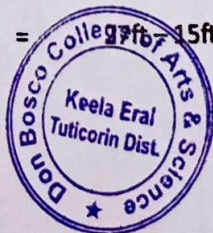
3<sup>rd</sup> BCA ) Length – breadth = 7.42m – 7.89m = 58.54m  
= 24ft – 26ft = 624sq.ft

Staff Room BCA Dept.) Length – breadth = 3.70m – 7.90 m = 29.23m  
= 26ft – 12ft = 312sq.ft

Computer Lab 1) Length – breadth = 9.12m – 4.88m = 44.50m  
= 30ft – 16ft = 480sq.ft

Computer Lab 2) Length – breadth = 15.61m – 4.86m = 75.86m  
= 51ft – 16ft = 816sq.ft

4<sup>th</sup> BBA) Length – breadth = 8.45m – 4.85m = 40.98m  
= 27ft – 15ft = 405sq.ft





12	A - 105				Ladie's Toilet			
13	A - 104	26ft - 12ft = 312sq.ft			COE Office		I	12
14	A - 103	24ft - 26ft = 624sq.ft		BBA	BBA		II	18
15	A - 102	24ft - 26ft = 624sq.ft		BBA	BBA			
16	A - 101	16ft - 26ft = 416sq.ft			Administrator Office		II	36
17	A - 201	16ft - 26ft = 416sq.ft		BCA	BCA		II	36
18	A - 202	24ft - 26ft = 624sq.ft		BCA	BCA		I	34
19	A - 203	24ft - 26ft = 624sq.ft		BCA	BCA		III	33
20	A - 204	26ft - 12ft = 312sq.ft			Staff Room (BCA Dept.)			
21					Terrace Door			
22	A - 205	30ft - 16ft = 480sq.ft		BCA	Computer Lab 1			
23	A - 206	51ft - 16ft = 816sq.ft		BCA	Computer Lab 2			
24	A - 207	27ft - 15ft = 405sq.ft		BBA	BBA		III	32
25	A - 208	11ft - 16ft = 176sq.ft			Girls Sick & Rest Room			
26					Terrace Door			
27	A - 209	11ft - 16ft = 176sq.ft			Staff Rest Room			
28	A - 210	24ft - 26ft = 624sq.ft		Commerce	B.Com		I	62
29	A - 211	24ft - 26ft = 624sq.ft			Board Meeting Hall			
30	A - 212	26ft - 8ft = 208sq.ft			Ladies Toilet			
31	A - 301	28.57ft - 60ft = 1850sq.ft			Library			
32	A - 302	28.5ft - 42ft = 1200sq.ft			Seminar Hall			



(Girls Sick & Rest Room) Length – breadth = 3.35m – 4.85m = 16.24m  
= 11ft – 16ft = 176sq.ft

(Staff Retire Room) Length – breadth = 3.35m – 4.85m = 16.24m  
= 11ft – 16ft = 176sq.ft

(1<sup>st</sup> B.Com) Length – breadth = 7.42m – 7.89m = 58.54m  
= 24ft – 26ft = 624sq.ft

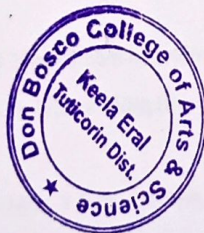
(Board Meeting Hall) Length – breadth = 7.42m – 7.89m = 58.54m  
= 24ft – 26ft = 624sq.ft

(Toilet for Ladies) Length – breadth = 7.89m – 2.55m = 20.11m  
= 26ft – 8ft = 208sq.ft

## Second Floor

(Library) Length – breadth = 8.6m – 43.6 = 376.8m  
= 28.5ft – 60ft = 1850sq.ft

(Seminar Hall) Length – breadth = 8.6m – 6.6m = 57.57m  
= 28.5ft – 42ft = 1200sq.ft



## BLOCK - B: (Ground Floor)

(1st BA English) Length – breadth	=	9.20m – 7.88m = 72.49m
	=	30ft – 25ft = 750sq.ft
(2 <sup>nd</sup> BA English) Length – breadth	=	9.24m - 7.90m = 72.99m
	=	30ft – 26ft = 780sq.ft
(3 <sup>rd</sup> BA English) Length – breadth	=	9.22m – 7.90m = 72.83m
	=	30ft – 26ft = 780sq.ft
(Staff Room English Dept.) Length – breadth	=	7.88m – 2.22m = 17.49m
	=	26ft - 7ft = 182sq.ft
(Toilet for Staff) Length – breadth	=	3.32 m – 1.58 m = 5.24 m
	=	10.10 ft – 5.2ft = 52.52 sqft

## BLOCK - B : (First Floor)

(Staff Room Maths Dept) Length – breadth	=	7.82m – 7.44m = 58.18m
	=	26ft – 24ft = 624sq.ft
(1 <sup>st</sup> B.Sc. Maths ) Length – breadth	=	7.82m – 7.44m = 58.18m
	=	26ft – 24ft = 624sq.ft
(2 <sup>nd</sup> B.Sc. Maths) Length – breadth	=	9.20m – 7.88m = 72.49m
	=	30ft – 25ft = 750sq.ft
(3 <sup>rd</sup> Maths) Length – breadth	=	9.24m - 7.90m = 72.99m
	=	30ft – 26ft = 780sq.ft
(Placement Cell) Length – breadth	=	7.88m – 2.22m = 17.49m
	=	26ft - 7ft = 182sq.ft

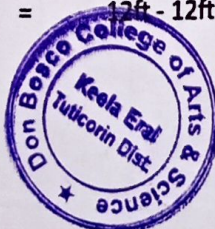


## BLOCK - C : (Ground Floor)

( AUDITORIUM) Length – breadth	=	9.15m – 50.02M = 457.7m
	=	30ft – 164.8ft = 4944sq.ft
(2 <sup>nd</sup> M.A Class ROOM) Length – breadth	=	9.15m – 3.28m = 30.01m
	=	30ft – 10.9ft = 327sq.ft
( TOILET)Length – breadth	=	4.28m – 3.34m = 14.29m
	=	14ft – 11.5ft = 161sq.ft
( TOILET Length – breadth	=	4.28m – 3.34m = 14.29m
	=	14ft – 11.5ft = 161sq.ft

## BLOCK - C : (First Floor)

( CONFRENCE HALL) Length – breadth	=	13.3m – 9.15m = 121.7m
	=	30ft – 43.8ft = 1314sq.ft
( VOCATIONAL TRAINING CENTRE) Length – breadth	=	13.49m – 9.15m = 123.43m
	=	44.3ft – 30ft = 1330sq.ft
( 1st BA Tamil) Length – breadth	=	9.15m – 6.48m = 59.29m
( LANGUAGE LAB) Length – breadth	=	9.15m – 6.48m = 59.29m
	=	30ft – 21.3ft = 640sq.ft
( IInd BA TAMIL) Length – breadth	=	9.15m – 6.48m = 59.29m
	=	30ft – 21.3ft = 640sq.ft
( IIIrd BA TAMIL) Length – breadth	=	9.15m – 6.48m = 59.29m
	=	30ft – 21.3ft = 640sq.ft
(STAFF (TAMIL DEPT ROOM) Length – breadth	=	3.66m – 3.66m = 13.39m
	=	12ft - 12ft = 144sq.ft
(BEAUTICIAN CLASS ROOM) Length – breadth	=	3.66m – 3.66m = 13.39m
	=	12ft - 12ft = 144sq.ft



20. Class Rooms in the college

As per UGC Regulations for Affiliation 2009

Area (sq.ft) per student  
15

Capacity

UG- Non Lab : 64

UG- Lab : 48

PG- Non Lab : 30

PG- Lab : 25

(a). Name of the Block

Buildup area in sq.ft (type of roof)

Number of Class Rooms

Allotment of Class Rooms

: BLOCK - A  
: RCC  
: 10  
: 10

Sl. No.	Room Number/ Room Code	Class Room carpet (sq.ft.)	Allotted to which Dept.	Allotted to which program	Allotted to I/II/III year	Students strength
1	A - 116	16ft - 15ft = 240sq.ft		Sports Room		
2	A - 115	16ft - 15ft = 240sq.ft	Class Room	M.A English	I	7
3	A - 114	26ft - 24ft = 624sq.ft	Commerce	B.Com	III	56
4	A - 113	26ft - 24ft = 624sq.ft	Commerce	B.Com	II	45
5	A - 112	16ft - 11ft = 176sq.ft		Gent's Toilets		
6	A - 111	12ft - 16ft = 192sq.ft	BBA	Staff Room (BBA)		
7	A - 110	11ft - 16ft = 176sq.ft	Commerce	Staff Room (Commerce)		
8	A - 109	15ft - 15ft = 225sq.ft		VIP Parlor		
9	A - 108	16ft - 16ft = 256sq.ft		Principal's Office		
10	A - 107	16ft - 15ft = 240sq.ft		Accountant's Office		
11	A - 106	30ft - 16ft = 450sq.ft		College Office		



Name of the Block  
B...

(b). Name of the Block : BLOCK - B  
Buildup area in sq.ft (type of roof) : RCC  
Number of Class Rooms : 6  
Allotment of Class Rooms : 6

Sl. No.	Room Number/ Room Code	Class Room area (sq.ft.)	Allotted to which Dept.	Allotted to which course	Allotted to I/II/III Year	Students strength
1	B -101	24ft - 26ft = 624sq.ft	English	1 <sup>st</sup> BA English	I	12
2	B -102	24ft - 26ft = 624sq.ft	English	2 <sup>nd</sup> BA English	II	18
3	B -103	24ft - 26ft = 624sq.ft	English	3 <sup>rd</sup> BA English	III	32
4	B -104	26ft - 8ft = 208sq.ft	English	Staff Room (English Dept.)		
5	B -105			Stair Case / Toilet		
6	B -201	27ft - 15ft = 405sq.ft	Mathematics	Staff Room (Maths Dept.)		
7	B -204	27ft - 15ft = 405sq.ft	Mathematics	Mathematics	I	5
8	B -203	24ft - 26ft = 624sq.ft	Mathematics	Mathematics	II	4
9	B -202	24ft - 26ft = 624sq.ft	Mathematics	Mathematics	III	13
10	B -205	26ft - 7ft = 182sq.ft	Common To all	Placement Cell		

Signature of the Principal

PRINCIPAL  
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Tamilnadu, India-628 908.



Name of the Block : BLOCK - C  
 Buildup area in sq.ft (type of roof) : RCC  
 Number of Class Rooms : 5  
 Allotment of Class Rooms : 4

Sl. No.	Room Number/ Room Code	Class Room area (sq.ft.)	Allotted to which Dept.	Allotted to which Program	Allotted to I/II/III year	Students strength
1	C-103 to C-104	30ft - 164.8ft = 4944sq.ft	All	AUDITORIUM		
2	C-105	30ft - 10.9ft = 327sq.ft	ENGLISH	M.A. English	II	
3	C-101	14ft - 11.5ft = 161sq.ft		TOILET		
4	C-106	14ft - 11.5ft = 161sq.ft		TOILET		
5	C-202	30ft - 43.8ft = 1314sq.ft	All	CONFERENCE HALL		
6	C-203	44.3ft - 30ft = 1330sq.ft	All	VOCATIONAL TRAINING CENTRE		
7	C-204	30ft - 21.3ft = 640sq.ft	TAMIL	TAMIL	III	22
8	C-205	30ft - 21.3ft = 640sq.ft	ALL	LANGUAGE LAB		
9	C-206	30ft - 21.3ft = 640sq.ft	TAMIL	TAMIL	II	18
10	C-207	30ft - 21.3ft = 640sq.ft	TAMIL	STAFF ROOM (TAMIL DEPT)	I	17
11	C-208	12ft - 12ft = 144sq.ft	TAMIL	BEAUTICIAN CLASS ROOM		
12	C-201	12ft - 12ft = 144sq.ft				

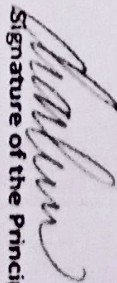


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 TAMILNADU, INDIA-628 908. | Page

**21. Conference Hall (Provides details for each degree program)**

**Number of Conference halls required: 3**

Sl. No.	Courses	Numbers available	Area of the each Conference Hall required (sq.ft.)	Area of the Conference Hall available (sq.ft.)
1	6	2	Nil	2644 sq.ft

  
Signature of the Principal

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**DON BOSCO COLLEGE OF ARTS & SCIENCE**  
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Tamilnadu, India-623 908





## 22. Other Building space

### 22.1 . Administrative Area

Sl. No.	Building space for	Carpet Area required (sq.ft) *	Available (sq.ft.)
1.	Principal / Director office	350	256 sq.ft
2.	Board Room	220	256 sq.ft
3.	Office all inclusive	1600 / 3200	690 sq.ft
4.	Department offices	100	1100 sq.ft
5.	Cabins for Head of Departments	100	Nil
6.	Faculty Rooms	50	Nil
7.	Central Stores	350	240 sq.ft
8.	Maintenance	100	340 sq.ft
9.	Security	100	120 sq.ft
10.	House keeping	100	240 sq.ft
11.	Pantry for staff	100	400 sq.ft
12.	Examinations Control office	350	312 sq.ft
13.	Placement office	350	182 sq.ft
14.	NCC		
15.	NSS		120 sq.ft
16.	WVD/RRC/YRC		



## 22.2 . Amenities

Carpet Area (sq.ft.) required

Sl. No.	Building space for	One Program (sq.ft.)	More than one Program (sq.ft.)	Available (sq.ft.)
1.	Toilets (Ladies & Gents)	1600	3800	1020 sq.ft
2.	Boys Common Room	75	100	180 sq.ft
3.	Girls Common Room	75	100	176 sq.ft
4.	Cafeteria	1600	1600	240 sq.ft
5.	Stationery Store & Reprography	100	100	180 sq.ft
6.	First Aid cum Sick room	100	100	176 sq.ft
7.	Principal's quarters	1600	1600	650 sq.ft
8.	Guest House	350	350	2500 sq.ft
9.	Sports Club / Gymnasium	1100	2200	250 sq.ft
10.	Auditorium / Amphitheater	2700	4300	4944 sq.ft



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**DON BOSCO COLLEGE OF ARTS & SCIENCE**  
 KEELA ERAIL, Thoothukudi Dist  
 Tamilnadu, Pin-623 906.

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**23.1.2 Space:**

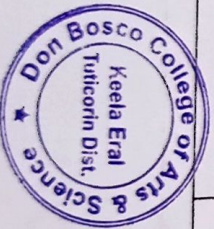
Sl. No.	Block number	Carpet area of room (sq.ft.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
1	BH Block	180 sq.ft	4	30	120
Total		180 sq.ft	4	30	120

**23.1.3. Summary**

<b>Total hostel capacity required for boys (refer norms given above)</b>	42 Boys	<b>Total hostel capacity available for boys</b>	120 boys
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**23.1.4. Other related building/Hall/Room**

Sl. No.	Description of the area	Required carpet area (sq.ft.) per hostel unit of 120 students	Projected area required (sq.ft.)	Available carpet area (sq.ft.)
1.	Common Dining Hall	2200		2225 sq.ft
2.	Indoor Games cum Common Hall	1600		Nil
3.	Medical Room (for all hostels)	550	550	240 sq. ft
4.	Canteen	550		425 sq.ft
5.	Warden office	200		180 sq.ft
6	Guest Rooms	Additional four rooms of 100 sq.ft. each within the blocks		620sq.ft
		200 (2 nos.)		Nil
7		Additional four rooms of 100 sq.ft. each within the blocks		Nil
	Toilets	800		150 sq ft



**23.1.2 Space:**

Sl. No.	Block number	Carpet area of room (sq.ft.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
1	BH Block	180 sq.ft	4	30	120
Total		180 sq.ft	4	30	120

**23.1.3. Summary**

<b>Total hostel capacity required for boys (refer norms given above)</b>	<b>Total hostel capacity available for boys</b>
42 Boys	120 boys

**23.1.4. Other related building/Hall/Room**

Sl. No.	Description of the area	Required carpet area (sq.ft.) per hostel unit of 120 students	Projected area required (sq.ft.)	Available carpet area (sq.ft.)
1.	Common Dining Hall	2200		2225 sq.ft
2.	Indoor Games cum Common Hall	1600		Nil
3.	Medical Room (for all hostels)	550	550	240 sq. ft
4.	Canteen	550		425 sq.ft
		200		
5.	Warden office	Additional four rooms of 100 sq.ft. each within the blocks		180 sq.ft
		200 (2 nos.)		620sq.ft
6	Guest Rooms	Additional four rooms of 100 sq.ft. each within the blocks		Nil
		800		150 sq ft
7	Toilets			



**23.2 Girls Hostel: Not Available Norms**

**23.2.1. Details**

**i. Girls Hostel Available (Yes/No)**

**ii. Hostel building (please tick (V) the appropriate box)**

Owned	Rental / Lease
Nil	Nil

**iii. Location of the hostel (please tick (V) the appropriate box)**

Inside the campus	outside the campus
Nil	Nil

**iv. Distance between the college and the hostel, if hostel is located outside college campus (please tick (V) the appropriate box)**

Within 20 Km	Beyond 20 Km
Nil	Nil

**23.2.2. Space:**

Sl. No.	Block number	Carpet area of room (sq.ft.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
-	-	-	-	-	-
Total	-	-	-	-	-



23.2.3. Summary

Total hostel capacity required for girls (refer norms given above)	Total hostel capacity available for girls

23.2.4. Other related building areas

Sl. No.	Description of the area	Required carpet area (sq.ft.) per hostel unit of 120 students	Projected area required (sq.ft.)	Available carpet area (sq.ft.)
1.	Common Dining Hall	2200		-
2.	Indoor Games cum Common Hall	1600		-
3.	Medical Room (for all hostels)	550	550	-
4.	Canteen	550		-
		200		-
5.	Warden Office	Additional four rooms of 100 sq.ft. each within the blocks		
	Guest Rooms	200 (2 nos.)		
6		Additional four rooms of 100 sq.ft. each within the blocks		
7	Toilets	800		-



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 Tamilnadu, India-625 908

## 24. Sport Facilities:

Sl. No.	Description	Details
1	Total area of the play ground	2 acres 1. Kabadi 2. Volley Ball 3. Foot Ball 4. Cricket
2	Details of the outdoor games available.	1. Shuttle Cock 2. Chess 3. Carom Board 4. Badminton
3	Details of the Indoor games available (also mention the total area allocated for each game in sq.ft.)	1. Weight Lifting 2. Skipping 3. Tumbles 4. Pull up and Push up Bars 5. Chest Bar
4	Details of gymnasium available	
5	Fund allotted to Physical Education/year	Rs.80, 000/-







# Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manoniam Sundaranar University, Tirunelveli

Keela Eral, Ettayapuram TK, Thoothukudi DT, Tamilnadu - 628 908

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## Declaration

**I hereby declare that the details and information given above are complete and true to the best of my knowledge and conviction.**

*Daily*

PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, Thoothukudi Dist.

Tamilnadu, India-628 908.

