

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.






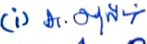




(ii) Resolved to request the heads of the departments to convey PTA meeting before the end of semester.

(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. 



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Venue AV Room

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(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.P.O.

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. 



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



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. G. N. N. 
 - (ii) A. P. 
7. Accountant - A. 
8. Office Superintendent 
9. Alumni - G. 

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







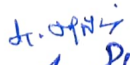
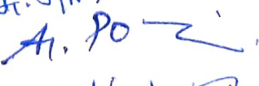



- 1) Availability of Annual Report for verification.
- 2) Report on the submission of criteria wise details.

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.

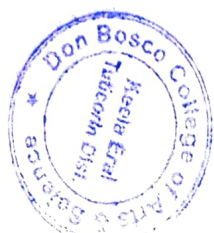
It was decided to prepare a schedule and conduct Student Satisfaction survey at the computer labs.

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

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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

S.No.	Date	Plan of Action	Action Taken Report
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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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

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