

## 6.5.2 Quality Audit Reports

S.No.	Particulars
1.	Administrative Audit <ul style="list-style-type: none"><li>● Internal Audit</li><li>● External Audit</li></ul>
2.	Academic Audit <ul style="list-style-type: none"><li>● Internal Audit</li><li>● External Audit</li></ul>
3.	Green Audit
4.	Energy Audit
5.	Gender Audit

# **ADMINISTRATIVE AUDIT**



# Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli  
Keela Eral, Ettayapuram TK, Thoothukudi DT, Tamilnadu - 628 908  
☎ 04632-290768 • 97904 02888 ✉ principal@dbcas.edu.in 🌐 https://dbcas.edu.in

To

The Administrator,  
Don Bosco College of Arts and Science,  
Keela Eral,  
Thoothukudi District - 628 908.

## INTERNAL AUDIT REPORT

Period covered for Audit from 01/04/2017 to 31/03/2018

Internal Audit was planned and performed to obtain responsible assurance whether accounting process system, its processes and controls operate efficiently and effectively and to see that the information is free from material, misstatements. Internal Audit was carried to assure.

- To verify correctness of accounting procedures and its reporting.
- To verify compliances of the policies of institution and its control implemented.
- To verify the compliance with various statutory provisions applicable.

Audit has covered verification of system of accounting of those expenses and incomes and others mentioned above and to express opinion on weakness in internal control, risk management and governance highlighting any exceptions and cases of non-compliance and suggest or recommend improvements in the design and operations of control based on internal audit. The following observations have been made during the course of audit.

1. Verified the receipts and payments vouchers and bills during the audit period.
2. Internal control with regards to system access is followed as per the policy and appears satisfactory.
3. All statutory payments are made well within the due dates and as per the prescribed norms.
4. Verified the cash balances with the cash book and found correct.
5. Bank Reconciliations are done and matched with the book of Accounts.

KEELA ERAL  
03.08.2018

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS AND SCIENCE

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist  
Tamilnadu, India-628 908


# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments


For the Period: 01/04/2017 - 31/03/2018


### DON BOSCO COLLEGE OF ARTS AND SCIENCE MAIN A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	0.00			
	Bank Accounts	1,851,278.00			
	Fixed Deposits	1,200,000.00			
<b>Income</b>			<b>Expense</b>		
	College fee	6,964,396.00		Bank Charges	814.00
	Interest on FD	24,097.00		Contribution to the Province	900,000.00
	Interest on SB Account	37,093.00		Electricity & Water	197,206.00
	PF Recovered / Remitted	401,974.00		PF Recovered / Remitted	858,202.00
				Recognition & Affiliation exp	140,000.00
				Repairs & Maintenance	8,000.00
				Staff Salary	5,364,220.00
				Training, Workshop & Seminar	44,460.00
			533	COURSE FEE REFUNDED	18,800.00
			566	BUS RENT	50,000.00
<b>Closing Balance</b>					
	Cash-in-hand				0.00
	Bank Accounts				1,547,136.00
	Fixed Deposits				1,350,000.00
<b>Total Receipts</b>		<b>7,427,560.00</b>	<b>Total Payments</b>		<b>7,581,702.00</b>
<b>Grand Total</b>		<b>10,478,838.00</b>	<b>Grand Total</b>		<b>10,478,838.00</b>

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



  
**ADMINISTRATOR**  
**DON BOSCO COLLEGE OF ARTS & SCIENCE**  
 KEELA ERAL, Thoothukudi Dist  
 Tamilnadu, India-628 908

  
**SECRETARY**  
**DON BOSCO COLLEGE OF ARTS & SCIENCE**  
 KEELA ERAL, THOOTHUKUDI DT.  
 TAMIL NADU, INDIA - 628 908

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2017 - 31/03/2018

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MISC A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	<b>Cash-in-hand</b>	<b>1,095.65</b>			
	<b>Bank Accounts</b>	<b>1,128,165.50</b>			
<b>Income</b>			<b>Expense</b>		
	Admission & Application fee	44,800.00		Advertisement Expenses	78,698.00
	Interest on SB Account	38,096.00		Bank Charges	1,237.50
	Other fees	3,774,729.00		Computer & Copier Maintenance	70,535.00
	TDS Recovered / Remitted	2,300.00		Contribution to the Province	1,500,000.00
235	Bank And Fd Interest	10,554.00		Electricity & Water	121,319.00
412	DONATIONS	100,000.00		Hair cut & Toilet articles	61,657.00
480	LOAN & ADVANCES RECOVERED	100,000.00		House & Water tax	12,518.00
				Inspection Fee	70,000.00
				Library Expenses	109,027.00
				Memontos/Souvenir	7,754.00
				Office Expenses	117,791.00
				Postage, Courier, Mobile & Telephone	15,934.00
				Recognition & Affiliation exp	14,000.00
				Repairs & Maintenance	768,897.00
				Sports & Games	75,674.00
				TDS Recovered / Remitted	2,300.00
				Training, Workshop, Retreat & Seminar	27,757.00
				Travel & Conveyance	48,247.00
				Vehicle Fuel	88,708.00
				Vehicle Maintenance	56,532.00
			305	STATIONERY,NEWS PAPER & PRINTING	243,913.00
			380	LOANS AND ADVANCES GIVEN	100,000.00
			395	PURCHASE OF FURNITURE	277,000.00
			397	Purchase of Equipments	148,019.00
			524	CONTRIBUTION TO THE ALL INDIA DONBOSCO EDUCATION SOCIETY	7,500.00
			533A	OTHER FEE REFUNDED	2,700.00
			538	FUNCTIONS & CELEBRATIONS	335,170.00
			542	COMPUTER LAB EXPENSES	77,880.00
			543	PHYSICS LAB EXPENCES	17,080.00
			559	DONATION	9,000.00

*I. Manadan.*

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

*D. S. D.*

PRINCIPAL

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

*M. S. S.*

SECRETARY

DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908



Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
				Closing Balance	
				Cash-in-hand	2,053.65
				Bank Accounts	730,839.00
	<b>Total Receipts</b>			<b>Total Payments</b>	<b>4,466,847.50</b>
	<b>Grand Total</b>	<b>4,070,479.00</b>		<b>Grand Total</b>	<b>5,199,740.15</b>
		<b>5,199,740.15</b>			<b>5,199,740.15</b>

*I. Mariadass,*

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



*Deep*

SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908

*Deep*  
PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE  
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Tamilnadu, India-628 908.



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To

The Administrator,  
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## INTERNAL AUDIT REPORT

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- To verify the compliance with various statutory provisions applicable.

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KEELA ERAL  
03.07.2019

*J. Manojan*

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS AND SCIENCE

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

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2018 - 01/04/2019

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MAIN A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
	<b>Opening Balance</b>				
	Cash-in-hand	0.00			
	Bank Accounts	1,547,136.00			
	Fixed Deposits	1,350,000.00			
	<b>Income</b>			<b>Expense</b>	
	College fee	6,813,090.00		Bank Charges	4,228.00
	Contribution from the Province	600,000.00		Contribution to the Province	800,000.00
	Interest on FD	90,280.00		Electricity & Water	123,546.00
	Interest on SB Account	30,328.00		PF Recovered / Remitted	890,629.00
	PF Recovered / Remitted	417,294.00		Staff Salary	5,737,310.00
				Staff Welfare	450,404.00
				Training, Workshop & Seminar	37,454.00
			533	COURSE FEE REFUNDED	15,275.00
				<b>Closing Balance</b>	
				Cash-in-hand	0.00
				Bank Accounts	1,478,837.00
				Fixed Deposits	1,310,445.00
	<b>Total Receipts</b>	<b>7,950,992.00</b>		<b>Total Payments</b>	<b>8,058,846.00</b>
	<b>Grand Total</b>	<b>10,848,128.00</b>		<b>Grand Total</b>	<b>10,848,128.00</b>

*I. N. Madhav*

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



*Daily*  
PRINCIPAL

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

*[Signature]*

SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908



# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2018 - 01/04/2019

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MISC A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
	<b>Opening Balance</b>				
	Cash-in-hand	2,053.65			
	Bank Accounts	730,839.00			
	<b>Income</b>			<b>Expense</b>	
	Admission & Application fee	40,000.00		Advertisement Expenses	29,384.00
	Interest on FD	8,750.00		Bank Charges	3,144.50
	Other fees	4,612,165.00		BUILDING STABILITY CERTIFICATE	10,000.00
21802	BANK INTEREST	23,012.00		Bus Subsidiary Expenses	400,000.00
				Computer & Copier Maintenance	36,067.00
				Contribution to the Province	1,300,000.00
				CONTRIBUTION TO THE SAYAL DONBOSCO SOCIETY	500,000.00
				Contribution to the Society	100,000.00
				Course Fee Paid to University	88,500.00
				Domestic & Toilet articles	33,622.00
				Electricity & Water	66,027.00
				House & Water tax	23,426.00
				Inspection Fee	120,158.00
				Postage, Courier, Mobile & Telephone	54,525.00
				Repairs & Maintenance	552,208.00
				Social Responsibility Programmes to students	27,088.00
				Sports & Games	44,798.00
				Training, Workshop & Seminar	59,907.00
				Travel & Conveyance	68,165.00
				University Correspondence	13,724.00
			2D2	Clean up drives and solid waste Mgmt.	44,453.00
			305	STATIONERY, NEWS PAPER & PRINTING	168,737.00
			312	VEHICLE FUEL / MAINTENANCE	80,164.00
			397	Purchase of Equipments	135,259.00
			519	LIBRARAY, BOOKS, JOURNALS, PERIODICALS	102,896.00
			533A	OTHER FEE REFUNDED	10,700.00
			538	FUNCTIONS & CELEBRATIONS	235,338.00
			559	DONATION	3,500.00
				<b>Closing Balance</b>	

*Daily*  
PRINCIPAL

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

*I. M. Madam*

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

*Step*  
SECRETARY

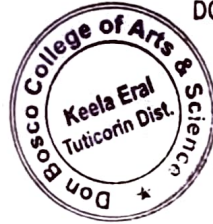
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU. INDIA - 628 908



Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
				Cash-in-hand	1,706.65
				Bank Accounts	1,103,322.50
	<b>Total Receipts</b>	<b>4,683,927.00</b>		<b>Total Payments</b>	<b>4,311,790.50</b>
	<b>Grand Total</b>	<b>5,416,819.65</b>		<b>Grand Total</b>	<b>5,416,819.65</b>

*I. Manojkumar*

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



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

*Secretary*  
SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908



# Don Bosco College of Arts and Science

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To

The Administrator,  
Don Bosco College of Arts and Science,  
Keela Eral,  
Thoothukudi District - 628 908.

## INTERNAL AUDIT REPORT

Period covered for Audit from 01/04/2019 to 01/04/2020

Internal Audit was planned and performed to obtain responsible assurance whether accounting process system, its processes and controls operate efficiently and effectively and to see that the information is free from material, misstatements. Internal Audit was carried to assure.

- To verify correctness of accounting procedures and it's reporting.
- To verify compliances of the policies of institution and its control implemented.
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3. All statutory payments are made well within the due dates and as per the prescribed norms.
4. Verified the cash balances with the cash book and found correct.
5. Bank Reconciliations are done and matched with the book of Accounts.

KEELA ERAL  
06.07.2020

*J. Manadass*

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS AND SCIENCE

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

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2019 - 01/04/2020

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MAIN A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	0.00			
	Bank Accounts	1,478,837.00			
	Fixed Deposits	1,310,445.00			
<b>Income</b>			<b>Expense</b>		
	College fee	5,982,915.00		Bank Charges	1,876.40
	Interest on FD	31,409.00		Course affiliation fee	65,000.00
	Interest on SB Account	36,758.00		Electricity & Water	125,305.00
	PF Recovered / Remitted	304,251.00		PF Recovered / Remitted	646,855.00
				Staff Salary	6,450,316.00
				Staff Welfare	100,990.00
			533	COURSE FEE REFUNDED	9,875.00
<b>Closing Balance</b>					
	Cash-in-hand	0.00			
	Bank Accounts	411,041.60			
	Fixed Deposits	1,333,356.00			
<b>Total Receipts</b>		<b>6,355,333.00</b>	<b>Total Payments</b>		<b>7,400,217.40</b>
<b>Grand Total</b>		<b>9,144,615.00</b>	<b>Grand Total</b>		<b>9,144,615.00</b>



*Principals*  
PRINCIPAL

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

*J. Maniadas*

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

*Secretary*

SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA . 628 908

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2019 - 01/04/2020

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MISC A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	1,706.65			
	Bank Accounts	1,103,322.50			
<b>Income</b>			<b>Expense</b>		
	Admission & Application fee	36,500.00		Advertisement Expenses	61,039.00
	Interest on SB Account	40,010.00		Bank Charges	3,465.68
	Other fees	5,160,525.00		Bus Subsidiary Expenses	326,300.00
	TDS Recovered / Remitted	2,000.00		Computer & Copier Maintenance	101,348.00
	Transportation fee	13,750.00		CONTRIBUTION TO THE SAYAL DONBOSCO SOCIETY	500,000.00
235	Bank And Fd Interest	2,445.00		Course affiliation fee	14,000.00
411	Contribution From The Trichy Donbosco Society	200,000.00		Course Fee Paid to University	31,300.00
				Domestic & Toilet articles	52,290.00
				Electricity & Water	49,501.00
				Examination expenses	20,624.00
				House & Water tax	23,426.00
				Inspection Fee	10,000.00
				Library Expenses	123,232.00
				Maintenance	17,500.00
				Postage, Courier, Mobile & Telephone	30,433.00
				Repairs & Maintenance	1,739,918.00
				SMART CLASS EXPENCES	176,100.00
				Sports & Games	25,300.00
				Stationery, Diary & Uniform Exp	59,008.00
				TDS Recovered / Remitted	2,000.00
				Training, Workshop, Retreat & Seminar	260,796.00
				VEHICLE (VAN )FUEL	7,000.00
			305	STATIONERY,NEWS PAPER & PRINTING	195,352.00
			309	TRAVEL, JOURNEY & CONVEYANCE	6,659.00
			312	VEHICLE FUEL / MAINTENANCE	60,344.00
			338	CELEBRATION & FEAST	10,975.00
			395	PURCHASE OF FURNITURE	128,175.00
			397	Purchase of Equipments	135,498.00
			524	EXCURSION, PICNIC, EXPOSURE & OUTING	22,000.00

*Devi*  
PRINCIPAL

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

*J. Monmadass*

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

*Meera*  
SECRETARY

DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA . 628 908



Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
			533A	OTHER FEE REFUNDED	14,671.00
			528	FUNCTIONS & CELEBRATIONS	174,103.00
			559	DONATION	5,800.00
			<b>Closing Balance</b>		
				<b>Cash-in-hand</b>	2,212.48
				<b>Bank Accounts</b>	1,169,934.82
				<b>Fixed Deposits</b>	1,000,000.00
<b>Total Receipts</b>		<b>5,455,230.00</b>	<b>Total Payments</b>		<b>4,388,111.48</b>
<b>Grand Total</b>		<b>6,560,259.15</b>	<b>Grand Total</b>		<b>6,560,259.15</b>

*E. Manidas*

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist  
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*Principals*  
PRINCIPAL  
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*Secretary*  
SECRETARY  
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To

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Audit has covered verification of system of accounting of those expenses and incomes and others mentioned above and to express opinion on weakness in internal control, risk management and governance highlighting any exceptions and cases of non - compliance and suggest or recommend improvements in the design and operations of control based on internal audit. The following observations have been made during the course of audit.

1. Verified the receipts and payments vouchers and bills during the audit period.
2. Internal control with regards to system access is followed as per the policy and appears satisfactory.
3. All statutory payments are made well within the due dates and as per the prescribed norms.
4. Verified the cash balances with the cash book and found correct.
5. Bank Reconciliations are done and matched with the book of Accounts.

KEELA ERAL  
13.07.2021

*J. M. M. M. M. M.*

ADMINISTRATOR

DON BOSCO COLLEGE OF ARTS AND SCIENCE

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist  
Tamilnadu, India-628 908

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2020 - 01/04/2021

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MAIN A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	0.00			
	Bank Accounts	411,041.60			
	Fixed Deposits	1,333,356.00			
<b>Income</b>			<b>Expense</b>		
	College fee	9,526,892.57		Bank Charges	5,813.35
	Interest on FD	21,965.00		Electricity & Water	39,505.00
	Interest on SB Account	34,934.00		Incentives paid to the Staff	496,500.00
	PF Recovered / Remitted	177,124.00		Laundry, Cleaning & Toilet articles	7,250.00
	TDS Recovered / Remitted	2,250.00		Library Expenses	18,200.00
INT	Inter Account Transfer	1,000,000.00		PF Recovered / Remitted	352,310.00
				Postage, Courier, Mobile & Telephone	19,912.00
				Repairs & Maintenance	580,854.00
				Staff Salary	5,098,307.00
				Staff Welfare	29,812.00
				Stationery & Printing	36,253.00
				TDS Recovered / Remitted	2,250.00
				Travel & Conveyance	3,481.00
			312	VEHICLE FUEL / MAINTENANCE	244,509.00
			397	Purchase of Equipments	28,999.00
			4122	Water,Electricity	9,728.00
			41251	Resource persons	52,000.00
			522 F	INSPECTION AND AFFILIATION FEE TO UNIVERSITY	75,000.00
			533	COURSE FEE REFUNDED	8,300.00
			538	FUNCTIONS & CELEBRATIONS	19,265.00
			566	BUS RENT	300,000.00
			INT	Inter Account Transfer	200,000.00
<b>Closing Balance</b>					
	Cash-in-hand				0.00
	Bank Accounts				2,023,993.82
	Fixed Deposits				2,855,321.00
<b>Total Receipts</b>		<b>10,763,165.57</b>	<b>Total Payments</b>		<b>7,628,248.35</b>
<b>Grand Total</b>		<b>12,507,563.17</b>	<b>Grand Total</b>		<b>12,507,563.17</b>

*[Signature]*  
PRINCIPAL

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



*[Signature]*  
ADMINISTRATOR

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, Thoothukudi Dist.  
TAMIL NADU, INDIA - 628 908

*[Signature]*  
SECRETARY




# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

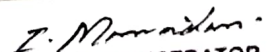
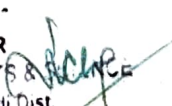
For the Period: 01/04/2020 - 01/04/2021

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MISC A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	2,212.65			
	Bank Accounts	1,169,934.82			
	Fixed Deposits	1,000,000.00			
<b>Income</b>			<b>Expense</b>		
	Interest on SB Account	16,437.00		Advertisement Expenses	14,210.00
	Other fees	86,625.00		Bank Charges	138.65
07	INTER ACCOUNT TRANSFER(R)	200,000.00		Charity & Donations	5,000.00
235	Bank And Fd Interest	67,182.00		Computer & Copier Maintenance	32,642.00
				Course affiliation fee	10,000.00
				Course Fee Paid to University	50,193.00
				Laundry, Cleaning & Toilet articles	1,327.00
				Library Expenses	18,849.00
				Postage, Courier, Mobile & Telephone	10,813.00
				Repairs & Maintenance	86,817.00
				Sports & Games	1,320.00
				Travel & Conveyance	18,921.00
				University Correspondence	1,288.00
				VEHICLE (VAN )FUEL	9,000.00
			305	STATIONERY,NEWS PAPER & PRINTING	28,456.00
			312	VEHICLE FUEL / MAINTENANCE	33,020.00
			314	ELECTRICITY	49,095.00
			338	CELEBRATION & FEAST	2,511.00
			4122	Water,Electricity	1,700.00
			538	FUNCTIONS & CELEBRATIONS	12,254.00
			INT	Inter Account Transfer	1,000,000.00
<b>Closing Balance</b>					<b>1,127.65</b>
	Cash-in-hand				<b>86,527.17</b>
	Bank Accounts				<b>1,067,182.00</b>
	Fixed Deposits				<b>1,387,554.65</b>
<b>Total Receipts</b>		<b>370,244.00</b>	<b>Total Payments</b>		<b>1,387,554.65</b>
<b>Grand Total</b>		<b>2,542,391.47</b>	<b>Grand Total</b>		<b>2,542,391.47</b>

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



  
**ADMINISTRATOR**  
 DON BOSCO COLLEGE OF ARTS & SCIENCE  
 KEELA ERAL, Thoothukudi Dist.  
 Tamilnadu, India-628 908  
  
**SECRETARY**  
 DON BOSCO COLLEGE OF ARTS & SCIENCE  
 KEELA ERAL, THOOTHUKUDI DT.  
 TAMIL NADU, INDIA - 628 908



# Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli  
Keela Eral, Ettayapuram TK, Thoothukudi DT, Tamilnadu - 628 908  
☎ 04632-290768 • 97904 02888 ✉ principal@dbcas.edu.in 🌐 https://dbcas.edu.in

To

The Administrator,  
Don Bosco College of Arts and Science,  
Keela Eral,  
Thoothukudi District – 628 908.

## INTERNAL AUDIT REPORT

Period covered for Audit from 01/04/2021 to 01/04/2022

Internal Audit was planned and performed to obtain responsible assurance whether accounting process system, its processes and controls operate efficiently and effectively and to see that the information is free from material, misstatements. Internal Audit was carried to assure.

- To verify correctness of accounting procedures and it's reporting.
- To verify compliances of the policies of institution and its control implemented.
- To verify the compliance with various statutory provisions applicable.

Audit has covered verification of system of accounting of those expenses and incomes and others mentioned above and to express opinion on weakness in internal control, risk management and governance highlighting any exceptions and cases of non – compliance and suggest or recommend improvements in the design and operations of control based on internal audit. The following observations have been made during the course of audit.

1. Verified the receipts and payments vouchers and bills during the audit period.
2. Internal control with regards to system access is followed as per the policy and appears satisfactory.
3. All statutory payments are made well within the due dates and as per the prescribed norms.
4. Verified the cash balances with the cash book and found correct.
5. Bank Reconciliations are done and matched with the book of Accounts.

KEELA ERAL  
23.07.2022

*I. Monahan*

ADMINISTRATOR

DON BOSCO COLLEGE OF ARTS AND SCIENCE

ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL, Thoothukudi Dis.  
Tamilnadu, India-628 908.

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2021 - 01/04/2022

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MAIN A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	<b>Cash-in-hand</b>	<b>0.00</b>			
	<b>Bank Accounts</b>	<b>2,023,993.82</b>			
	<b>Fixed Deposits</b>	<b>2,855,321.00</b>			
<b>Income</b>			<b>Expense</b>		
	Admission & Application fee	13,994.60		Advertisement Expenses	24,993.00
	College fee	6,276,813.73		Bank Charges	479.08
	Interest on FD	174,318.00		BUILDING STABILITY CERTIFICATE	10,000.00
	Interest on SB Account	47,625.00		Charity & Donations	13,844.00
	PF Recovered / Remitted	258,627.00		Computer & Copier Maintenance	59,560.00
	TDS Recovered / Remitted	4,963.00		Contribution to the Society	350,000.00
	Transportation fee	10,000.00		Course Fee Paid to University	48,529.00
INT	Inter Account Transfer	500,000.00		Electricity & Water	136,776.00
				House & Water tax	46,852.00
				incentives paid to the Staff	92,300.00
				Laundry & Cleaning	21,377.00
				Library Expenses	72,437.00
				PF Recovered / Remitted	574,644.00
				Postage, Courier, Mobile & Telephone	73,818.00
				PRAYER HALL EXPENSES ARTICLES	9,527.00
				Repairs & Maintenance	524,534.00
				Sports & Games	21,329.00
				Staff Salary	5,479,623.00
				Staff Welfare	40,851.00
				Stationery, Diary & Uniform Exp	8,000.00
				TDS Recovered / Remitted	4,963.00
				Telephone & Communication	1,022.00
				Training, Workshop, Retreat & Seminar	45,277.00
				Travel & Conveyance	44,777.00
				Vehicle Fuel	298,504.00
				Vehicle Maintenance	227,437.00
			305	STATIONERY, NEWS PAPER & PRINTING	122,402.00
			312	VEHICLE FUEL / MAINTENANCE	112,805.00

*I. M. M. M. M.*

**ADMINISTRATOR**  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist.  
Tamilnadu, India-628 908

*D. S. S.*

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

*A. S. S.*


**SECRETARY**  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU. INDIA . 628 908




Code	Receipts	Amount (₹)	Code	Payments	Amount
			522 F	INSPECTION AND AFFILIATION FEE TO UNIVERSITY	75,000.00
			533	COURSE FEE REFUNDED	4,800.00
			538	FUNCTIONS & CELEBRATIONS	141,380.00
			566	BUS RENT	453,500.00
			<b>Closing Balance</b>		
				<b>Cash-in-hand</b>	<b>8,908.00</b>
				<b>Bank Accounts</b>	<b>34,144.07</b>
				<b>Fixed Deposits</b>	<b>2,981,264.00</b>
<b>Total Receipts</b>		<b>7,286,341.33</b>	<b>Total Payments</b>		<b>9,141,340.08</b>
<b>Grand Total</b>		<b>12,165,656.15</b>	<b>Grand Total</b>		<b>12,165,656.15</b>

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



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

  
 SECRETARY  
 DON BOSCO COLLEGE OF ARTS & SCIENCE  
 KEELA ERAL, THOOTHUKUDI DT.  
 TAMIL NADU, INDIA . 628 908

# THE TRICHY DON BOSCO SOCIETY

## Receipts and Payments

For the Period: 01/04/2021 - 01/04/2022

### DON BOSCO COLLEGE OF ARTS AND SCIENCE MISC A/C - Local

Code	Receipts	Amount (₹)	Code	Payments	Amount (₹)
<b>Opening Balance</b>					
	Cash-in-hand	1,127.65			
	Bank Accounts	86,527.17			
	Fixed Deposits	1,067,182.00			
<b>Income</b>			<b>Expense</b>		
	Certificate Issued Income	20,100.00		Computer & Copier Maintenance	2,400.00
	Interest on SB Account	10,017.00		Library Expenses	230.00
	Other fees	45,158.00		Medical Expenses	1,900.00
	Transportation fee	10,000.00		Postage, Courier, Mobile & Telephone	2,192.00
	University Entry And Extentesion Activity Fees	51,030.00		Repairs & Maintenance	20,815.00
235	Bank And Fd Interest	34,666.00		Staff Salary	65,000.00
411	Contribution From The Trichy Donbosco Society	200,000.00		Training, Workshop, Retreat & Seminar	2,695.00
				Travel & Conveyance	1,632.00
				Vehicle Fuel	23,844.00
			305	STATIONERY,NEWS PAPER & PRINTING	1,230.00
			312	VEHICLE FUEL / MAINTENANCE	44,327.00
			397	Purchase of Equipments	110,000.00
			538	FUNCTIONS & CELEBRATIONS	9,003.00
			TR	INTER ACCOUNT TRANSFER (P)	1,000,000.00
<b>Closing Balance</b>					
	Cash-in-hand	2,086.65			
	Bank Accounts	38,453.17			
	Fixed Deposits	200,000.00			
<b>Total Receipts</b>		<b>370,971.00</b>	<b>Total Payments</b>		<b>1,285,268.00</b>
<b>Grand Total</b>		<b>1,525,807.82</b>	<b>Grand Total</b>		<b>1,525,807.82</b>

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



*J. Manasse*  
ADMINISTRATOR  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, Thoothukudi Dist.  
Tamilnadu, India-628 908  
*Devi*  
SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908

# **ACADEMIC AUDIT**

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

External Peer Team Report on Academic Audit  
(2022-2023)

Internal Quality Assurance Cell (IQAC)

**ACADEMIC AUDIT SCHEDULE**

**Introduction**

The Academic and Administrative Audit of the Institution was conducted on 09<sup>th</sup> January 2023. The Purpose of the Audit is to provide the opportunity for a general strategic overview of the Institution regarding the overall performance. The 2022 Evaluation Reports of all the Departments was presented to the external peer team members. The External Peer Team Members investigated the different aspects of the submitted

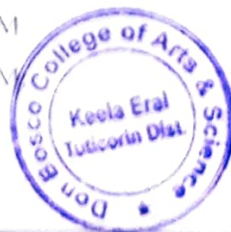
documents and authenticated them with the supporting evidences. This report consolidates the findings and put forth the suggestions and area of improvement possible in the future.

Schedule of the Academic Audit on 9<sup>th</sup> January 2023.

S.NO.	TIME	AUDITOR-I,II,III
1	10.00a.m.to12.30a.m	Department

**Auditor-I (Dr. Ragu Antony), Auditor - II (Dr. P. Velmani), Auditor - III (Mrs. Rexy)**

S No	Time	Auditors
1	09.30A M to 10.00 A.M	Criterion
2	10.00 AM to 11.00 A.M	Criterion
3	11.00 AM to 12.00 P.M	Criterion
4	12.00 PM to 12.30 P.M	Criterion
5	12.30 PM to 01.30 P.M	Final



6.	01.30 PM to 02.30 P.M.	Criterion 5
5		
7.	02.30P.M.to03.30P.M.	Criterion 6
8.	03.30 P.M. to 04.00 P.M.	Criterion 7
9.	04.30 P.M. to 05.30 P.M.	Report Writing and Discussion

**List of files Audited**

*S. No.*

*Description*

1. Board of Studies Minutes, regulations, Curriculum and syllabus for all regulations
2. Feedback on curriculum enrichment (Feedback from all stake holders)
3. Certificate Courses
4. Value added courses
5. Addon Courses
6. Department Academic Plan / Schedule / Calendar
7. Department Programmes organized
8. Teaching and Non-Teaching staff profile
9. Budget Allocation and Utilization
10. Faculty Publications
11. Details of Consultancy Activities
12. Internal Test Analysis
13. End Semester Exam Result Analysis
14. Feedback on Teaching Learning process
15. Remedial classes for slow learners
16. Course files
17. All lab Maintenance, stock register, stock verification
18. Lab Records
19. Details of Centre of Excellence
20. No. of research supervisor and Scholar details





21. Major / Minor / Other research projects and proposals submitted (Ongoing, Completed and Submitted)
22. Research paper publications (International / National Journal and Conference)
23. Consultancy and IPR
24. MoUs signed
25. Department Class committee meeting
26. Student Participation/Awards (Co-Curricular & Extra Curricular)
27. Interaction of faculty members with outside world
28. Details of Placement, Higher Studies and Entrepreneurs
29. Alumni Interaction
30. Industrial Project
31. Faculty awards
32. Faculty development Initiatives
33. Minutes of Staff Meeting
34. Department Future plan



*M. GG*  
IQAC COORDINATOR

*[Signature]*  
PRINCIPAL

*[Signature]*  
SECRETARY

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

SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908

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

**2<sup>nd</sup> External Peer Team Report on Academic Audit**

(2022-2023)

Internal Quality Assurance Cell (IQAC)

**ACADEMIC AUDIT SCHEDULE**

**Introduction**

The Academic and Administrative Audit of the Institution were conducted on 13<sup>th</sup> April 2023. The Purpose of the Audit is to provide the opportunity for a regular strategic overview of the Institution regarding the overall performance. The Self Evaluation Reports of all the Departments was presented to the external peer team members. The External Peer Team Members investigated the different aspects of the submitted documents and authenticated them with the supporting evidences. This report consolidates the findings and put forth the suggestions and area of improvements possible in the future.

Schedule of the Academic Audit on 13<sup>th</sup> April 2023.

S.NO.	TIME	AUDITOR-I,II,III
1.	10.00a.m.to12.30a.m.	Departments

**Auditor-I (Dr. Prince), Auditor – II (Dr. Radhika), Auditor – III (Mr. Gomathi Nayagam)**

S.No.	Time	Auditors
1.	09.30A.M.to 10.00 A.M.	Criterion 1
2.	10.00 AM to 11.00 A.M.	Criterion 2
3.	11.00 AM to 12.00 P.M.	Criterion 3
4.	12.00 PM to 12.30 P.M.	Criterion 4
5.	12.30 PM to 01.30 P.M.	Lunch
6.	01.30 PM to 02.30 P.M.	Criterion 5
5		



7.	02.30P.M.to03.30P.M.	Criterion	6
8.	03.30 P.M. to 04.00 P.M.	Criterion	7
9.	04.30 P.M. to 05.30 P.M.	Report Writing and Discussion	

### List of files Audited

S. No.

*Description*

1. Board of Studies Minutes, regulations, Curriculum and syllabus for all regulations
2. Feedback on curriculum enrichment (Feedback from all stake holders)
3. Certificate Courses
4. Value added courses
5. Addon Courses
6. Department Academic Plan / Schedule / Calendar
7. Department Programmes organized
8. Teaching and Non-Teaching staff profile
9. Budget Allocation and Utilization
10. Faculty Publications
11. Details of Consultancy Activities
12. Internal Test Analysis
13. End Semester Exam Result Analysis
14. Feedback on Teaching Learning process
15. Remedial classes for slow learners
16. Course files
17. All lab Maintenance, stock register, stock verification record
18. Lab Records
19. Details of Centre of Excellence
20. No. of research supervisor and Scholar details
21. Major / Minor / Other research projects and proposals submitted (Ongoing, Completed and Submitted)



22. Research paper publications (International / National Journal and Conference)
23. Consultancy and IPR
24. MoUs signed
25. Department Class committee meeting
26. Student Participation/Awards (Co-Curricular & Extra Curricular)
27. Interaction of faculty members with outside world
28. Details of Placement, Higher Studies and Entrepreneurs
29. Alumni Interaction
30. Industrial Project
31. Faculty awards
32. Faculty development Initiatives
33. Minutes of Staff Meeting
34. Department Future plan

  
IQAC COORDINATOR

  
PRINCIPAL

  
SECRETARY

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

SECRETARY  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DT.  
TAMIL NADU, INDIA - 628 908

## INTERNAL QUALITY ASSURANCE CELL

### DON BOSCO COLLEGE OF ARTS AND SCIENCE

#### REPORT ON INTERNAL ACADEMIC AUDIT

Internal Quality Assurance Cell organized INTERNAL ACADEMIC AUDIT on 24<sup>th</sup> March 2023 to Criterion 1 and Criterion 2. The Internal Academic Audit Experts were Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. A. Anusuya Head and Assistant Professor of Mathematics, Prof. Masilla MathiArasi , Assistant Professor of English. On 27<sup>th</sup> March 2023 to Criterion 3 and Criterion 4. The Internal Academic Audit Experts were Prof. Tamilarasi Assistant Professor of Tamil, Prof. Ajitha, Assistant Professor of Business Administration, Prof. Rufus Pius, Assistant Professor of English. On 28<sup>th</sup> March 2023 to Criterion 5 and Criterion 6. The Internal Academic Audit Experts were Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. Ambika, Assistant Professor of Mathematics, On 29<sup>th</sup> March 2023 to Criterion 7. The Internal Academic Audit Experts were Prof. M. Prabhu Head and Assistant Professor of Commerce, Prof. Theiva Rathina, Head and Assistant Professor of Tamil . On 30<sup>th</sup> March 2023 to Office. The Internal Academic Audit Experts were Prof. M. Prabhu Head and Assistant Professor of Commerce, Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. A. Anusuya Head and Assistant Professor of Mathematics, Prof. Tamilarasi Assistant Professor of Tamil. Finally the IQAC Coordinator Dr. M. Sivasankari gave suggestions to complete the Criteria works and delivered the vote of thanks.

M. GS  
COORDINATOR

**INTERNAL QUALITY ASSURANCE CELL**  
**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**REPORT ON INTERNAL ACADEMIC AUDIT**

Internal Quality Assurance Cell organized INTERNAL ACADEMIC AUDIT on 24<sup>th</sup> March 2023 to Criterion 1 and Criterion 2. The Internal Academic Audit Experts were Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. A. Anusuya Head and Assistant Professor of Mathematics, Prof. Masilla MathiArasi , Assistant Professor of English. On 27<sup>th</sup> March 2023 to Criterion 3 and Criterion 4. The Internal Academic Audit Experts were Prof. Tamilarasi Assistant Professor of Tamil, Prof. Ajitha, Assistant Professor of Business Administration, Prof. Rufus Pius, Assistant Professor of English. On 28<sup>th</sup> March 2023 to Criterion 5 and Criterion 6. The Internal Academic Audit Experts were Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. Ambika, Assistant Professor of Mathematics, On 29<sup>th</sup> March 2023 to Criterion 7. The Internal Academic Audit Experts were Prof. M. Prabhu Head and Assistant Professor of Commerce, Prof. Theiva Rathina, Head and Assistant Professor of Tamil . On 30<sup>th</sup> March 2023 to Office. The Internal Academic Audit Experts were Prof. M. Prabhu Head and Assistant Professor of Commerce, Prof. V. Parvatha Head and Assistant Professor of BCA, Prof. A. Anusuya Head and Assistant Professor of Mathematics, Prof. Tamilarasi Assistant Professor of Tamil. Finally the IQAC Coordinator Dr. M. Sivasankari gave suggestions to complete the Criteria works and delivered the vote of thanks.

  
**COORDINATOR**

**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908.**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) - SCORE SHEET**

Criterion 1 - CURRICULAR ASPECTS (100)

KEY INDICATOR	WEIGHTAGE	COMPLETED DOCUMENTS	MARKS	REMARKS
1.1 Curricular Planning and Implementation 1.1.1	20			Dept. academic plan/ Faculty wise.
1.2 Academic Flexibility 1.2.1. 1.2.2.	15+15			- non major Elective/ Elective Paper Selection in Core. - Additional add on courses selection if any - CBS - University Communication
1.3 Curriculum Enrichment 1.3.1 1.3.2	10 +20			Courses include experimental learning - include practical courses / Project
1.4 Feedback System 1.4.1.	20			Feed back - Parents - Action taken report -
<b>TOTAL</b>	<b>100</b>			

Dr. P. Velmani  
Name of the External Member

Asst Prof. of Comp. Science,  
The M.D.S. Hindu College,  
Tirunelveli.

V. Indu  
9/11/23  
Signature with Date

**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908.**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) - SCORE SHEET**

**Criterion 2 - TEACHING - LEARNING AND EVALUATION (150)**

KEY INDICATOR	WEIGHTAGE	COMPLETED DOCUMENTS	MARKS	REMARKS
<b>2.1 Student Enrolment and Profile</b> 2.1.1 2.1.2.	20 + 20			Student-Teacher ratio.
<b>2.2 Student Teacher Ratio</b> 2.2.1.	40			Student-Teacher Ratio
<b>1.3 Teaching Learning Process</b> 2.3.1	40			
<b>2.4 Teacher Profile and Quality</b> 2.4.1. 2.4.2.	15 + 25			
<b>2.5 Evaluation Process and Reforms</b> 2.5.1.	40			

*Dr. P. velmani*

Name of the External Member

*Asst Prof. of Comp-Science,  
 The M.D.T. Hindu College,  
 Tirunelveli.*

*V. V. V. V.*  
 Signature with Date *9/11/23*

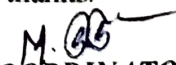


**INTERNAL QUALITY ASSURANCE CELL**  
**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**REPORT ON EXTERNAL ACADEMIC AUDIT**

Internal Quality Assurance Cell organized EXTERNAL ACADEMIC AUDIT on 09<sup>th</sup> January 2023 .Dr. John Prince Soundranayagam, Head and Assistant Professor of Physics, IQAC Coordinator, V.O. C College, Thoothukudi, Dr. D. Radhika, Head and Assistant Professor of Zoology, V.O. C College, Thoothukudi and Dr. Gomathi Nayakam, Head and Assistant Professor of Computer Science, V.O. C College, Thoothukudi was invited as the Resource Persons.

.Dr. John Prince Soundranayagam, Head and Assistant Professor of Physics, IQAC Coordinator, V.O. C College, Thoothukudi visited the Department of Tamil and English and gave Suggestions. Dr. D. Radhika, Head and Assistant Professor of Zoology, V.O. C College, Thoothukudi visited the Department of Commerce and Business Administration and gave Suggestions. Dr. Gomathi Nayakam, Head and Assistant Professor of Computer Science, V.O. C College, Thoothukudi visited the Department of Computer Applications and Mathematics and gave Suggestions. Finally , The External Academic Audit Experts gave some ideas to improve the file maintenance.

Prof. A. Anusuya welcomed the gathering Rev. Dr. S. Victor Antonyraj , Secretary , DBCAS delivered the presidential address. Dr. R. D. Thilaga, Principal, DBCAS felicitated the gathering. There were 39 participants from our college. Dr. M. Sivasankari , IQAC Coordinator, DBCAS delivered the vote of thanks.

  
**COORDINATOR**

**INCHARGE**  
**Internal Quality Assurance Cell (IQAC)**  
**Don Bosco College of Arts and Science**  
**Keele Eral, Thoothukudi District.**

**INTERNAL QUALITY ASSURANCE CELL**  
**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
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*M. A. S.*  
**COORDINATOR**

**INCHARGE**  
**Internal Quality Assurance Cell (IQAC)**  
**Don Bosco College of Arts and Science**  
**Keela Eral, Thoothukudi District.**

**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908.**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) - SCORE SHEET**

Criterion 1 - CURRICULAR ASPECTS (100)

KEY INDICATOR	WEIGHTAGE	COMPLETED DOCUMENTS	MARKS	REMARKS
1.1 Curricular Planning and Implementation 1.1.1	20	<del>10</del> -	10	-
1.2 Academic Flexibility 1.2.1. 1.2.2.	15+15		5	-
1.3 Curriculum Enrichment 1.3.1 1.3.2	10 +20		5	Distinguish between Certificate & Value added courses
1.4 Feedback System 1.4.1.	20		10	Improve feedback
<b>TOTAL</b>	<b>100</b>		<b>30</b>	

Name of the External Member



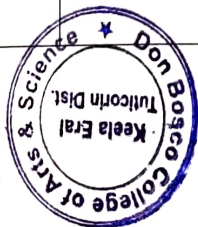
*J. J. Jey*  
Signature with Date

**DON BOSCO COLLEGE OF ARTS AND SCIENCE**  
**KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908.**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) - SCORE SHEET**

Criterion 2 - TEACHING - LEARNING AND EVALUATION (350)

KEY INDICATOR	WEIGHTAGE	COMPLETED DOCUMENTS	MARKS	REMARKS
2.1 Student Enrolment and Profile 2.1.1 2.1.2.	20 +20		10	
2.2 Student Teacher Ratio 2.2.1.	40		5	
1.3 Teaching Learning Process 2.3.1	40		5	
2.4 Teacher Profile and Quality 2.4.1. 2.4.2.	15 + 25		5	
2.5 Evaluation Process and Reforms 2.5.1.	40		5	

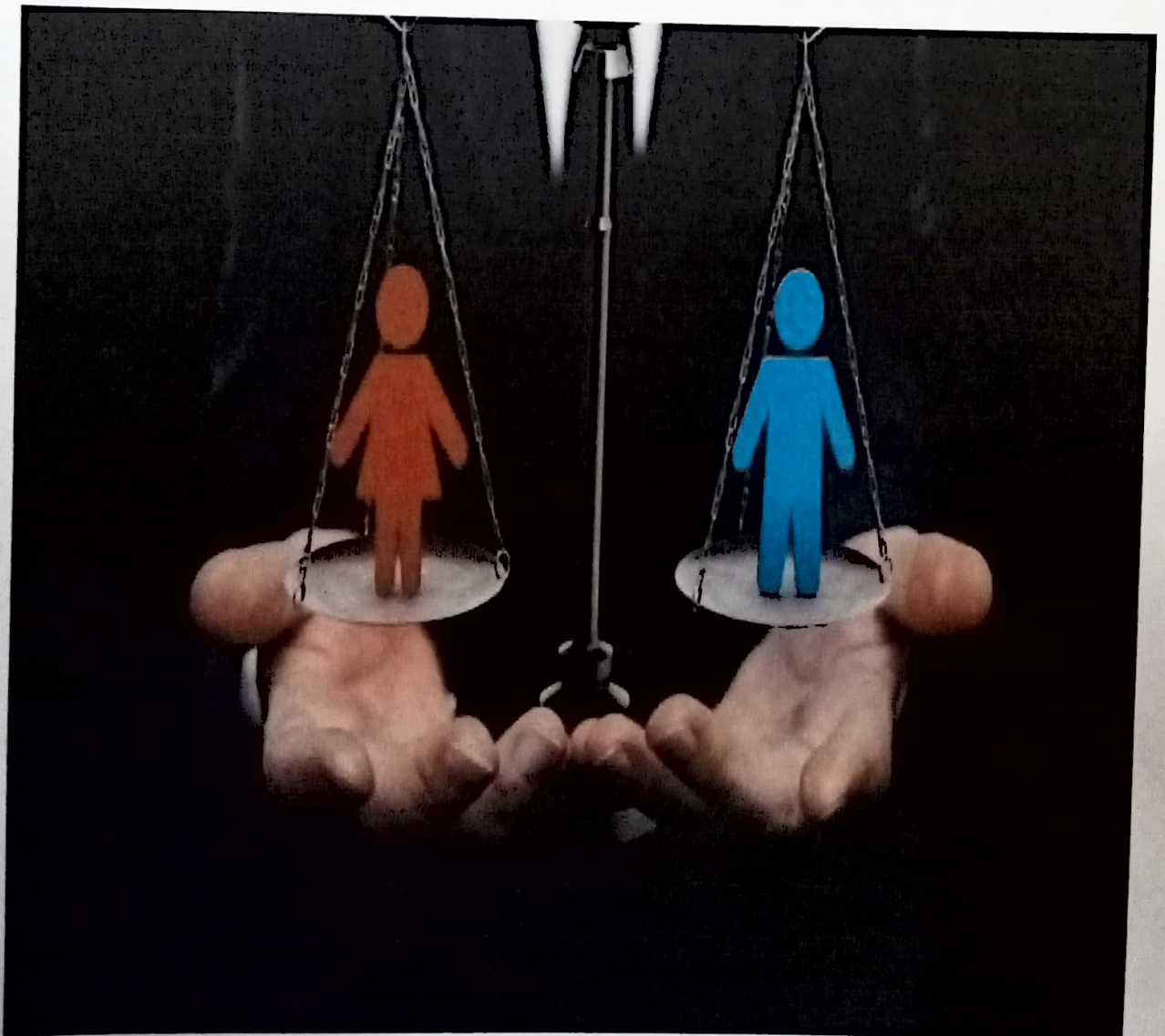
Name of the External Member



30

*[Signature]*  
Signature with Date

# **GENDER AUDIT REPORT- 2021-2022**





# St. Mary's College (Autonomous)

Re-accredited with 'A+' Grade  
by NAAC  
Thoothukudi, Tamilnadu.

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that , Dr. R. D. Thilaga, Rtd Associate Professor & Head, Dept of Zoology at St. Mary's College(Autonomous) , Thoothukudi with the cooperation of Women Cell of our institution conducted Gender Audit at Don Bosco College of Arts and Science, Keela Eral, Thoothukudi during the month of March, 2022 and the recommendations are given in the report.

*M. Rajee*

**Dr.M. Rajee**

Co-ordinator of Women Cell,  
Don Bosco College,  
Keela Eral, Thoothukudi.

*Dr. R.D. Thilaga*

**Dr. R.D. Thilaga**

Rtd Associate Professor, **Head**  
St. Mary's College(Autonomous) ,  
Thoothukudi.

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

### VISION

Don Bosco College of Arts and Science, inspired by divine and human values, **envisages enlightenment and empowerment of the youth** towards personal and social transformation.

### MISSION

- To make higher education **qualitative, inclusive, cost effective and accessible** to the rural masses.
- To exercise a preferential option in favor of the rural youth especially the **First Generation Learners and socially and economically weaker sections** of the society.
- 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.
- To constantly pursue higher standards of **excellence, integrity and credibility** in all endeavors and transform the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation.

### GOALS

- To maintain **unique** academic excellence.
- To inculcate **academic ethics**.
- To **equip** the students with global competencies.
- To bring out the **inner power and potential** in youth and channelize them towards nation-building.
- To **engage** in relevant research activities.
- To **promote** community – oriented programmes.

## ABOUT DBCAS

**Don Bosco College of Arts and Science (DBCAS)** is a self-financing Christian minority institution affiliated with Manonmaniam Sundaranar University, Tirunelveli. Established by the Tiruchy Don Bosco Society in honor of Don Bosco's 200<sup>th</sup> birthday in 2015, the college aims to serve underprivileged and marginalized youth in the area.

Since its inception in August 2013, DBCAS has become renowned as one of the top colleges in Thoothukudi district for academics, sports, and fine arts. Many students come from rural areas, and the college has been a blessing for economically disadvantaged agricultural youth.

Designed as a typical "Don Bosco" institution, DBCAS provides an enjoyable, comfortable, and results-oriented educational experience. It fosters an environment of **knowledge building, critical thinking, skill enhancement, and self-learning**. The college offers a wide range of **student-centric activities** and approaches to ensure holistic development. The alumni have achieved success in various fields, including academia, fine arts, and sports.

The college offers **six undergraduate programs and one postgraduate program**, with a dedicated teaching staff, support staff, and student body. It takes pride in educating first-generation graduates from rural areas, with English as the medium of instruction and evaluation. DBCAS also provides separate hostel facilities for women in collaboration with the Sisters of FMA and offers excellent bus services to remote villages.

DBCAS boasts significant infrastructure, including spacious classrooms, state-of-the-art computer labs with Wi-Fi, a library, seminar hall, and Audio Visual hall with multimedia projectors, a canteen, a gym, a language lab, purified drinking water, and restrooms for students, teachers, and the differently-abled. It also has well-furnished offices, including the principal's office, secretary's office, staff meeting room, controller's office, indoor auditorium, volleyball court, and football ground. The college has achieved notable academic, cultural, and sports performances at the university, regional, and national levels.

As part of the Salesians of Don Bosco, with its headquarters in Rome, DBCAS benefits from the extensive network of 14,486 priests managing educational institutions in 134 countries. In India, the Salesians operate 264 schools, 48 colleges, and a University. This provides an opportunity for DBCAS students to collaborate with students from other countries and colleges, opening up broader connections and benefits for the students of Keela Eral in the future.



## GENDER EQUALITY AT DBCAS

An educational institution plays a crucial role in raising awareness about gender issues among students. Changing students' perceptions of the opposite sex is essential, and to achieve this, teachers regularly counsel them in classrooms and on campus, promoting mutual respect. Our college is well-prepared to handle and address gender-sensitive matters, fostering an environment where both men and women can collaborate with personal security and dignity.

Gender equality, encompassing men, women, and transgender individuals, does not imply making everyone the same, but rather ensuring that their rights, responsibilities, and opportunities are not influenced by their gender at birth. Gender equity entails treating all genders fairly based on their respective needs. Gender is a matter of universal significance, and promoting gender equality, women's empowerment, and the freedom for all genders to work can significantly reduce poverty, social injustices, and promote overall growth, health, and a harmonious domestic environment.

Gender parity is not only a human rights achievement but also a prerequisite for sustainable development. By promoting gender awareness, women can challenge conventional gender stereotypes and rigid roles. Discussions and campaigns on gender equity empower women to take action against oppression and exploitation.

In our college, emphasis is placed on students' qualitative performance and overall personality development. To ensure gender equality, various facilities and special attention are provided to girls. There are dedicated spaces for girls, such as the Girls' Sick Room and a Sanitary Napkin Disposal Machine. Female attendants are present on every floor, and workshops on "Women and Human Rights" enlighten girls about their rights and responsibilities, with lectures from eminent lawyers, doctors, and gynecologists on topics like "Menstrual Hygiene" and "Polycystic Ovaries Syndrome."

Furthermore, every student committee maintains a fair balance of male and female participants, along with teacher in-charges to address their concerns effectively. The college is committed to fostering an inclusive and empowering environment for all students, irrespective of their gender, promoting their personal growth and development.

### GENDER POLICY

**Don Bosco College of Arts and Science's** gender policy seeks to advance equality of access and treatment for all genders who work and study there.

The DBCAS upholds the ideals of justice, fairness, and equality for all. Chances and education that are inclusive the management, faculties, and employees of the college are fully committed to and actively involved in the practise of inclusion in education.

The College strives within the guidelines below to foster an environment on campus that is welcoming and respectful of people of all genders. They are: Discrimination based on gender is prohibited in all forms

- The organization must give all genders equal opportunities.
- The right of everyone, regardless of gender, to freedom of expression
- There needs to be a confidential, readily available, active, and impartial grievance redressal cell.
- The institute will set up practical safeguards for everyone's safety and security.
- Ongoing discussions with the stakeholders regarding the need of upholding human dignity.
- Giving student audiences guest lectures on diversity, gender sensitivity, and shifting gender roles.
- Regular actions to educate faculty and students about the importance of gender representation include: an active women's development cell;
- The DBCAS faculty promotes students' recognition of and appreciation for diversity in the classroom.

The individuality that each gender possesses. They establish a setting for learning that promotes dialogue, fairness, and involvement. Students can speak with their coaches to talk about both personal and professional issues.

Regardless of gender, the college has always placed a strong emphasis on students' overall development. An excellent gender balance is a sign of a top-notch institution. Through carefully thought out policies, our college works to improve equity and guarantee the participation of women in all activities. The Gender Audit for the A.Y. 2021-2022 was conducted via Google form .The audit's main goals were to investigate the college's rules and regulations in relation to the needs and interests of both male and female students, promote gender equality in all facets of college life, and throughout the college community.

## GENDER AUDIT

A gender audit serves as a tool to assess and evaluate the integration of gender equality within organizations, encompassing their policies, programs, projects, provision of services, and proceedings. In the context of an educational institution, the fundamental premise of a gender audit is acknowledging that public policies affect female and male learners differently. The primary objective of a gender audit is to drive changes in public policies that contribute to enhancing gender equality. Without conducting a gender audit, it remains uncertain whether the institution is fully committed to improving the overall status of women and amplifying women's voices.

According to UNICEF, gender equality means that women and men, as well as girls and boys, have equal access to rights, resources, opportunities, and protections. It does not imply that girls and boys, or women and men, should be identical or treated exactly the same. Achieving global gender equality necessitates eradicating harmful practices against women and girls, such as sex trafficking, femicide, wartime sexual violence, the gender wage gap, and other oppressive tactics. By addressing these issues, societies can strive towards a more equitable and just future for all genders.

### **Objectives of Gender Audit**

1. To identify the areas where the gender inequality exists
2. To identify the probable reason for the gender inequality
3. To maintain good gender balance in all fields of college.
4. To advise ways to bridge the gender gap
5. To implement prevention of sexual harassment effectively.

### **The Gender Audit was conducted in the following process –**

i) Orientation of the students and Staff members through various activities like webinars, Guest Lectures, Interactive Talk-shows, Workshop and Research Conference. Posters, PPT Presentations, Debate Competitions and Statistical Research cases were also presented.

Questionnaire was circulated among the students to understand their awareness about women safety in the College premises

iii) Statistical Gender Analysis was collected of all staff-members, students and management DBCAS hopes to create, attract and retain gender sensitive staff who in turn would help achieve better man-woman relationships in the community and make all our students responsible citizens of this country.

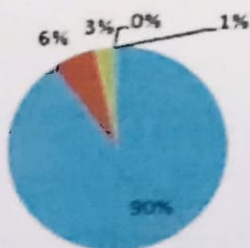
### GENDER AUDIT AT DBCAS

The details of gender audit survey for the year 2021-22:  
Gender Inclusion Details –

PARTICULARS	MALE	FEMALE	TOTAL
STUDENTS	253	249	502
TEACHING STAFF	18	11	29
NON – TEACHING STAFF	7	1	8
TECHNICAL STAFF	1	0	1
ADMINISTRATION STAFF	2	2	4

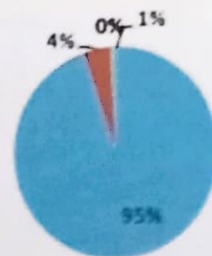
#### MALE

■ STUDENTS(UG)      ■ TEACHING STAFF  
 ■ NON – TEACHING STAFF   ■ TECHNICAL STAFF  
 ■ ADMINISTRATION STAFF



#### FEMALE

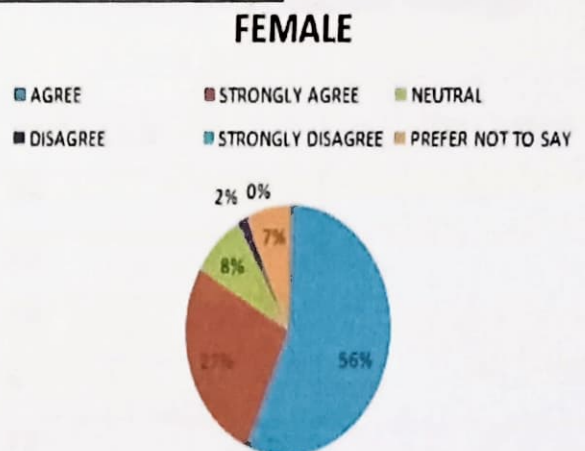
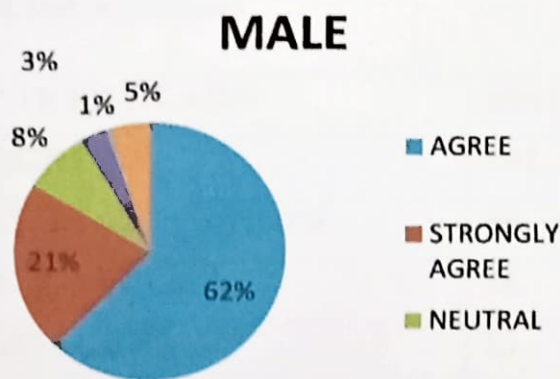
■ STUDENTS(UG)      ■ TEACHING STAFF  
 ■ NON – TEACHING STAFF   ■ TECHNICAL STAFF  
 ■ ADMINISTRATION STAFF



## GENDER AUDIT SURVEY AND ANALYSIS

**Q1] The College conducts gender sensitization programs as a part of its curriculum.**

PARTICULARS	MALE	FEMALE
AGREE	141	137
STRONGLY AGREE	48	65
NEUTRAL	18	20
DISAGREE	7	4
STRONGLY DISAGREE	1	0
PREFER NOT TO SAY	11	17

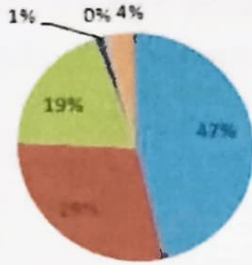


**Q2] The college conducts gender awareness programs, such as awareness of sexual harassment, Laws concerning sexual harassment, Respect every gender etc.**

PARTICULARS	MALE	FEMALE
AGREE	113	106
STRONGLY AGREE	70	58
NEUTRAL	46	22
DISAGREE	3	4
STRONGLY DISAGREE	1	2
PREFER NOT TO SAY	9	19

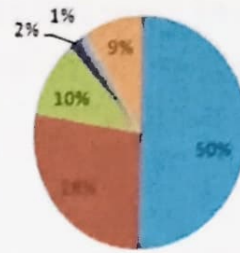
### MALE

■ AGREE      ■ STRONGLY AGREE      ■ NEUTRAL  
 ■ DISAGREE      ■ STRONGLY DISAGREE      ■ PREFER NOT TO SAY



### FEMALE

■ AGREE      ■ STRONGLY AGREE      ■ NEUTRAL  
 ■ DISAGREE      ■ STRONGLY DISAGREE      ■ PREFER NOT TO SAY

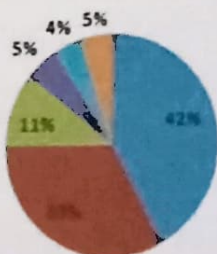


**Q3] Adequate number of toilets are available on each floor of the college campus for students**

PARTICULARS	MALE	FEMALE
AGREE	102	96
STRONGLY AGREE	80	85
NEUTRAL	26	28
DISAGREE	13	6
STRONGLY DISAGREE	10	12
PREFER NOT TO SAY	12	1

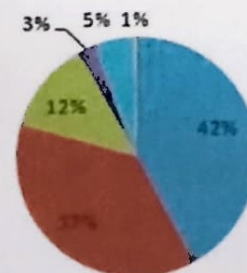
### MALE

■ AGREE      ■ STRONGLY AGREE      ■ NEUTRAL  
 ■ DISAGREE      ■ STRONGLY DISAGREE      ■ PREFER NOT TO SAY



### FEMALE

■ AGREE      ■ STRONGLY AGREE      ■ NEUTRAL  
 ■ DISAGREE      ■ STRONGLY DISAGREE      ■ PREFER NOT TO SAY



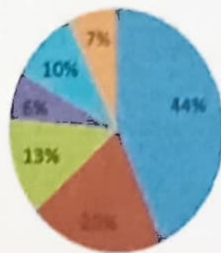
**Q4] ONLY FOR GIRL STUDENTS --**

**Adequate facilities are available inside the toilet keeping in mind the need of the girl students. Adequate disposal bins are available in the toilet**

PARTICULARS	FEMALE
AGREE	96
STRONGLY AGREE	45
NEUTRAL	28
DISAGREE	14
STRONGLY DISAGREE	22
PREFER NOT TO SAY	16

**FEMALE**

- AGREE                      ■ STRONGLY AGREE      ■ NEUTRAL
- DISAGREE                ■ STRONGLY DISAGREE   ■ PREFER NOT TO SAY



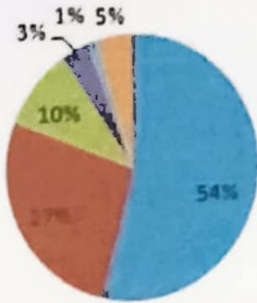
**Q5] Adequate security arrangements have been made in the campus and common areas during day and night.**

PARTICULARS	MALE	FEMALE
AGREE	95	86
STRONGLY AGREE	47	55
NEUTRAL	17	22
DISAGREE	6	4
STRONGLY DISAGREE	2	2
PREFER NOT TO SAY	8	13

### MALE

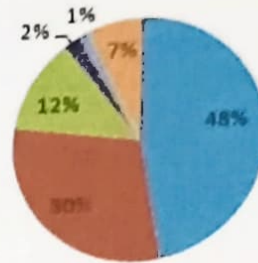
AGREE  
DISAGREE

STRONGLY AGREE    NEUTRAL  
STRONGLY DISAGREE    PREFER NOT TO SAY



### FEMALE

STRONGLY AGREE    NEUTRAL  
STRONGLY DISAGREE    PREFER NOT TO SAY



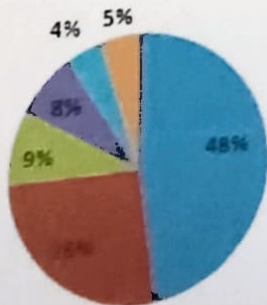
Q6] There is equal opportunity to all genders for free and fair expression of ideas.

PARTICULARS	MALE	FEMALE
AGREE	99	100
STRONGLY AGREE	55	49
NEUTRAL	18	27
DISAGREE	16	14
STRONGLY DISAGREE	9	18
PREFER NOT TO SAY	10	12

### MALE

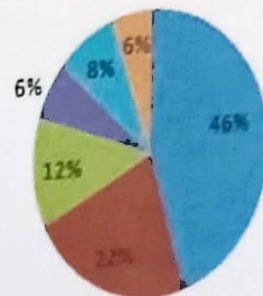
AGREE  
DISAGREE

STRONGLY AGREE    NEUTRAL  
STRONGLY DISAGREE    PREFER NOT TO SAY



### FEMALE

STRONGLY AGREE    NEUTRAL  
STRONGLY DISAGREE    PREFER NOT TO SAY





## CONCLUSION

Students have given satisfactory responses towards the measures initiated for gender equity like awareness programs, infrastructural facilities and safety and cleanliness.



# Don Bosco College of Arts and Science

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

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

☎ 04632-290768 • 97904 02888 ✉ principal@dbcas.edu.in 🌐 <https://dbcas.edu.in>

## Declaration

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

*Daily*

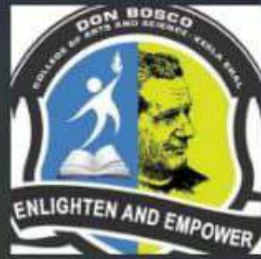
PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, Thoothukudi Dist.

Tamilnadu, India-628 908.





**DON BOSCO COLLEGE OF ARTS AND SCIENCE Keela Eral,  
Thoothukudi District - 628 908**

A Christian Minority, Co-educational, Self - Financing College  
(Affiliated to Manonmaniam Sundaranar University - Tirunelveli)



**SAVE THE DATE**

09 January 2023  
Monday



**Internal Quality Assurance Cell (IQAC)**  
proudly presents



**MOCK INSPECTION &  
PROFICIENCY AWARD CEREMONY**



*Time : 3.45 p. m.*

*Venue : Conference Hall*

**Cordially Invites you**

**SECRETARY**  
REV. DR. S. VICTOR ANTONYRAJ

**PRINCIPAL**  
DR. R. D. THILAGA

**IQAC COORDINATOR**  
DR. M. SIVASANKARI

## Meeting-2

Venue: AV Room

Date: 07.12.2018

Time: 3-00 P.m.

### AGENDA

1. The faculty plan for the even semester of 2018-2019.
2. PTA Meeting-
3. Online Attendance
4. Academic related Add on course
5. Civil Service centre.

### Minutes

#### Resolutions

(i) Resolved to Request the HOD's and the faculty members to send the teaching plan for the even semester of 2018-19.






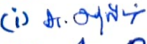




(ii) Resolved to request the heads of the departments to convey PTA meeting before the end of semester.

(iii) Resolved to conduct Departmentwise demonstration to go for "ONLINE ATTENDANCE" for students.

(iv) Resolved to conduct Add on course by the Departments to the maximum extent in the semester.

IQAC coordinator reported her review.

#### Members Present:

1. Principal 
2. Secretary 
3. Vice Principals 
4. Controller of Examination 
5. IQAC coordinator M. @ 
6. Professors  
(i) Dr. Ojha   
(ii) A.P. 
7. Office superintendent 
8. Accountant 
9. Alumni - G. 



# Meeting-2

Venue AV Room

Date : 07.12.2018

Time : 3-00 P.m.

## AGENDA

1. The faculty plan for the even semester of 2018-2019.
2. PTA Meeting-
3. Online Attendance
4. Academic related Add on course
5. Civil Service centre.

## Minutes

### Resolutions

(i) Resolved to Request the HOD's and the faculty members to send the teaching plan for the even semester of 2018-19.

(ii) Resolved to request the heads of the departments to convey PTA meeting before the end of semester.

(iii) Resolved to conduct Departmentwise demonstration to go for "ONLINE ATTENDANCE" for students.

(iv) Resolved to conduct Add on course by the Departments to the maximum extent in the semester.

IQAC coordinators reported fee review.

### Members Present:

1. Principal

2. Secretary

3. Vice Principals

4. Controller of Examination

5. IQAC Coordinator

6. Professors

(i) Dr. Ojha

(ii) A.Po

7. Office superintendent

8. Accountant

9. Alumni



## Meeting-3

Joint Meeting of IQAC and staff council

Date: 06/03/2019

Venue: Principal's chamber

### AGENDA

1. Action Plan for the year 2019-2020
2. Activities Report from the Departments and Various Committees.
3. Feedback from the stakeholder.

### Minutes

#### Resolution:

(i) Resolved to prepare the Action Plan for the academic year 2019-2020 by the IQAC.

(ii) Resolved to collect the Activities Report for the year 2019-2020 from the Heads of the Departments & coordinators of the various committees.



(iii) Resolved to collect the feedback from Teachers, Alumni from the various committees.


(iv) Review & Summary on the Action Taken Report from the year 2018-2019.


#### Members Present:

1. Secretary 

2. Principal 


3. Vice Principals:  


4. Controller of Examination: 

5. IQAC Coordinator M@B 

6. Professors

(i) J. J. J. J.

(ii) A. P. 

7. Office Superintendent 

8. Accountant A/W

9. Alumni - G. J. J. J.



Meeting-4  
Online Mode

Date: 25.06.2020  
Venue: Google Platform  
Time: 11:30 a.m.

AGENDA

1. Plans of the Institution for the current academic year 2020-2021.
2. Admission 2020-2021.
3. Software creation for online Admission.
4. Webinar Participation & organisation
5. Research Projects, Publications.
6. Covid Awareness Initiatives.

Minutes

The first meeting for the Academic year 2020-2021 was held on 25.06.2020 in google meet at 11:30 a.m.

The Principal of the college acted as the chair person & initiated the meeting with covid awareness speech & the current situation prevailing in education sector due to pandemic issues.











The principal, further discussed the plan of the teaching learning process in online mode. Implementation of the portal for admission 2020-2021. was briefed by the IQAC coordinator.

The plan of webinars to be conducted by various departments were discussed.

In this regard, the principal encouraged all the members to attend orientation programmes and motivated them to increase the Research Publications in good accredited Journals.

The coordinators from the respective Departments suggested the plan of data collection. At the end of the meeting, the principal proposed the plan of Action on Covid Awareness initiatives through the Extension Activities cell in collaboration with the public.

Members Present :

1. Secretary 
2. Principal 
3. Vice Principals 
4. Controller of Examination 
5. IQAC Coordinator 
6. Professors
  - (i) H. Officer 
  - (ii) A.P.O 
7. Office Superintendent 
8. Accountant - 
9. Alumni - 

  
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## Meeting 5

Date: 07/12/2020

Venue: Secretary's chamber

Time: 04:00 P.m.

### AGENDA

1. Review of Previous Meeting & Action Taken Report.
2. Online Staff Portal.

### Minutes

IQAC held the meeting at the college secretary's chamber on 07/12/2020. The Principal and chair Person welcomed the members & revised the previous meeting discussions & briefed the action taken Report.

The IQAC coordinator suggested that the respective HOD's can post their links to their classes & can ensure the participation of all the students.

The Principal, further announced that staff portal has been developed by the IQAC for individual teaching faculty members and the non-teaching faculty members.











He suggested to completed the portal with all the required supporting documents.


IQAC coordinator ensured that the form encapsulated all the complete details of the faculty and it will be maintained as a centralized database.

After the discussions of the ongoing regular activities and functioning of the respective cells and Departments.

The meeting was concluded.

Members Present

1. Secretary 
2. Principal 
3. Vice Principals  
4. Controller of Examinations 
5. IQAC Coordinator 
6. Professors
  - (i) Dr. O.P.N.T.
  - (ii) A.P.O. 
7. Accountant - A.L.M. 
8. Office Superintendent 
9. Alumni - G.D. 

M.G.   
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**Keele Eral, Theethukudi District.**



# Meeting 6

Date: 16/04/2021

Venue: Principal's chamber

## AGENDA

1. Submission of documents of all the Academic Activities by Departments for the year 2020-2021 to IQAC.
2. COVID Preventive Vaccination.

## MINUTES

The IQAC held the meeting at the principal's chamber on 16/04/2021. The chair person highlighted the importance of documentations to be submitted to IQAC.

Submission of Documents of all the academic activities by Departments for the year 2020-2021 to IQAC

IQAC & NSS had planned to conduct the COVID Preventive Vaccination.

At the end of the meeting after the end semester examination on discussions, the principal insisted that all the current academic year documents. If missing any has to be submitted in IQAC office before the last working day. It was resolved that the coordinators of the respective cells will produce the report and functioning of the activities for this academic year.

## Members Present

Secretary

Principal

Vice Principals

Controller of Examination

IQAC coordinators

Professors

(i) H. O. N. T.

(ii) A. P. O.

Accountant

Office Superintendent

Alumni

- G. D. J.

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Meeting 7

Date: 08/03/2022

Time: 04.00 P.m

Venue: IQAC Office

AGENDA







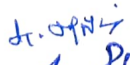
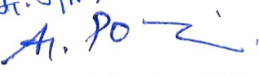



- 1) Availability of Annual Report for verification.
- 2) Report on the submission of criteria wise details.

MINUTES

IQAC coordinators observed that a draft copy of Annual Reports would be kept available at the office of the IQAC for faculty verification. Modifications, if any may be brought to the notice of the coordinators.

It was decided to prepare a schedule and conduct Student Satisfaction survey at the Computer Labs.

Members Present:

- Secretary: 
- Principal: 
- Vice Principals:  
- Controller of examination: 
- IQAC coordinators 
- Professors:
  - (i) 
  - (ii) 
- Accountant 
- Office Superintendent 
- Alumni — 



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## Meeting 8

Date 18/01/2022  
Venue IQAC Office  
Time 03:45 P.m

### AGENDA

1. Review of Previous meetings & Action Taken Report
2. To decide the plans for SSR Preparation
3. Perspective Plans of the Departments for quality Initiatives

### MINUTES

The chair person, the Principal welcomed the members of the meeting. The following points were discussed.

#### Agendum 1:

Review of Previous meetings & Action Taken Report

The chair person discussed the Action Taken Report of the previous meetings. The follow up work of the meetings were discussed.

#### Agendum 2:

To decide the plans for SSR preparation.

The chair person of IQAC delivered the status of criteria wise plan of action for the SSR preparation. It was decided to check the previous records of each criterion with regard to the required data. It is decided to check the previous records of each criterion with regard to the required data. It is decided to constitute a staff committee for each criteria under a staff exchange for the completion of the work.

Agendum 3: Perspective plan of the Departments for Quality Initiatives

The Principal, discussed the on-going Processes of Internal examinations, eco friendly measures and other academic & administrative frame works.

The other ongoing Processes such as student's Progression & merit status in online examinations, record of attendance, projects & placements of the students were discussed.

In this aspect, The Principal encouraged the motivation & involvement of the faculty members in the promotion of innovative reforms in teaching learning processes.

The Secretary also suggested to strengthen the Academic | Extension | Research achievements of the faculty.

Members Present:

1. Secretary
2. Principal
3. Vice Principals
4. Controller of Examination
5. Dean
6. IQAC
7. Professors
8. Accountant
9. Office Superintendent
10. Alumni

*Handwritten signatures in blue and green ink.*

*M. S. J. VP*

*VP*

*Handwritten signature in blue ink.*

*Handwritten signature in blue ink.*

*Handwritten signature in blue ink.*

*Handwritten signature in blue ink.*

*Handwritten signature in blue ink.*

*M. S. J.*

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**DON BOSCO COLLEGE OF ARTS AND SCIENCE**

**IQAC Action Taken Report 2017 -2018**

S.No.	Date	Plan of Action	Action Taken Report
1.	17.08.2017	File Verification	The IQAC supplied to the staff council the list of files to be submitted by the departments on or before 18.12.2017
2.	17.08.2017	Preparation of SSR	The data collected from the staff were scrutinized and used for SSR Preparation

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**IQAC Action Taken Report 2018 -2019**

<b>S.No.</b>	<b>Date</b>	<b>Plan of Action</b>	<b>Action Taken Report</b>
1.	07.12.2018	Feedback from students	IQAC has been periodically involved in obtaining and analyzing the feedback from students, alumni and stakeholders. Immediate implementations of the suggestions were carried out in various areas.
2.	07.12.2018	Parents Teachers Meeting	Parents Teachers Meeting was conducted and their feedback was collected.
3.	07.12.2018	Add on course	Add on Course for all the students were conducted by various departments. Students completed the course.

  
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**IQAC Action Taken Report 2019 -2020**

S.No.	Date	Plan of Action	Action Taken Report
1.	06.03.2019	To conduct more programs by the Departments	Various programmes have been conducted by various departments.
2.	06.03.2019	Feedback from stakeholders	IQAC has been periodically involved in obtaining and analyzing the feedback from students, alumni and stakeholders. Immediate implementations of the suggestions were carried out in various areas.

  
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**IQAC Action Taken Report 2020 -2021**

S.No.	Date	Plan of Action	Action Taken Report
1	07.12.2020	Staff Portal	The Principal implemented that staff portal by the IQAC for Individual Teaching faculty members. And also completed the required documents
2.	16.04.2021	Submission the documents of all the academic activities by Departments for the year 2020 – 2021	Submitted the documents of all the academic activities by Head of the Departments for the year 2020 – 2021

  
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**IQAC Action Taken Report 2021 -2022**

S.No.	Date	Plan of Action	Action Taken Report
1.	04.10.2021	Perspective plans of the departments for quality initiatives	The Principal involved the faculty members in the promotion of innovative reforms in teaching learning processes.
2.	04.10.2021	Perspective plans of the departments for quality initiatives	Collected the documents of student's Progression & merit status in online examinations, record of attendance, projects & placements of the students.

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# Don Bosco College of Arts and Science

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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

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