

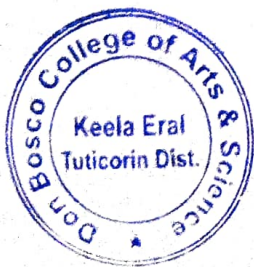


**DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL**  
Accredited with 'B' Grade by NAAC (1<sup>st</sup> Cycle)  
(Affiliated to Manonmaniam Sundaranar University, Abishekappatti, Tirunelveli)

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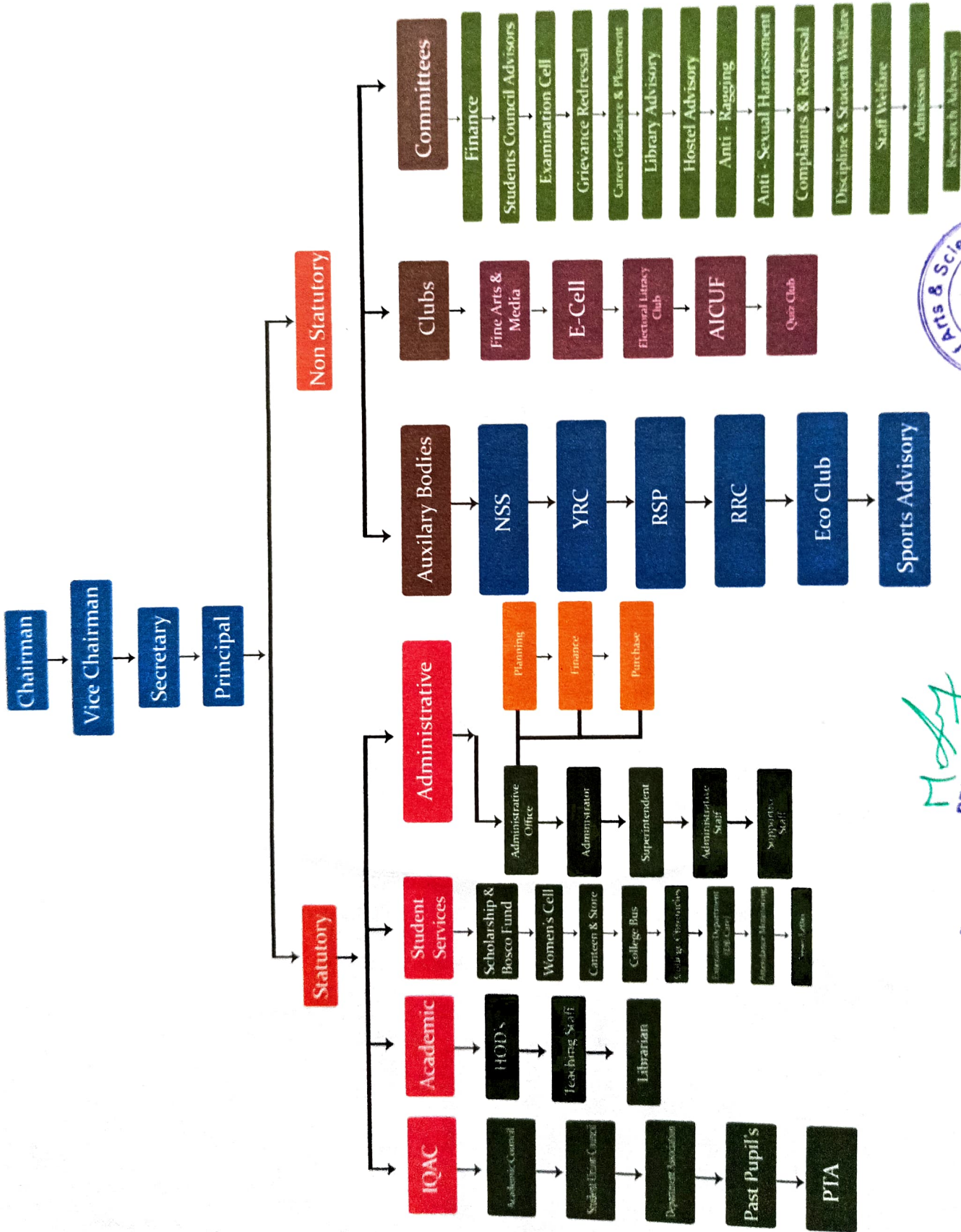
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# ORGANOGRAM



  
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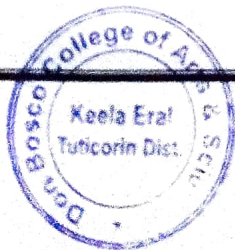
# HOD'S DETAILS

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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

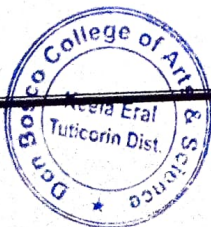
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Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

### HoD's Details (2023 – 2024)

HoD of Mathematic	: Dr. A. Anusuya
HoD of Business Administration	: Mrs. D. Kanmani
HoD of Computer Applications	: Dr. M. Sivasankari
HoD of Tamil	: Dr. G. Tamilarasi
HoD of English	: Ms. S. Masilla Mathi Arasi
HoD of Commerce	: Dr. A. Ponmani



  
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# ROLES AND RESPONSIBILITIES



*M. A. J.*

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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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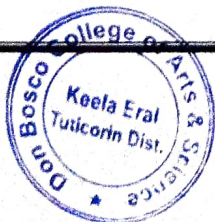
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### ROLES AND RESPONSIBILITIES (2023 – 2024)

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.

#### 6.1.2.1. Secretary

1. The Secretary who is usually the Rector of the institution, is appointed by the President of the Parent Body.
2. He represents the College to the Government and to the University/AICTE
3. He is the secretary of the college Governing Body and shall maintain its minutes.
4. He monitors the running of the College and meets the various needs of it through the Administrator/Treasurer.
5. He sanctions funds for various regular and special needs and developments of the College as per the annual budget.
6. He keeps track of the maintenance of accounts and ensures of the audit of accounts and files for income returns.
7. 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.
8. He is responsible for the periodic animation of the teaching and non-teaching staff.
9. He is directly in-charge of admission and dismissal of students in the hostel.



Principal  
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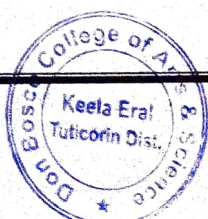


### 6.1.2.2. Principal

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 of Arts College
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 Academic programme outside the College in consultation with HoDs.

### 6.1.2.3. 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.



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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).

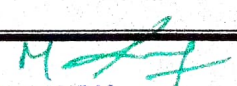


2. The HoD is appointed by the Secretary for a term of three years and may be reappointed if there is no other eligible person.
31. S/He strives to achieve academic goals and to develop research programs in the department with the support of the staff.
32. S/He assists the management council in staff 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 College 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



  
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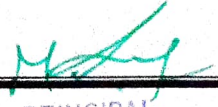
44. S/Me cooperate with the HOD and other faculty members in the efficient running of the department and works with team spirit for the good of the students and of the institution.
45. If S/He is given the responsibility of a class in-charge, s/he has to be the academic counselor and mentor for that 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.

#### **6.1.2.4 Administrator/Treasurer**

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

#### **6.1.2.5 Warden of the Hostel**



  
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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.
2. The Warden looks after the day-to-day maintenance of the hostel under the direction of the Secretary
3. S/He presents the report of the hostel activities to the Management Council every month.

#### **6.1.2.6 Librarian**

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.

#### **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.
2. 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.

#### **6.1.2.7 Academic Supportive Staff**

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

#### **6.1.2.8 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.

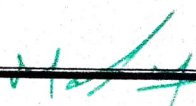


*M. S. J.*  
Principal  
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# COMMITTEES' MEMBER LIST



  
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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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### COMMITTEES' MEMBER LIST (2023 – 2024)

#### EXAMINATION CELL

Dr. R.D. Thilaga

Mrs. V. Parvatha: Controller

Ms. J. Amala Pradeepa

Mr. M. Rahman

Mr. B. Karthick

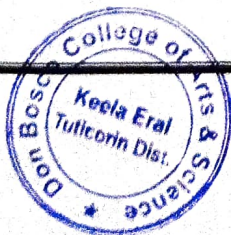
Mr. S. Iyyappan

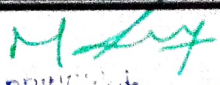
Mr. J. Jaison Jeba Oswalt

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.

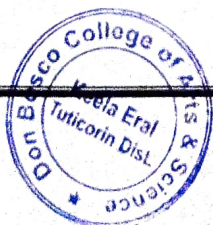


  
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- To address all exam-related complaints from the administration, instructors, staff, and students.
- To preserve all examination-related documentation.
- To conduct competitive/eligibility/qualifying Exams of the Government and other Examination Authorities 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	Dr. R.D. Thilaga	PRINCIPAL	
2	Mrs. V. Parvatha	CONTROLLER	Assistant Professor of Computer Application
3	Ms. J. Amala Pradeepa	Member	Assistant Professor of Maths
4	Mr. M. Rahman	Member	Assistant Professor of Business Administration
5	Mr. B. Karthick	Member	Assistant Professor of Commerce
6	Mr. S. Iyyappan	Member	Assistant Professor of Tamil
7	Mr. J. Jaison Jeba Oswalt	Member	Assistant Professor of English
8	Mr. K. Balasubramanian	Member	Office Assistant

PRINCIPAL



*M. J. J. J.*  
PRINCIPAL  
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## DON BOSCO PAST PUPILS (ALUMNI)

Rev. Dr. S. Victor Antonyraj

Dr. R.D. Thilaga

Rev. Dr. L. Alphonse Lazar

Dr. A. Ponmani: Coordinator

Mr. A. Arputharaj

Mr. G. Alex Michaelraj

All HODs

### 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.



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CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Rev. Dr. S. Victor Antonyraj	SECRETARY	
2	Dr. R.D. Thilaga	PRINCIPAL	
3	Rev. Dr. L. Alphonse Lazar	ADMINISTRATOR	
4	Dr. A. Ponmani:	Coordinator	Assistant Professor of Commerce
5	Mr. A. Arputharaj	Member	Assistant Professor of English
6	Mr. G. Alex Michaelraj	Member	Office Assistant

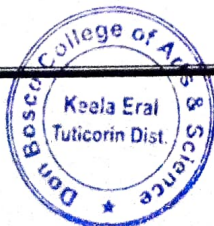
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**CANTEEN AND STORE**

Rev. Dr. L. Alphonse Lazer

Rev. Dr. M. Antonysamy

Mr. A. Martine



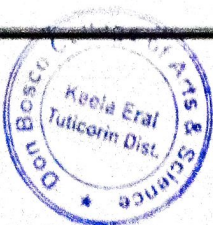
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## Roles and Responsibilities

- 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. Dr. L. Alphonse Lazer	Coordinator	Administrator
2	Rev. Dr. M. Antonyamy	Member	Assistant professor of Commerce
3	Mr. A. Martine	Member	

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## 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	R.D. THILAGA	Principal	
2	Rev. Fr. A. Peter Arockiaraj	Coordinator	



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3	Rev. Fr. S. Alexander suresh	Member	Assistant Professor of Computer Applications
4	Rev. Fr. Thomas Arockiasamy	Member	Assistant Professor of English
5	Dr. M. Prabhu	Member	Vice Principal
6	Mr. K. Ashok	Member	Physical Director

PRINCIPAL

### ANTI-RAGGING COMMITTEE

Dr. R.D. Thilaga

Rev. Fr. S. Alexander Suresh: Coordinator

Mr. K. Ashok

Vice Principals

#### 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.



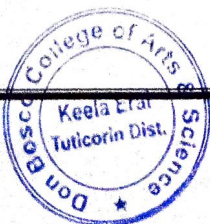
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- Any act of financial extortion or compelled spending imposed by students on a freshman or any other student.
- Any form of physical abuse, including all variations such as sexual abuse, homosexual assaults, stripping, requiring indecent or obscene behaviors, or endangering someone's health or safety.
- Any behavior that intentionally or unintentionally causes a freshman 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	R.D. THILAGA	Principal	
2	Rev. Fr. S. Alexander Suresh	Coordinator	Assistant Professor of Computer Applications
3	Dr. M. Prabhu	Member	Vice Principal
4	Mrs. Theivarathna	Member	Vice Principal
5	Dr. A. Anusiya	Member	Vice Principal
6	Mr. K. Ashok	Member	Physical Director

PRINCIPAL



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**AWARNESS AND AICUF  
COMPOSITION**

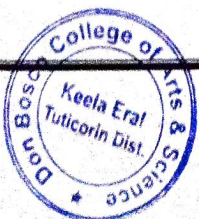
**COORDINATOR** : Rev.Dr.M.Antonyamy  
**Mr.S.Enigo** : Member  
**Ms.V.P.Sujitha** : Member

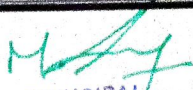
**Roles and Responsibilities**

- To inspire students to participate in university coursework, research, and extracurricular.
- 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 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	Rev.Dr.M.Antonyamy	Coordinator	
2	Mr.S.Enigo	Member	Assistant Professor of English



  
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3	Ms. V P Sujitha	Member	Assistant Professor of English
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**PRINCIPAL**

### **ADMISSION COMMITTEE**

Vice Principals

Dr. G. Tamilarasi

Ms. S. Masilla Mathi Arasi

Mr. S. Mohan Kumar

Mr. K. Ashok

Ms. A. Vijaya Mala

Ms. J. Micheal Mano Preethika

### **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.



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**CURRENT MEMBERS**

S.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr.M.Prabhu	Member	Vice Principal
2	Mrs.Theivarathna	Member	Vice Principal
3	Dr.A.Anusiya	Member	Vice Principal
4	Dr.G.Tamilarasi	Member	HoD of Tamil
5	Ms.S.Mashila MathiArasi	Member	HoD of English
6	Mr.S.Mohan Kumar	Member	Librarian
7	Mr.K.Ashok	Member	Physical Director
8	Ms.A.Vijaya Mala	Member	Assistant Professor of English
9	Ms.J.Micheal Mano Preethika	Member	Assistant Professor of English

PRINCIPAL

**FINE ARTS AND MEDIA CLUB  
COMPOSITION**

Dr. G. Tamilarasi: Coordinator

Dr. M. Sivasankari

Mrs. S. Theivarathina

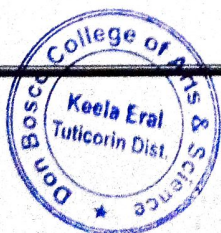
Mr. K. Ravieendhar

Ms. M. Nivetha

Mr. M. Maharaja

Mr. G. Alex Michaelraj

Ms. M. Keerthana



*M. S. Sivasankari*  
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### 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.G.Tamilarasi	Coordinator	HOD of Tamil
2	Dr.M.Sivasankari	Member	Assistant Professor of Computer Applications
3	Mrs.Theivarathina	Member	Vice Principal
4	Mr.K.Ravieendhar	Member	Assistant Professor of Tamil
5	Ms.M.Nivetha	Member	Assistant Professor of Business Administration
6	Mr.M.Maharaja	Member	Assistant Professor of Commerce
7	Mr.G.Alex Michealraj	Member	Office Assistant
8	Ms.M.Keerthana	Member	Assistant Professor of Computer Applications

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**LIBRARY ADVISORY COMMITTEE  
COMPOSITION**

**R.D. THILAGA**

**Mr. K. Mohan Kumar : Coordinator**

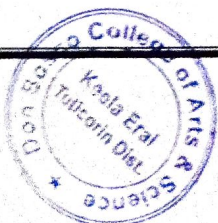
**Ms. V. P. Sujitha : Member**

**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.

<b>CURRENT MEMBERS</b>			
<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>
1	<b>Dr.R.D.Thilaga</b>	<b>PRINCIPAL</b>	
2	Mr.S.Mohan Kumar	Coordinator	Librarian
3	Dr.G.Tamilarasi	Member	HOD of Tamil
4	Ms.S.Mashila Mathi.Arasi	Member	HOD of English
5	Dr.M.Sivasankari	Member	HOD of Computer Application
6	Dr.M.Ponmani	Member	HOD of Commerce
7	Mrs.D.Kanmani	Member	HOD of Business Administration
8	Ms.V.P.Sujitha	Member	Assistant Professor of English

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## HOSTEL ADVISORY COMMITTEE COMPOSITION

Rev. Dr. S. Victor Antonyraj

Dr. R.D. Thilaga

Rev. Dr. M. Anthonyamy: Warden Boys Hostel

Bro. P. Ajith Bruno Nithin : Sub Warden Boys Hostel

Rev. Sr. A. Gracy Rani: Warden Girls Hostel

### ROLES AND RESPONSIBILITIES:

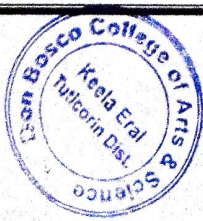
- Maintaining order in the mess and activities relating to the mess.
- Receiving student complaints, reporting them to the appropriate authorities, and having them handled.
- The committee will investigate any instances of a hostel's behavior rules being broken and take appropriate measures in coordination 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	Coordinator	Seceratry
2	Dr.R.D.Thilaga	Principal	
3	Rev.Dr.M.AntonySamy	Member	Warden Boys Hostel
4	Bro.P.Ajith Bruno Nithin	Member	Sub Warden Boys Hostel
5	Rev.Sr.A.Gracy Rani	Member	Warden Girls Hostrel

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## NATIONAL SERVICE SCHEME (NSS)

### COMPOSITION

Dr. M. Prabhu


Mr. S. Iyyappan

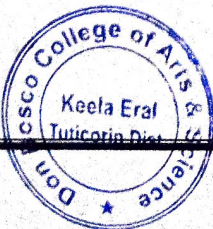
### Roles and Responsibilities:

- 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-visuials, 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	Coordinator	
2	Mr. S. Iyyappan	Member	Assistant Professor of Tamil

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## QUIZ CLUB

### COMPOSITION

Mrs.S.Theivarathana

Mr.K.Mahendran

Ms.Mashila Mathiarasi

### 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	Ms. S. Theivarathna	Coordinator	
2	Mr. K. Mahendran	Member	Assistant Professor of English
3	Ms. Mashila Mathiarasi	Member	Assistant Professor of English

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## ROAD SAFETY PATROL

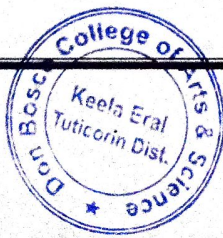
### Composition

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	Mrs. D.Kanmani	Coordinator	
2	Rev. Fr. A. Thomas Arockiasamy	Member	Assistant Professor of English
3	Ms. J. Amala Pradeepa	Member	Assistant Professor of English

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## 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.A.Arputharaj	Coordinator	
2	Mr.B.Karthick	Member	Assistant Professor of Commerce

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**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



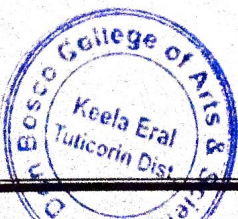


- To suggest students' scholarships based on certain criteria
- To evaluate applications in accordance with the suggested standards.
- To maintain written records of decisions and processes in files.
- Transparency when disclosing any conflicts of interest with prospective scholarship candidates.
- Recognizing 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.Vicor Antonyraj	Secerarty	
2	Dr.R.D.Thilaga	Principal	
3	Rev.Dr.M.Antonysamy	Coordinator	Assistant Professor of Commerce
4	Dr.M.Anusiya	Member	Vice Principal
5	Mr.S.MohanKumar	Member	Librarian
6	Mr.R.Sahayaraj	Member	Office Assisatnt
7	Mr.K.Ravieendhar	Member	Assistant Professor of Tamil
8	Mr.M.Rahaman	Member	Assistant Professor of Business Administration
9	Bro.P.Ajith Burno Nithin	Member	Sub Warden Boys Hostel

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## SPORTS ADVISORY COMMITTEE

### COMPOSITION

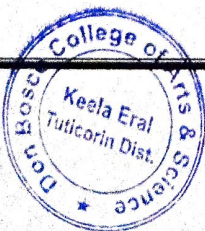
CONVENER : Dr.R.D.Thilaga  
Coordinator : Rev.Fr.S.Alexander Suresh  
Mr.K.Ashok  
Mr.A.arputharaj  
Ms.M.Nivetha  
Vice Principals

### 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	Dr.R.D.Thilaga	Principal	
2	Rev.Dr.S.Alexander Suresh	Coordinator	Assistant Professor of Commerce



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1	Dr. M. Prabhakar	Member	Vice Principal
2	Mr. Theerapattana	Member	Vice Principal
3	Dr. A. Anurupa	Member	Vice Principal
4	Mr. K. Achok	Member	Physical Director
5	Mr. A. Arputharam	Member	Assistant Professor of English
6	Ms. M. Nivedha	Member	Assistant Professor of Business Administration

**PRINCIPAL**

### **STAFF WELFARE COMMITTEE**

#### **COMPOSITION**

#### **CONVENERS**

**: SECERARTY**

**: 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
	Dr R D.Thilaga	Principal	
2	Rev.Fr.A.Peter Arockiasamy	Coordinator	Assistant Professor of Maths
3	Rev.Dr.Alphonse Lazer	Administrator	
4	Mrs.Theivarathna	Member	Vice Principal
5	Dr.A.Anusiya	Member	Vice Principal
6	Dr.M.Prabhu	Member	Vice Principal
6	Mr.A.Karppasamy	Member	Accountant

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**WEBSITE AND COLLEGE MAGAZINES 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.

M. S. Y



- 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	Rev.Dr.S.Alexander Suresh	Coordinator	Secretary
	Mr.S.Enigo	Member	Assistant Professor of English
2	Mr.A.Arputharaj	Member	Assistant Professor of English
3	Mr.F.Anto Sanjay	Member	Assistant Professor of Computer Application
4	Mr.G.Alex Micealraj	Member	Office Assistant

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### WOMEN'S CELL

#### COMPOSITION

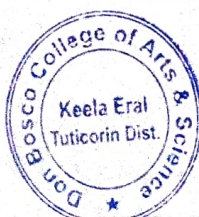
**COORDINATOR** : One of the Women Faculty Members

**Members** : Three Women Faculty Members

One Women office superintendent


#### Roles and Responsibilities

- To encourage networking among women who hold or aspire to hold leadership roles in education educational leadership;
- To support seminars that offer chances for skill development and competency in
- 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 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

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Mrs.D.Kanmani	Coordinator	Assistant Professor of Business Administration
2	Mrs.K.Ambika	Member	Assistant Professor of Maths
3	Ms.M.Nivetha	Member	Assistant Professor of Business Administration
3	Ms.V.P.Sujitha	Member	Assistant Professor of English
4	Ms.Kulanthai Therese	Member	Office Superintendent

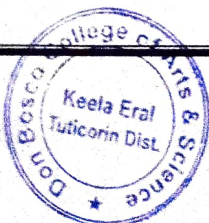
  
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### YOUTH RED CROSS COMPOSITION

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**

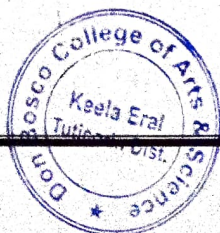
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Mrs.D.Ponmani	Coordinator	Assistant Professor of Commerce
2	Mr.Jaison Jeba Oswalt	Member	Assistant Professor of English
3	Dr.M.Mahesh kumar	Member	Assistant Professor of Tamil

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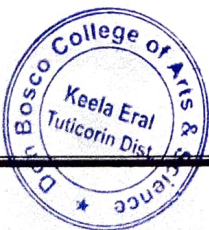



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# THE GENESIS AND GROWTH



  
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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1<sup>st</sup> Cycle)

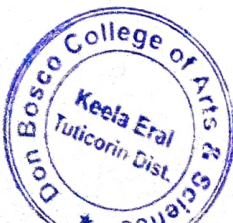
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KEELA ERAL, THOOTHUKUDI (DT) – 628 908

### GENESIS AND GROWTH

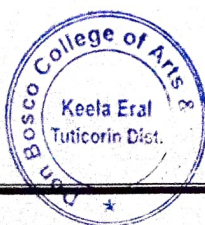
The College was inaugurated on 16th August 2013. Since its inception it serves for the upliftment of poor youth in the surroundings. It was started with 77 students in Block A and B. These blocks had 12 classrooms and one Auditorium, Library, Office, Canteen, Hostel and Sports Ground. We had four UG Courses (BCA, B. Sc(Mathematics), B.Com, BA(English) till 2013. In 2014 BBA and MA (English) courses were introduced and in 2017 BA(Tamil) and B. Com (Revised) courses were introduced. At present we have six UG Courses and One PG Programme. Over the years the college has registered gradual growth at all levels. In 2018 Block C was inaugurated. It has an Audio-visual Hall and an Auditorium. In 2021 air-conditioned conference hall was inaugurated

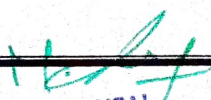
  
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# INSTITUTE VISION AND MISSION



  
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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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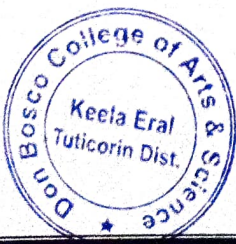
### INSTITUTE VISION AND MISSION

#### VISION

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

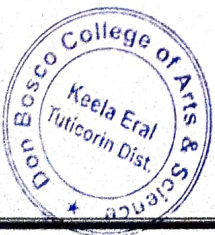
#### MISSION

- 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



  
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# QUALITY POLICY



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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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KEELA ERAL, THOOTHUKUDI (DT) - 628 908

### QUALITY POLICY:

- In Don Bosco College of Arts and Science, we strive towards:
- Making a significant contribution to nation-building.
- Ensuring excellence in all aspects of Academics.
- Instilling a strong value system to make them honest citizens and good human beings.
- Nurturing the holistic growth of our students.
- Mentoring the students for both personal and career growth.
- Enabling the students to actualize their potentials.
- Educating the students to be socially responsible as a moral obligation.

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# QUALITY OBJECTIVES



M.A.



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### OBJECTIVES:

- To groom intellectually competent, professionally efficient, socially responsible and morally upright persons through holistic and innovative educational system of Don Bosco.
- To ensure and support quality physical infrastructure for promoting effective academic interplay.
- To help students develop competence, commitment and compassion.
- To collaborate with institutions and execute subject based projects to develop rural India.
- To equip the students with employability skills.

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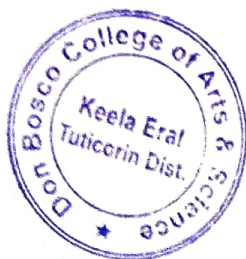
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# CORE VALUES



*M. J. J.*  
PRINCIPAL  
Don Bosco College of Arts & Science  
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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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### CORE VALUES:

- Inculcating human values and a sense of Patriotism..
- Upholding Human dignity.
- Creating value based education.
- Fostering Global Competencies.

  
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# PRINCIPLES AND MILESTONE



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Don Bosco College of Arts & Science  
KEELA ERAT





## DON BOSCO COLLEGE OF ARTS AND SCIENCE

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### PRINCIPLES AND MILESTONE

#### INTRODUCTION

#### 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 (DBHET)' and also the International Salesian Institutions for Higher Education (IUS).
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 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' inspiration, Catholic character and Salesian nature, aiming at the integral human growth of the young.
7. Although the first Salesian institute of Higher Education' 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.



  
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## SALESIAN STYLE

1. Don Bosco lived and handed on to the Salesians an original style of life and action: the Salesian spirit.
2. A special concern and priority are given to the youth especially the poorer 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."
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".

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1. 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

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

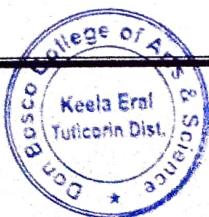
3. In this document the word Christian refers to Christian values like charity, peace, justice and equality

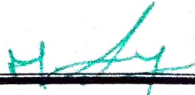
4. Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No.14

5. St Antony's College, Shillong, India. Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No.3 Article 10, Salesian Constitutions

6. Article 26

7. Article 38, 39



  
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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"

### SITUATION AND NEED ANALYSIS

1. One fifth (19.1%) of the total population of India" 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." 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."

5. In India, 14% of the youth are non-literate, lacking formal knowledge and skills for decent employment to earn their livelihood."

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".

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%".

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-



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TIRUPPUR DISTRICT  
TAMIL NADU



2018". 78% of all these are managed by the private sector and only 22% are run by the government".

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".

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".

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Regulations No. 13, Salesian Congregation.

"Salesian Youth Ministry Frame of Reference, 3" Edition, Rome, 2014, p.148-149.

Census of India (2011)

"Youth in India, Central Statistics Office, Ministry of Statistics and Programme implementation Govt.of India,2017,p.4

Fact sheet of UNESCO, No. 48, Feb. 2018.

Youth in India, Govt. of India, 2017

All India Statistics of Higher Education 2017-2018, MHRD-Govt. of India, New Delhi, 2018, p. II

"Ibid., pl.


"Ibid., p.

Ibid., T-47,

Ibid.

11. Tamil Nadu has 35 colleges per 100,000 of the population. The average enrolment per college is 919 students.



  
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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", 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".

## 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.

## 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".



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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.

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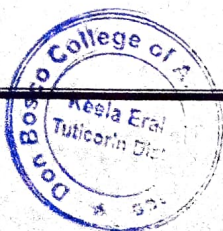
Ibid., T-4


Dewry, John (1944) [1916].

Democracy and Education. The Free Press. pp. 1-4.

Identity of Salesian Institutions for Higher Education (IUS), Rome, 2003, No. 12

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



  
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## DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1<sup>st</sup> Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

### 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.

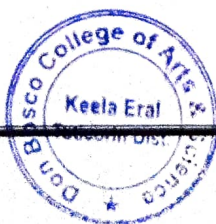
### Goal 1: to maintain unique Academic Excellence


#### Short-Term Goals:

- Implement regular assessments and feedback mechanisms to track student performance.
- Establish a mentoring system for students to foster academic growth.
- Develop specialized workshops or seminars focused on advanced learning techniques.
- Create a well-rounded curriculum that blends theoretical knowledge with practical skills.

#### Long-Term Goals:

- Build a reputation as a leading institution in academic excellence both nationally and internationally.
- Achieve continuous improvement in academic rankings and student success metrics.
- Establish partnerships with top universities and research organizations to foster academic exchange programs.
- Cultivate a tradition of high-achieving graduates who contribute significantly to their respective fields.



  
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## **Goal 2: To inculcate academic ethics**

### **Short-Term Goals:**

- Introduce academic integrity workshops that emphasize the importance of honesty, responsibility, and ethical behavior in studies.
- Create a code of conduct for students and faculty that clearly outlines expectations for academic integrity.
- Promote an environment that discourages plagiarism and unethical practices through educational initiatives.

### **Long-Term Goals:**

- Foster a culture where academic ethics are central to the institution's identity.
- Establish a sustainable system for detecting and preventing academic dishonesty.
- Develop alumni who advocate for ethical academic practices in their professional lives.

## **Goal 3: To equip the students with global competencies**

### **Short-Term Goals:**

- Introduce global perspectives into the curriculum through courses on international relations, intercultural communication, and global economics.
- Organize international exposure programs, including internships, study tours, and virtual exchange programs.
- Provide language learning opportunities and soft skill development to enhance global competencies.

### **Long-Term Goals:**

- Create a network of international partnerships with universities and organizations to facilitate student exchange and collaborative research.
- Ensure that graduates are well-equipped to succeed in diverse global environments, with high employability in international markets.
- Establish the institution as a hub for global learning and innovation.



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**Goal 4: To bring out the inner power and potential in youth and channelize them towards nation-building**

**Short-Term Goals:**

- Establish student leadership programs that encourage critical thinking, problem-solving, and social responsibility.
- Organize community service and outreach activities to instill a sense of responsibility towards nation-building.
- Create workshops and motivational sessions to help students discover their potential.

**Long-Term Goals:**

- Develop a generation of leaders who actively contribute to the social, economic, and political advancement of the nation.
- Create a network of alumni who are committed to nation-building through entrepreneurship, leadership, and social activism.
- Foster a long-lasting tradition of civic engagement within the institution.

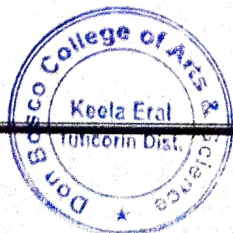
**Goal 5: To engage in relevant research activities**

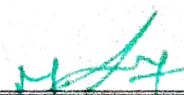
**Short-Term Goals:**

- Set up research workshops, conferences, and seminars that encourage student and faculty participation in cutting-edge research.
- Provide seed funding and support for student and faculty-led research projects.
- Establish interdisciplinary research groups focused on contemporary global challenges.

**Long-Term Goals:**

- Develop a reputation for producing high-impact, interdisciplinary research that addresses global and national issues.
- Publish research in top-tier journals and collaborate with renowned global researchers.
- Secure funding for large-scale, long-term research projects and create a research institute within the institution.



  
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## Goal 6: To promote community-oriented programs

### Short-Term Goals:

- Establish partnerships with local communities to identify areas of need and address social issues through volunteer work and development projects.
- Organize outreach programs where students actively engage with communities on education, health, and environmental sustainability.
- Host workshops, events, and talks that raise awareness of societal issues and encourage student involvement in community development.

### Long-Term Goals:

- Develop a sustainable model for community engagement that integrates students, faculty, and local organizations.
- Establish community-oriented initiatives that have a long-lasting impact on local and national development.
- Create a legacy of social responsibility within the student body that extends far beyond graduation.

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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.



  
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