



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

TABLE OF CONTENT

**6.2.2 STRATEGY DEVELOPMENT AND DEPLOYMENT
THE FUNCTIONING OF THE INSTITUTIONAL BODIES**

S.NO	STRATEGY DEVELOPMENT AND DEPLOYMENT
1	ORGANOGRAM
2	ROLES AND RESPONSIBILITIES
3	POLICIES
4	SERVICE AND CODE OF CONDUCT FOR STAFF AND STUDENTS, LEAVE RULES
5	CODE OF CONDUCT FOR STUDENTS, LEAVE RULES
6	STAFF APPOINTMENT
7	STANDARD OPERATING PROCEDURES



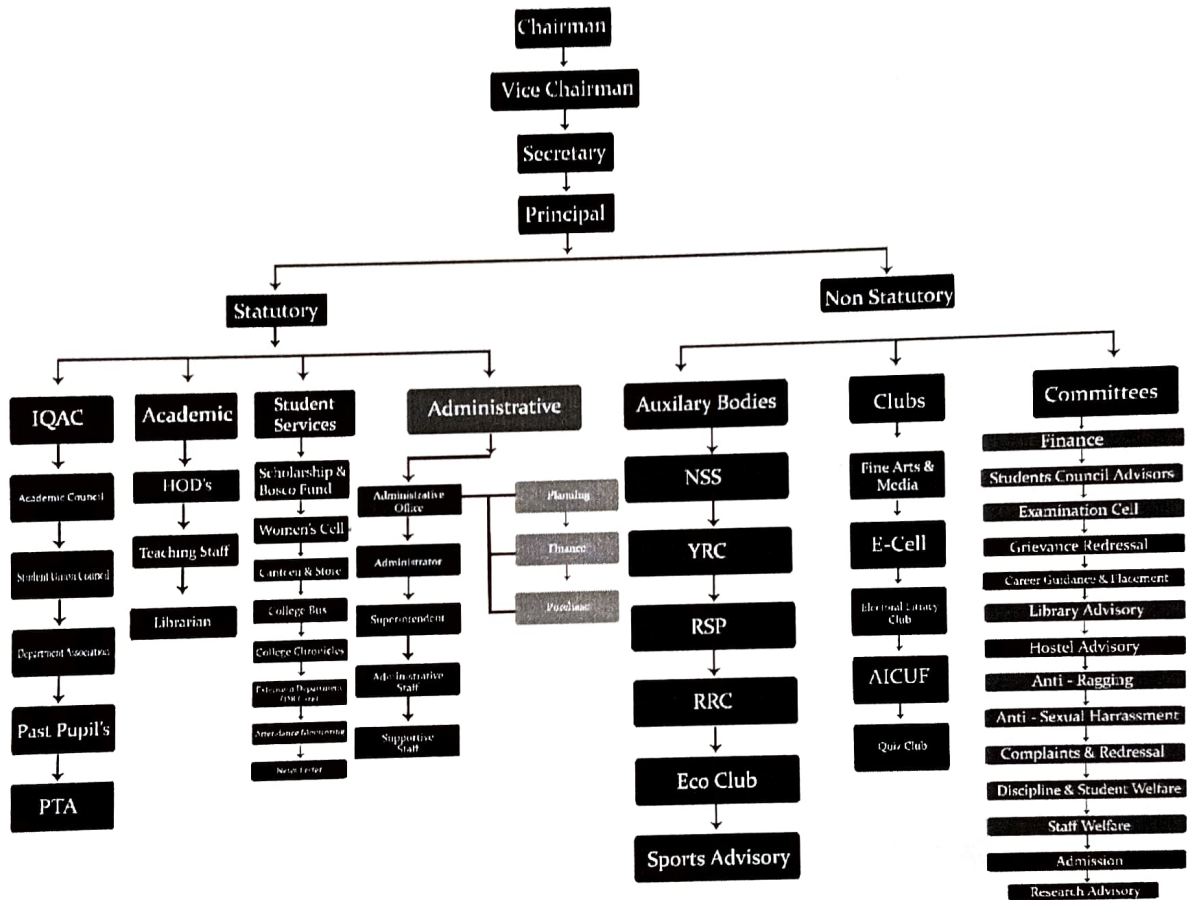
DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1st Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

ORGANOGRAM




 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL



DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1st Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

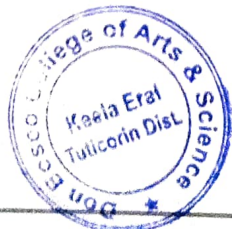
KEELA ERAL, THOOTHUKUDI (DT) – 628 908

ROLES AND RESPONSIBILITIES

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

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.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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.

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.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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 programmes 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.

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.

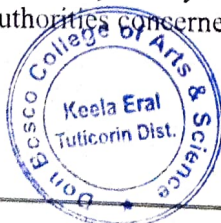
24. He recommends students for scholarship and other educational support.

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.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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.

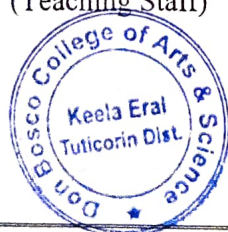
39. S/He meets the students individually and monitors the attendance of students in the Department College and calls the parents of defaulters.

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)

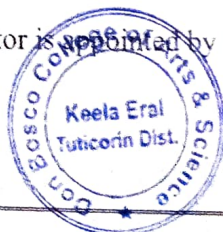



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

1. The teaching staff is appointed by the Secretary through an interview in consultation with the management council following the procedures laid by the Parent Body, UGC/AICTE
43. The appointment, dismissal, disciplinary actions and leave for the staff will be governed by the respective policies of each DBHEIT
44. S/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.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

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 order 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:

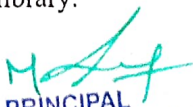
a. The placement of an order for required books and journals after consulting the HODs and Principal

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.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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.

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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	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

 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

DON BOSCO PAST PUPILS (ALUMNI)

Rev. Dr. S. Victor Antonyraj

Dr. R. D. Thibaga

Rev. Dr. T. Alphonsa Lazar

Dr. A. Ponnambal 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/events the alumni have organized.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Rev. Dr. S. Victor Antonyraj	SECERETARY	
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

PRINCIPAL

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

CANTEEN AND STORE

Rev.Dr.L.Alphonse Lazer

Rev.Dr.M.Antonymsamy

Mr.A.Martine

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.




M.A.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

- 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.Antonysamy	Member	Assistant professor of Commerce
3	Mr.A.Martine	Member	




 PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

DISCIPLINE AND STUDENT WELFARE COMMITTEE

Composition

Coordinator : Principal

Members : Vice-Principals
: Two Faculty Members
: Physical Director

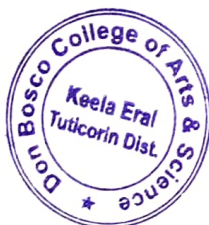
Roles and Responsibilities:


- 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.



M. S. J.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	R.D.THILAGA	Principal	
2	Rev.Fr.A.Peter Arockiaraj	Coordinator	
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

 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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.
- Any act of financial extortion or compelled spending imposed by students on a freshman or any other student.
- Any form of physical abuse, including all variations such as sexual abuse, homosexual assaults, stripping, requiring indecent or obscene behaviors, or endangering someone's health or safety.
- Any behavior that intentionally or unintentionally causes a freshmen or another student to feel uncomfortable, including verbal abuse, vicarious or sadistic thrills, emails, blogs, and public insults.

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	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
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

AWARENESS AND AICUF

COMPOSITION

COORDINATOR : Rev.Dr.M.Antonysamy

Mr.S.Enigo : Member

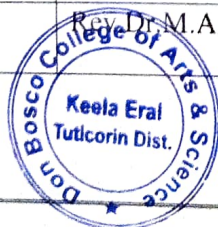
Ms.V.P.Sujitha : Member

Roles and Responsibilities

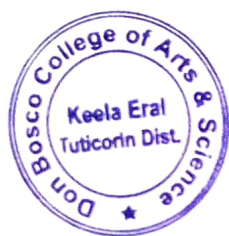
- To inspire students to participate in university coursework, research, and extracurricular.
- • To enable students to develop a critical knowledge and understanding of the Indian and global situation, to foster a deep and genuine concern for the oppressed and marginalized, and to effectively communicate 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.

M.A.

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Rev.Dr.M.Antonysamy	Coordinator	



2	Mr.S.Enigo	Member	Assistant Professor of English
3	Ms.V P Sujitha	Member	Assistant Professor of English



PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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.

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
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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

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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

- 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



M. S. J.
PRINCIPAL

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

HOSTEL ADVISORY COMMITTEE COMPOSITION

Rev. Dr. S. Victor Antonyraj

Dr. R.D. Thilaga

Rev. Dr. M. Anthonysamy: Warden Boys Hostel

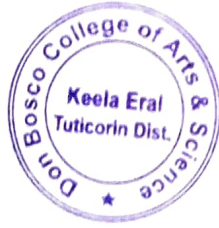
Bro. P. Ajith Bruno Nithin : Sub Warden Boys Hostel

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



PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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.

CURRENT MEMBERS

S.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr.R.D.Thilaga	PRINCIPAL	
2	Mr.S.Mohan Kumar	Coordinator	Librarian
3	Dr.G.Tamilarasi	Member	HOD of Tamil
4	Ms.S.Mashila MathiArasi	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




PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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-visuals, etc. are used to educate NSS volunteers on the fundamentals of NSS programs.
- To improve the students' democratic outlook and leadership skills.

CURRENT MEMBERS

S.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr.M.Prabhu	Coordinator	
2	Mr.S.Iyyappan	Member	Assistant Professor of Tamil




PRINCIPAL
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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



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.


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

- 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



PRINCIPAL

 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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




PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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	




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

3	Rev.Dr.M.Antonymsamy	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




PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL ,

SPORTS ADVISORY COMMITTEE

COMPOSITION

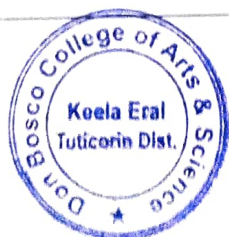
CONVENER : Dr.R.D.Thilaga
Coordinator : Rev.Fr.S.Alexander Suresh
 Mr.K.Ashok
 Mr.A.arputharaj
 Ms.M.Nivetha
Vice Principals


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
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
7	Mr.A.Arputharaj	Member	Assistant Professor of English
8	Ms.M.Nivetha	Member	Assistant Professor of Business Administration




PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

STAFF WELFARE COMMITTEE

COMPOSITION

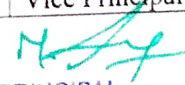
CONVENERS	: SECRETARY
	: PRINCIPAL
COORDINATOR	: ONE OF THE VICE PRINCIPALS
MEMBERS	: VICE PRINCIPAL
	ACCOUNTANT

Roles and Responsibilities

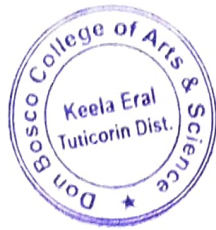
- Providing each employee a personal hearing to discuss their problems is how you handle staff grievances.
- Medical assistance includes giving sick employees assistance, administering first aid, and taking care of other CGHS-related tasks.
- Support for the family of employees - Assistance with college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

CURRENT MEMBERS			
S.NO	NAME	DESIGNATION	DEPARTMENT
1	Rev.Dr.S.Victor Antonyraj	Convener	Secretary
	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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

6	Dr.M.Prabhu	Member	Vice Principal
6	Mr.A.Karppasamy	Member	Accountant



M.A.S.
PRINCIPAL
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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.
- 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 Mr. S. Enigo	Coordinator Member	Secretary Assistant Professor of English
2	Mr. A. Arputharaj	Member	Assistant Professor of English
3	Mr. F. Anto Nanjay	Member	Assistant Professor of Computer Application
4	Mr. G. Alex Micalraj	Member	Office Assistant



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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



PRINCIPAL

 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

YOUTH RED CROSS

COMPOSITION

Program Officer : One of the Faculty Members

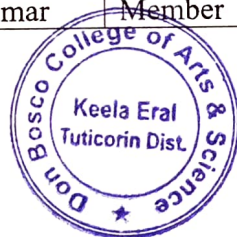
Members : Two Faculty Members

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



PRINCIPAL
 PRINCIPAL
 Don Bosco College of Arts & Science
 KEELA ERAL

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.

**CODE OF CONDUCT FOR THE
STAFF**



DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1st Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

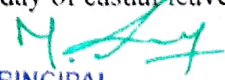
CODE OF CONDUCT FOR THE STAFF

1. The Code of Conduct is revised annually and it is presented to Faculty members of the beginning of every academic year.
2. The various aspects of the Code of Conduct shall be clearly made known to every member of the staff.
3. All rules given below are subject to addition, modification or alteration by the College Management as it deems fit and expedient.

ATTENDANCE

1. All categories of staff will sign the attendance register kept in the Principal's office each day as soon as their entry of the college and before 9.25 a.m. The Attendance Register being the official record will be the primary source of reference for all benefits.
2. Any error in these entries must be brought to the notice of the Principal by the concerned staff within the month. No claim can be entertained later.
3. All are expected to be punctual for duty and habitual late-comers are liable to disciplinary action.
4. Anyone who arrives after 9.25 a.m., should sign in the Late register. After the request and grant of permission they shall be allowed to sign in the regular attendance register.
5. Three late arrivals or early departures in a month will be considered as one day of casual leave.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

1.2. Absence from Place of Work

1. During the hours of work (except for the lunch break) all are expected to be in their respective places of work i.e., the respective department of the staff.

2. Frequent absence from place of work, or being outside the College premises during hours of work may call for disciplinary action. "Frequent" here shall mean more than three instances.

3. The College shall also maintain proper registers as per college rules: Service Book, Daily Record of Work Book containing daily lesson plans as per the Unitization of the Syllabus worked out by the respective Heads of Departments.

1.3. Leave in General

1. Legitimate absence from duty is leave. Leave cannot be claimed as a right.

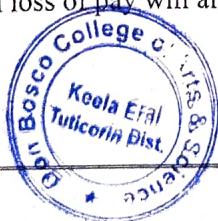
2. Unauthorized absence for a continuous period of 7 days shall result in the termination of the service of the staff.

3. When the exigencies in the interest of the institution so require. Be Management reserves the discretion to refuse/revoke the leave granted to a staff

4. The staff shall in general, take the prior sanction/Approval permission of the Principal Reavailing the casual leave. 5. Absence without legitimate reasons will be considered seriously and shall result of pay for such period.

6. Leave on loss of pay is only an adjustment made by the management in order set right the disorder. It is not a right that can be claimed by the staff.

7. Leave on loss of pay will always be for a whole day.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

8. List of public holidays and the local holidays announced by the Government will be granted If college curriculum requires, it may also be compensated with other holidays

9. The staff shall not absent themselves on those days when common programs of the college or department are scheduled.

CASUAL LEAVE

1. Casual leave is a concession to enable members of the staff in special circumstances to be absent from duty for short periods.

2. An employee shall be eligible for twelve days of casual leave with pay in an academic year, provided she can be spared without any detriment to the regular work.

3. Grant of casual leave shall be limited to two days at a time and it can only be prefixed or suffixed with all other types of holidays/leaves. If violated, then all the days would be counted as days of leave without pay.

4. Casual leave shall not be sanctioned with retrospective effect ordinarily. (te, Requesting for leave taken earlier to be marked as casual leave)

5. When a staff member has no casual leave to his/her credit, applied for a day ce two in advance, s/he may be granted leave on loss of pay, only when she is not eligible for any other leave.

6. The casual leave is applied to the Principal through proper channel, after having made the necessary internal arrangement with staff from the same or other departments, to engage the students.



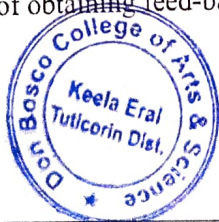

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

ON-DUTY LEAVE

1. Any activity of the staff that brings recognition and credit to the college may be considered for grant of leave on duty.
2. On-duty leave may be granted for one or more of the following purposes
 - a. To attend academic workshops/symposium of National/International level
 - b. To present a research paper in a conference/ symposium of National International level
 - c. To deliver academic lecture in recognized higher education institute
1. The management council forms the IQAC and seeks the approval of the College Governing Body 2. The principal of College will be the chairperson of the IQAC
3. The management council appoints the coordinator and provides an IQAC office
4. Representatives from the academic council, management council, support services cor alumni unit shall be the minimum required members of IQAC
5. External experts shall be included.

DUTIES OF IQAC

1. IQAC develops and applies the quality parameters in all academic and administrative activities
2. It assures learner-centred participatory teaching
3. It ensures the possibility of obtaining feed-back from students, parents and stakeholders




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

4. It documents programmes and activities related to quality improvement.

5. It conducts intra and inter institutional seminars and workshops on quality themes.

6. It ensures the possibility for Research and Publication of articles in different Disciplines presents in the College.

7. It works towards accreditation and standardization of College.

8. It obtains and maintains quality standardizations such as NBA (National Board of Accreditation, AICTE (All India Council for Technical Education), NAAC (National Assessment and Accreditation Council), NIRF (National Institute Ranking Framework).

9. It prepares the Annual Quality Assurance Report (AQAR)

GENERAL DISCIPLINE

1. Every Staff shall discharge his/her duties efficiently and diligendorfe rules and regulations.

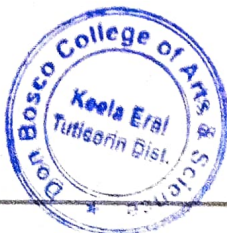
2. No staff shall engage directly or indirectly in any trade or business.


3. The Staff shall conduct themselves with discipline within the campo interaction with peers, students and parents and strive to be model is for students emulate.

4. The staff shall not, under any circumstance for/ any reason receive gifts of any kind from students/parents etc.

5. The Teaching Staff shall not arrange/hold/provide private tuition for theme of College either at their residence or any other place. Any deviation rule shall result in disciplinary action.

6. The staff shall maintain a healthy and friendly relationship with fellow staff and other co-workers.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

7. The Staff shall not under any circumstances use their mobile phone in the class

8. The staff shall not engage in any conversation on politics, political affiliation the class or outside. The staff shall not comment upon political particles connection with the approved syllabus.

9. Even though a teaching staff is generally expected to handle only his /her allotted hours class, in case of any emergency/exigency, the staff shall fill in/handle classes in come of their allotted classes

10. Request for certificate of experience etc. shall be addressed only to the Stary alone shall be the competent authority to issue much certificates

11. Prior permission of the College Management shall be obtained before accepting my honorary work that may not be detrimental to his/her duties as a staff

12. If a staff gets involved in any criminal proceedings, he/she shall inform the Management of such proceedings immediately and in any case, within a period of 3 days


13. The Staff Room may be considered a place of relaxation, but certainly not a place fe recreation. It would be an insult to the dignity of the person and the place to descend to the level of treating it as a place for idle gossip.

14. The whole time of a staff, within the institution shall be at the disposal of the management and he/she shall serve it in such capacity and position as he may be directed from time to time. 15. No staff shall resort to or abet any form of strike in connection with any matter pertaining

to his/her service or the service of others under the management 16. No teacher shall leave the premises during the Class hours without the prior permission of the Principal.

17. Staff shall communicate to each other, and with students only in English.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

18. No staff shall collect money from the students or staff for whatsoever reason without the prior knowledge and approval of the Principal/Management.

19. Staff members may arrange for meeting of any kind only with the prior permission from the Principal/ Management.

ACADEMIC MATTER

1. Every staff shall abide by the instructions given by the Principal.

2. The curriculum given by the University shall be followed.

3. No private tuition shall be undertaken without the prior written permission of the Principal.

4. All staff shall submit the "Lesson Plans" to the Principal on the first day of the week, while the Year Plan shall be submitted to the Principal at the beginning of the Academic Year

5. Regular class work as well as the home work shall be followed up and corrected by the concerned staff.

6. Established procedures of preparing question papers/ conducting examinations/ evaluation of answer scripts/ submission of marks shall be adhered to strictly.

7. Substitution work is part of the regular work of every teacher. It will be considered a dereliction of duty if a teacher fails to report to the class for substitution work and do justice to the work if and when he/she is appointed as a substitute.

8. Any adjustments of free periods during emergency may be done only with the permission of the Head of the Department.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

9. The Staff shall maintain the confidentiality of any and all information/data/documents etc which the staff has knowledge of or may come in their possession through their service with the College. The staff shall not make copies of/disseminate or in any other manner circulate such confidential information data documents etc.

DISCIPLINARY MATTERS

1. All the teachers/staff members shall shide by the rules and rel College Management.
2. All complaints and Disciplinary Action shall be reported first to the Secretary
3. The Secretary shall, upon receipt of a complaint or may two moto and for that purpose, set up a committee consisting of himself (Rector & Secretary

Principal and Vice Principals and one or more HoDs 4. The Committee shall conduct the enquiry and submit its report along with recommendations

in the matter, including punishment, if any. 5. Any action against the staff member shall be done only if found guilty after the enquiry. following the due procedure of law.

1.10. Termination - Removal - Dismissal

1. A confirmed staff can be relieved from duty/service by giving three months' notice or three-month salary on either side. The probationary staff by giving one-month notice or on month salary on either side.

2. When the management observes that a staff needs to be either removed or dismissed on disciplinary grounds or mis-conduct/mis-behaviour / unsuitability for continuance in service, the management removes / dismisses him/her after calling upon the delinquent employee to that course of allegations/charges and in cases where conduct of an enquiry is necessary to prove the allegation / charges and or thereby provide her him to fair opportunity to defend herself/himself



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

3. In cases where the public interest or the interest of the institution is at risk or endangered the management has the right to place the delinquent employee under suspension for a period of 15 days pending disciplinary proceedings and pay her him a maintenance allowance at the rate of 50% of her his basic salary during such period.

4. At any point of time, the College management has the authority to review (the appointment made to the teaching and non-teaching staff members) and terminate them from service following proper procedures.

GRIEVANCES

1. A grievance is a genuine complaint an employee may have against the institution with regard to the work or benefits due to him/her.

2. A grievance is to be presented in writing to the Secretary who may take the appropriate action or forward it to the College Governing Body who will recommend the action to be taken.

3. If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the President and his council.

DRESS CODE

1. Teachers should dress with decorum, upholding the dignity of their vocation

2. During working hours non-teaching/support staff shall wear uniforms if recommended by the institution. They should be clean, properly maintained and well worn.

3. All the staff must wear the ID card while in the college premises.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

**CODE OF CONDUCT FOR
STUDENTS**



DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1st Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

GENERAL RULES AND REGULATIONS

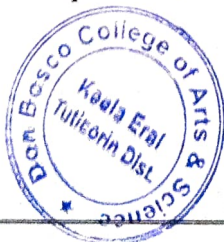
COLLEGE SCHEDULE

TIMING	PERIOD
9.30AM-10.25AM	I
10.25AM-11.15AM	II
11.15AM -11.25AM BREAK	
11.25AM -12.15PM	III
12.15PM - 01.05PM	IV
01.05PM – 01.40 PM LUNCH	
01.40PM – 2.30PM	V

GENERAL CODE OF CONDUCT FOR STUDENTS

Code of Conduct is drawn up to ensure proper and smooth functioning of the institution, and to preserve the goodwill and reputation of the college.

1. All students, whether inside or outside the classroom, shall stand in silence during the Prayer. They should not be found talking or walking when the College Prayer is on.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HODs.
4. Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found

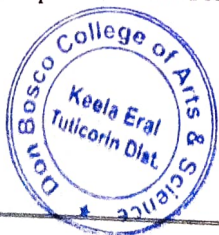


PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL

unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the college campus.

5. While moving from one class to another, strict silence must be observed.
 6. Whenever students are free, they are expected to go to the Library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
 7. While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
- B. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
9. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
 10. Possession of cell phones inside the examination hall is strictly banned. Bringing and keeping cell phones, Fash and other valuables in their bags at the time of University examinations will be at students' own risk. College authorities cannot help in cases of theft and Consequent loss. Students are advised not to bring cell phones and other valuables at the time of University examinations.
 11. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
 12. Students shall not involve in any form of ragging inside or outside the College campus.
 13. The Institution does not take donations /capitation fees for admissions. All instances of demand for donations must be reported to the Principal.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

14. Students should remit course fees in time. Students who do not remit the fees even after the last date of payment of fees with fine Rs.100.

15. Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.

16. Students should not make any payments to anybody without the knowledge and consent of the HOD / Principal.

17. Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the HOD /Principal.

18. No student shall enter the College Office except on business and at the stipulated time.


19. Students are expected to hand over to the College Office any property found in any place inside the campus.

20. Great care must be taken in handling equipment / apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.

. Every student should possess Identity Card with his / her photo affixed on it duly attested by the Principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting business in the bank, college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gate.

22. A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell (as mentioned in this Hand Book) for getting their grievances addressed.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING AND ADMINISTRATIVE STAFF IN THE COLLEGE

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. They shall be strictly honest and impartial in their official dealings.
2. Every teaching and Non-Teaching staffs shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence Their academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practical's and assessment / examination / valuation work assigned to them by the College / University authorities.
4. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra- curricular work related to the College / University as may be assigned to them by the University authorities
5. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. They shall also discourage such tendencies among their colleagues and students.
6. Every teacher shall help the College authorities in enforcing and maintaining discipline among students
7. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, dissertations, thesis, etc.. He should not indulge in over-making, under making or other attempts at victimization on any ground.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

8. No teacher shall resort to unauthorized use of College resources or facilities for personal, commercial, political or other purpose not related to the College.

9. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of their duties.

10. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

11. No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall be in any manner force their subordinates or students against their will for the canvassing of his election.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

STAFF APPOINTMENT



Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./05/28.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.


Dear Ms. J. Micheal Mano Preethika

Based on your job request letter dated **29.05.2023** and your performance in the subsequent staff selection interview conducted on **26.06.2023** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **01.07.2023** without fail, with all the original certificates.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL


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 • 94420 44320 ✉ secretary@dbcas.edu.in 🌐 https://dbcas.edu.in

Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./03/08.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Ms. A. Vijayamala

Based on your job request letter dated 29.05.2023 and your performance in the subsequent staff selection interview conducted on 12.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

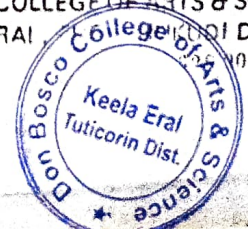
- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 16.06.2023 without fail, with all the original certificates.



A. Vijayamala

M. S. J.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

M. S. J.
Secretary,
SECRETARY
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, TUTHUKUDI DT.
TAMIL NADU





Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref. No./DBCAS/S/2023-24/Col/Staff/Apt./05/01.09.2023

Letter of Appointment

To

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment as an Office Assistant at DBCAS, Keela Eral – Reg.

Dear Mrs. K. FEMILADEVI,

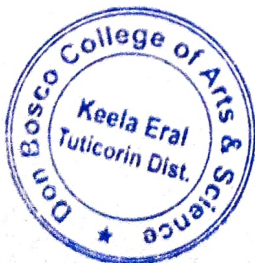
Based on your job request letter dated **29.08.2023** and your performance in the subsequent staff selection interview conducted on **01.09.2023** and the recommendation of the Staff Selection Committee and the College Management Committee, I appoint you as an Office Assistant in the College on probation for the academic year 2023- 2024, subject to the following conditions:

- 1 Your qualification being approved in accordance with the norms laid down by the Manonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **04.09.2023** without fail, with all the original certificates.



K. Femiladevi
3/10/23

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



[Signature]
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



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

Rev.Fr. Dr. S. VICTOR ANTONYRAJ, Ph.D.,
Secretary,

23.05.2023.

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 23rd May 2023.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof.Fr. George Chinnapparaj is appointed as Assistant Professor in the Department of Environmental Science and Value Based Education on Temporary basis with effect from 01.06.2023 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.


SECRETARY

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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Secretary
DON BOSCO COLLEGE OF ARTS & SCIENCE
(Affiliated to Manonmaniam Sundaranar University - Tirunelveli)
(Self Financing Institution: Co - Education)
Keela Eral, Thoothukudi Dist., Pin: 628 908, Ph: 04632- 271558, 271 448, 96294 51280
Email: dbcasmbu@gmail.com

பணி நியமனக்கடிதம்

பெருந்

5/5/2013

திருச்சேராஜா.
த/பெ அம்பரோஸ்.
புது காலனி தெரு
கீழ் ஏரல்.
தூத்துக்குடி-628908.

அன்புடையீ.

பெருந்: துப்புரவு தொழிலாளராக பணி நியமனம் செய்வது தொடர்பாக.

தங்களை எங்களது நிறுவனத்திலுள்ள துப்புரவு தொழிலாளராக பணி நியமனம் செய்வதில் நாங்கள் பெருமிதம் கொள்கிறோம். ஆதலால் இந்த நியமனக்கடிதம் பெற்றுக்கொண்ட நான்லிருந்து மூன்று நாட்களுக்குள் (வேலை நாட்கள்) தங்களுடைய கடிமைகளை நீங்கள் முழு ரூபாட்டில் துவங்குதல் வேண்டும்.

1. சம்பளம் மற்றும் இதர சலுகைகள்:

உங்களுக்கு மாத ஊதியமாக அனைத்து சலுகைகளையும் சேர்த்து Rs.4756- வழங்கப்படும்.

2. பணி நியமன நிபந்தனை:

நாங்கள் ஓரண்டு தற்காலிக பணியாளராக அமர்த்தப்படுகிறீர்கள். தங்களுடைய திறமை மற்றும் நன்றத்ததை இந்த ஓரண்டு காலத்தில் ஆய்வு செய்யப்படும். இக்காலத்தில் நீங்கள் தகுதியற்றவர்களாக அடையாளம் காணப்படின் தங்கள் பணியிலிருந்து எந்தவித முன்னறிவிப்பின்மீது நீக்கப்படுவீர்கள். அதுபோல் நீங்கள் வீகும்பினால் எந்தவித அறிவிப்பின்மீது உங்களுடைய வேலையிலிருந்து நீங்கிக் கொள்ளலாம். எனினும் பணி நியமன ஒப்பந்த காலத்தை புதுப்பிக்க நிர்வாகத்தினருக்கு முழு உரிமை உண்டு.

3. விடுமுறை:

1. திட்டமிடப்படாத விடுமுறை அல்லது தற்காலிக விடுமுறை மாதத்திற்கு ஒருநாள் தற்காலிக விடுமுறை எடுத்துக் கொள்ளலாம் அல்லது ஆண்டிற்கு 12 நாட்கள். அவ்வாறு இதனை பயன்படுத்தாத பட்சத்தில் அதனைத் தொடர்ந்து வரும் மாதத்தில் பயன்படுத்திக்கொள்ளலாம். ஆனால் நீங்கள் விடுப்பு எடுப்பதற்கு முன்னதாக இல்லத்தந்தை / பெருளாளர் தந்தையிடம் விடுமுறை விண்ணப்பம் சமர்ப்பிக்க வேண்டும்.
2. மேலும் கூடுதல் விடுமுறையாக வருடத்திற்கு 15 நாட்கள் கிறிஸ்துமஸ் மற்றும் கோடைகாலங்களில் நிர்வாகத்தினரால் வழங்கப்படும்.
3. தங்களுக்கு நிர்ணயிக்கப்பட்டிருக்கும் விடுமுறை காலத்தைவிட அதிகமாக விடுமுறை எடுப்பின் அல்லது தொன்போஸ்கோ நிறுவனத்தின் ஒழுங்கு விதிமுறைகளுக்குக் கேடு விளைவிப்பின் "பணி கை விடுதல்" என்பதன் அடிப்படையில் தங்களுடைய நியமன ஒப்பந்தம் ரத்து செய்யப்படுவதோடு வேலையிலிருந்து பணிநீக்கம் செய்யப்படுவீர்கள்.

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Secretary
DON BOSCO COLLEGE OF ARTS & SCIENCE
(Affiliated to Manonmaniam Sundaranar University - Tirunelveli)

(Self Financing Institution: Co - Education)
Keela Eral, Thoothukudi Dist., Pin : 628 908, Ph: 04632- 271858, 271 448, 98294 51290
Email:dbcasmbu@gmail.com

4. வேலை பற்றிய விளக்கம்:

அலுவலக நாட்களில் வேலைக்கு காலம் தவறாமல் வருகை தந்து, நிறுவனத்தை தாய்மையாக வைத்து கொள்வது. பொருளாளர் தந்தையின் வழிகாட்டுதலின் படி தங்களுக்குக் கொடுக்கப்படும் பொறுப்புகளை சிறந்த முறையில் செய்வதோடு, நிறுவனத்தின் வளர்ச்சியில் அக்கறை கொண்டு செயல்படுவது. தங்களது வேலை நேரத்தில் கவனக்குறைவால் ஏற்படும் பொருட்சேதங்களுக்கு நீங்களே பொறுப்பு.


5. கடமைகள்:

- தாங்கள் கடைபிடிக்க வேண்டிய கடமைகள்
1. தங்களுக்கு அளிக்கப்படும் செயல்பாடுகளை திறம்பட செய்வது. மாதத்திற்கு ஒருமுறை பொருளாளர் தந்தையிடம் தங்களுடைய மாத செயல்பாடுகளை அறிக்கையாக சமர்ப்பிப்பது.
 2. நிறுவனத்தின் முழு வளர்ச்சிக்கு தங்களுடைய முழு நேரங்களையும், கவனத்தையும் அர்ப்பணிப்பது.
 3. தங்களிடம் ஒப்படைக்கப்படும் கடமைகள் மற்றும் பணிகளை நம்பிக்கையோடும், தளராத உழைப்போடும், ஊக்கத்தோடும் திறம்பட செயல்படுத்துவது.
 4. பொறுப்பாளர் தந்தையின் அனுமதியின்றி வெளி நபரிடமிருந்து ஊக்கத் தொகை மற்றும் பிற ஆதாயங்களை பெறாமலிருப்பது.

6. இறுதி நிலை:

நீங்கள் பணியிலிருந்து விலக விரும்பினால், ஒரு மாதத்திற்கு முன்னதாக நிர்வாகத்திற்கு தெரிவிக்க வேண்டும்.

Amaladas
தந்தை. அமலதாஸ்
இல்லத்தந்தை

தங்களின் உண்மையுள்ள,

(தந்தை. அமல ஜெயராயன் Sdb)
பொருளாளர் தந்தை

M. S. J.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



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



01.06.2017

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2017.

APPOINTMENT ORDER

Subject: Appointment of Electrician at DBCAS, Keela Eral – Reg.

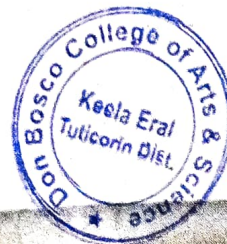
Mr.J. Paul Dhinakaran is appointed as Electrician on Temporary basis with effect from 01.06.2017 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

Fr. Amaladas . sub

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

M.A.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





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 • 94420 44320 ✉ secretary@dbcas.edu.in 🌐 <https://dbcas.edu.in>

Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

09th January 2023

Proceedings of the Secretary, Don Bosco College of Arts and Science, Keela Eral, dated 07th January 2023.

APPOINTMENT ORDER

Subject: Appointment of Principal for DBCAS, Keela Eral - Reg.

Dr. R.D. Thilaga M.Sc., M.Ed., M.Phil., Ph.D., is appointed as **Principal** of Don Bosco College of Arts and Science, Keela Eral, for a term of three years from January 2023.

The code of contract laid down by the management is binding on the employee.



M.A.A.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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



Rev. Fr. Amala Doss M.Com., M.S.W., M.A (Theo)
Secretary

31.05.2016

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 31st May 2016.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Mrs. S.TheivaRathina is appointed as Assistant Professor in the Department of Tamil on Temporary basis with effect from 01.06.2016 at this college under self-supporting basis. She will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

Fr. Amala Doss
Secretary 31/05/2016.

Secretary

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

Accepted
Dr. O/N 2
31/05/16

DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Keela Eral, Thoothukudi Dist, Pin: 628 908

Phone : 04632 - 271448, 271558 & Mobile: 98942 69919

Email: dbcasmsu@gmail.com

Website: www.dbcas.com



Don Bosco College of Arts and Science

Keela Eral, Thoothukudi Dt. Tamilnadu - 628 908
Phone: 0462-240268, 0462-244720, Keela Eral Thoothukudi Dt. Tamilnadu - 628 908

Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./01/01.06.2023

Letter of Appointment

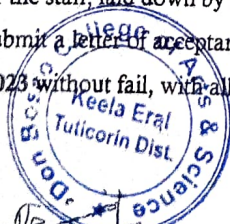
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Mr. S. Iyyappan

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **Tamil** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



Don Bosco College of Arts and Science

Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref. No./DBCAS/S/2023-24/Col/Staff/Apt./04/13.06.2023

Letter of Appointment

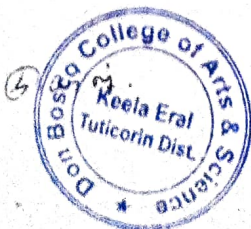
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

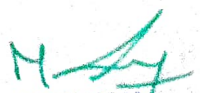
Dear Mr. M. Maheshkumar,

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 19.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Tamil on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 26.06.2023 without fail, with all the original certificates.



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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

SECRETARY

Rev. Fr. D. S. Victor Antony Raj

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./07/27.12.2023

Letter of Appointment

To

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Ms. P.Joesruthi

Based on your job request letter dated 30.11.2023 and your performance in the subsequent staff selection interview conducted on 08.12.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Business Administration on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Manonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 02.01.2024 without fail, with all the original certificates.



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL
20/11/2024

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





DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271558; Mobile: 96294 51280

Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

RECTOR & SECRETARY

06th August 2021

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral, dated 06th August 2021.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof. S.Masilla Mathi Arasi, M.A., M.Phil., is appointed as Assistant Professor in the Department of English on Temporary basis with effect from 12.08.2021 at this college under self-supporting basis. She will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

SECRETARY

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, Thoathukudi Dist.

Tamilnadu, India-628 908.

KEELA ERAL
Don Bosco College of Arts & Science
PRINCIPAL





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 02886 ✉ principal@dbcas.edu.in 🌐 https://dbcas.edu.in

SECRETARY

Rev. Fr. D. S. Victor Antony Raj

Ref. No./DBCAS/ S/2023-24/Col/Staff/Apt./07/27.12.2023

Letter of Appointment

To

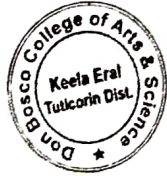
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Mrs. M.G. Thibursius

Based on your job request letter dated 30.11.2023 and your performance in the subsequent staff selection interview conducted on 08.12.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 Your qualification being approved in accordance with the norms laid down by the Manonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **02.01.2024** without fail, with all the original certificates.



[Handwritten signature]

[Handwritten signature]
SECRETARY
DON BOSCO COLLEGE OF ARTS & SCI
KEELA ERAL, THOOTHUKUDI DT.
TAMIL NADU, INDIA - 628 908

[Handwritten signature]
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Dr. F. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref. No./DBCAS/S/2022-23/Col/Staff/Apt./06/27.07.2022

Letter of Appointment

To

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Prof. K.MAHENDRAN,

Based on your job request letter dated 27.07.2022 and your performance in the subsequent staff selection interview conducted on 29.07.2022 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **ENGLISH** on probation for the academic year 2022 - 2023 only, subject to the following conditions:

1. Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
2. You will submit a letter of acceptance of this appointment letter and report for duty on 01.08.2022 without fail, with all the original certificates.

(Signature)

SECRETARY
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, ETTAPURAM TK,
THOOTHUKUDI, DIST. 628 908

(Signature)
PRINCIPAL
Don Bosco College of Arts & Science
KEE





Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Mr. A. Arputharaj

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

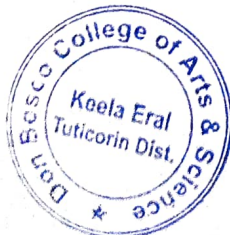
- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



Arputharaj

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

Principal
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Ms. V. P. Sujeetha,

Based on your job request letter dated **25.05.2023** and your performance in the subsequent staff selection interview conducted on **04.06.2023** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **12.06.2023** without fail, with all the original certificates.



V. P. Sujeetha

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

PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL




Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./02/01.06.2023



Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.


Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Mr. J. Jaison Jeba Oswalt,

Based on your job request letter dated **25.05.2023** and your performance in the subsequent staff selection interview conducted on **04.06.2023** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **English** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the ^A_nnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **12.06.2023** without fail, with all the original certificates.




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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

01st June 2020

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2020.

APPOINTMENT ORDER

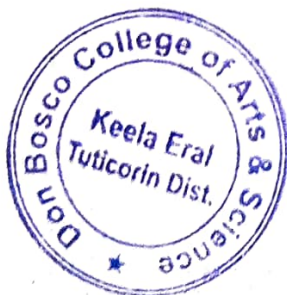
Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof.A.Anusuya is appointed as Assistant Professor in the Department of Mathematics on Temporary basis with effect from 01.06.2020 at this college under self-supporting basis. She will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.



SECRETARY
DON BOSCO COLLEGE OF ARTS & SCI
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 902




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

27.07.2021

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral.
Dated 27th July 2021.


APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof. K. Ambika is appointed as Assistant Professor in the Department of Mathematics on Temporary basis with effect from 02.08.2021 at this college under self-supporting basis. She will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL


SECRETARY
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-626 908.

K. Ambika
3/8/21





Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref. No./DBCAS/ S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

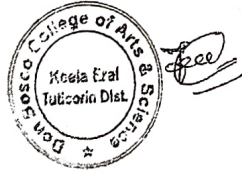
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

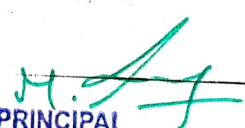
Dear Ms. J. Amala Pradeepa

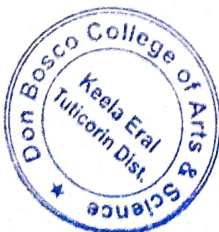
Based on your job request letter dated **25.05.2023** and your performance in the subsequent staff selection interview conducted on **04.06.2023** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **Mathematics** on probation for

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time. the academic year 2023 - 2024 only, subject to the following conditions:
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **12.06.2023** without fail, with all the original certificates.



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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



31.05.2014

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 31st May 2014.

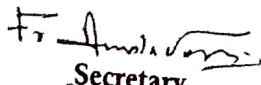
APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Mrs. V. Parvatha is appointed as Assistant Professor in the Department of Computer Science on Temporary basis with effect from 02.06.2014 at this college under self-supporting basis. She will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

Accepted
V. Parvatha
31/5/14


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



DON BOSCO COLLEGE


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

18.05.2015

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 18th April 2015.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Ms. M.Sivasankari is appointed as Assistant Professor in the Department of Computer Science on Temporary basis with effect from 01.06.2015 at this college under self-supporting basis. She will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

Fr. Amala Doss
Secretary
Secretary

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

DON BOSCO COLLEGE OF ARTS & SCIENC

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Keela Eral, Thoothukudi Dist, Pin: 628 91)

Phone : 04632 - 271448, 271558 & Mobile: 98942 699

Email: dbcasmsu@gmail.com

Website: www.dbcas.cc

M.S.



DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271338; Mobile: 96294 51280

Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

RECTOR & SECRETARY

01.06.2017

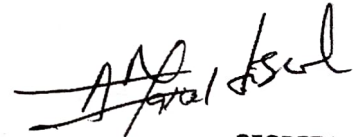
Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2017.

APPOINTMENT ORDER

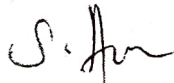
Subject: Appointment of Asst. Professor at DBCAS, Keela Eral - Reg.

Fr.S.AlexanderSuresh is appointed as an Assistant Professor in the Department of Computer Application on Temporary basis with effect from 01.06.2017 at this college under self-supporting basis. He will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.


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

ACCEPTED







PRINCIPAL

Don Bosco College of Arts & Science

KEELA ERAL



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 • 94420 44320 ✉ secretary@dbcas.edu.in 🌐 https://dbcas.edu.in

Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

01.06.2022

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2022.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof. S. ALEXANDER SURESH is appointed as Assistant Professor in the Department of Computer Applications on Temporary basis with effect from 01.06.2022 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

SECRETARY

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

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





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 • 94420 44320 ✉ secretary@dbcas.edu.in 🌐 <https://dbcas.edu.in>

Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

01.06.2022

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2022.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof. S. ALEXANDER SURESH is appointed as Assistant Professor in the Department of Computer Applications on Temporary basis with effect from 01.06.2022 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

SECRETARY

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

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./04/019.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear M. Keerthana

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 19.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **Computer Applications** on probation for the academic year 2023 - 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 26.06.2023 without fail, with all the original certificates.



M. Keerthana
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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



SECRETARY

Rev. Fr. D. S. Victor Antony Raj

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./06/11.12.2023

Letter of Appointment

To

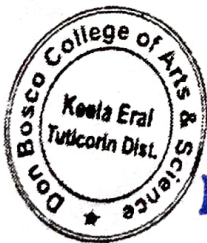
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Lab Assistant at DBCAS, Keela Eral - Reg.

Dear Mr. M.Puthiyavan

Based on your job request letter dated 30.11.2023 and your performance in the subsequent staff selection interview conducted on 08.12.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Lab Assistant in the Department of Computer Applications on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Manonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 14.12.2023 without fail, with all the original certificates.



PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL

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



Dr. Fr. S. Victor Antonyraj SDB, Ph. D.
RECTOR & SECRETARY

Ref No./DBCAS/S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Mrs. D. Kanmani

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Business Administration on probation for the academic year 2023- 2024 only, subject to the following conditions:

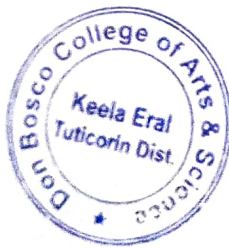
- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



S. Kanmani

[Signature]

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



[Signature]
PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL

31.05.2014

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 31st May 2014.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Mr. M. Prabhu is appointed as Assistant Professor in the Department of Commerce on Temporary basis with effect from 02.06.2014 at this college under self-supporting basis. He will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

To 
Secretary

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

Accepted

M.A.
31-5-2014.

DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Keela Eral, Thoothukudi Dist, Pin: 628 908

Phone : 04632 - 271448, 271558 & Mobile: 98942 69915

Email: dbcasmsu@gmail.com

Website: www.dbcas.com

M.A.

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 • 94420 44320 ✉ secretary@dbcas.edu.in 🌐 https://dbcas.edu.in



Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

01.02.2022

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st February 2022.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Prof. M. ANTHONYSAMY is appointed as Assistant Professor in the Department of Commerce on Temporary basis with effect from 01.02.2022 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

SECRETARY

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

PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL





Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/ S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Mr. M. Maharaja,

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **Commerce** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



PRINCIPAL

Don Bosco College of Arts & Science
KEELA ERAL

SECRETARY

Secretary,

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




Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.


Dear Mr. B. Karthick,

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **Commerce** on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



B. Karthick


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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



18.04.2015

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 18th April 2015.

APPOINTMENT ORDER

Subject: Appointment of Office Assistant at DBCAS, Keela Eral – Reg.

Ms. C. Kulanthai Therase is appointed as Office Assistant on Temporary basis with effect from 01.06.2014 at this college under self-supporting basis. She will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

Accepted by
c.kulanthai Therase

Secretary

Fr. Amala Doss
Secretary 18/04

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

M. S. S.

DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi Dist, Pin: 628 90
Phone : 04632 - 271448, 271558 & Mobile: 98942 6991
Email: dbcasmsu@gmail.com
Website: www.dbcas.com

31.05.2016

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 31st May 2016.

APPOINTMENT ORDER

Subject: Appointment of Accountant at DBCAS, Keela Eral - Reg.

Mr. A. Karuppasamy is appointed as Accountant on Temporary basis with effect from 02.06.2016 at this college under self-supporting basis. He will be on probation for a period of Two Years.

The code of contract laid down by the management is binding on the employee.

Fr. Amala Doss

Secretary

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

MAT

DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Keela Eral, Thoothukudi Dist, Pin: 628 908

Phone : 04632 - 271448, 271558 & Mobile: 98942 69919

Email: dbcasmsu@gmail.com

Website: www.dbcas.com



DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271558; Mobile: 96294 51280
Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

RECTOR & SECRETARY

22.05.2017

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 22nd May 2017.

APPOINTMENT ORDER

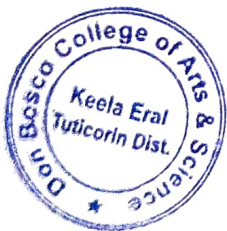
Subject: Appointment of Office Attendant at DBCAS, Keela Eral – Reg.

Mr.K.Balasubramani is appointed as Office Attendant on Temporary basis with effect from 01.06.2017 at this college under self-supporting basis. She will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

accepted
← B.S.
27/5/17

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



M.A.J.
PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271558; Mobile: 96294 51280

Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

RECTOR & SECRETARY

24.06.2019

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 24th June 2019.

APPOINTMENT ORDER

Subject: Appointment of Librarian at DBCAS, Keela Eral – Reg.

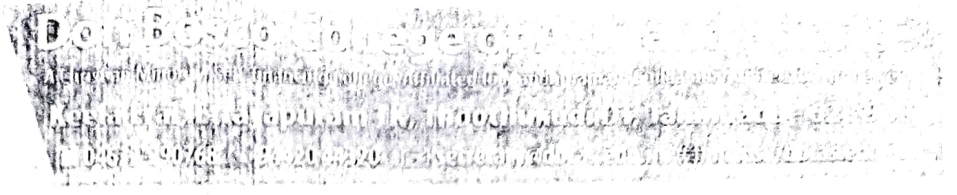
Mr. S.Mohan kumar is appointed as Librarian on Temporary basis with effect from 01.07.2019 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

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

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

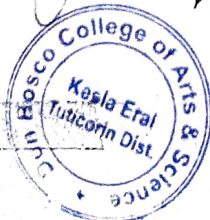
The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.


Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Mr. F. Anto Sanjay

Based on your job request letter dated **25.05.2023** and your performance in the subsequent staff selection interview conducted on **04.06.2023** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Computer Applications on probation for the academic year 2023 - 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mⁿnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on **12.06.2023** without fail, with all the original certificates.




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


PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



Don Bosco College of Arts and Science

Keela Eral, Ettapuram Tk, Thoothukudi, Tamilnadu - 628 908
Ph: 04634 290768 Fax: 04620 44320 E-mail: secretary@dbcas.ac.in Website: www.dbcas.ac.in

Dr. Fr. S. Viktor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2022-23/Col/Staff/Apt./09/10.08.2022.

Letter of Appointment

To

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Prof. M. RAHMAN,

Based on your job request letter dated **06.08.2022** and your performance in the subsequent staff selection interview conducted on **10.08.2022** and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of **BUSINESS ADMINISTRATION** on probation for the academic year 2022 - 2023 only, subject to the following conditions:

17. Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
18. You will submit a letter of acceptance of this appointment letter and report for duty on **16.08.2022** without fail, with all the original certificates.

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

SECRETARY
Don Bosco College of Arts & Science
KEELA ERAL
THOOTHUKUDI
TAMILNADU - 628 908





Dr.Fr.S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref. No./DBCAS/ S/2023-24/Col/Staff/Apt./01/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral - Reg.

Dear Mr. K. Raviendhar,

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Tamil on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mponmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



[Handwritten signature]

[Handwritten signature]
Secretary

SECRETARY
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, THOOTHUKUDI DT,
TAMIL NADU, INDIA - 628 902

[Handwritten signature]

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL





DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271558; Mobile: 96294 51280

Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

20/06/2018

RECTOR & SECRETARY

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 20th June 2018.

APPOINTMENT ORDER

Subject: Appointment of Asst. Professor at DBCAS, Keela Eral – Reg.

Ms.A.Ponmani is appointed as Assistant Professor in the Department of Commerce on Temporary basis with effect from 01.07.2018 at this college under self-supporting basis. She will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.

Accepted
An. Pon

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

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL



Dr. Fr. S. Victor Antonyraj SDB, Ph.D.
RECTOR & SECRETARY

Ref: No./DBCAS/S/2023-24/Col/Staff/Apt./02/01.06.2023

Letter of Appointment

The Secretary,
Don Bosco College of Arts and Science,
Keela Eral, Ettapuram Tk,
Thoothukudi. -Dist -628 908.

Subject: Appointment of Assistant Professor at DBCAS, Keela Eral – Reg.

Dear Ms. M. Nivetha,

Based on your job request letter dated 25.05.2023 and your performance in the subsequent staff selection interview conducted on 04.06.2023 and the recommendation of the Staff selection committee and the college management committee, I appoint you as an Assistant professor in the Department of Business Administration on probation for the academic year 2023- 2024 only, subject to the following conditions:

- 1 your qualification being approved in accordance with the norms laid down by the Mnonmaniam Sundaranar University, Tirunelveli.
- 2 Your appointment will be governed by the policies, service conditions and code of conduct for the staff, laid down by the college management from time to time.
- 3 You will submit a letter of acceptance of this appointment letter and report for duty on 12.06.2023 without fail, with all the original certificates.



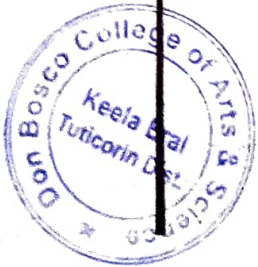
Fr. S. V. Antonyraj

M. Nivetha

PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

Secretary,

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





DON BOSCO COLLEGE OF ARTS & SCIENCE

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

KEELA ERAL, THOOTHUKUDI DISTRICT - 628 908

Phone: 04632-271448, 271558; Mobile: 96294 51280

Email: secretary@dbcas.edu.in; Website: www.dbcas.edu.in

RECTOR & SECRETARY

01st June 2021

Proceedings of the Secretary, Don Bosco College of Arts & Science at Keela Eral,
Dated 01st June 2021.

APPOINTMENT ORDER

Subject: Appointment of Physical Director at DBCAS, Keela Eral – Reg.

Prof. K. Ashok is appointed as Physical Director on Temporary basis with effect from 01.06.2021 at this college under self-supporting basis. He will be on probation for a period of One Year.

The code of contract laid down by the management is binding on the employee.


SECRETARY

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


03/08/21


PRINCIPAL

Don Bosco College of Arts & Science

KEELA ERAL



**STANDARD OPERATING
PROCEDURES**



DON BOSCO COLLEGE OF ARTS AND SCIENCE

Accredited with 'B' grade by NAAC (1st Cycle)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

KEELA ERAL, THOOTHUKUDI (DT) – 628 908

STANDARD OPERATING PROCEDURE (SOP)

St. John Bosco: (2000) 2012: Tuticorin

VISION

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

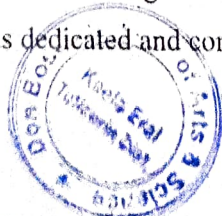
MISSION

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

HISTORY

DON BOSCO COLLEGE OF ARTS AND SCIENCE (DBCAS)

The Salesians of Don Bosco (SDB), constitute an international religious order, founded by St. John Bosco (1815 – 1888), commonly known as Don Bosco. A Catholic Priest of the 19th century Italy, Don Bosco is known and celebrated all over the world today, as the Father and Friend of youth, particularly the victims of poverty and neglect, facing various social, economic and moral challenges of a rapidly globalizing world. The SDBs numbering around 14,232 have their presences in 134 countries in all the five continents, engaged in various missions, inspiring, empowering and transforming – in short 'educating' the youth to be agents of social change. The Salesians are thus dedicated and committed to youth development for societal transformation and




PRINCIPAL


Don Bosco College of Arts & Science
KEELA ERAL

ation building. With over 575 institutions in India and nearly 100 in Tamilnadu, the Salesians are engaged in a variety of missions including schools, colleges, technical institutes, youth centers and social work. The Salesian educational institutions are widely renowned for cultivating moral values, academic excellence, sports, games and cultural activities towards holistic development of mind and body. The Salesian Province of Trichy, Tamilnadu wanting to raise a monument for the bicentennial celebrations (2015) of the birth of this great saint and educator of youth, initiated its dream in 2013, founding the DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL, in THOOTHUKUDI DISTRICT. It dedicates this higher educational institution to the youth of southern Tamilnadu as a fitting memorial, braving the many challenges and difficulties. As quality in higher education is still remains elusive to the marginalized rural youth, the Don Bosco College of Arts and Science (DBCAS) is a Salesian passion and ambition to bring the youth to the portals of higher education and usher in an egalitarian society. Don Bosco College of Arts and Science, Keela Eral was established in academic year 2013-14 by the Tiruchy Don Bosco Society. The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli.

KeelaEral as Sub-station under Vilathikulam Parish:

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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

Keela Eral as a Separate Parish:

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

Don Bosco Technical Centre at Keela Eral:

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

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

Keela Eral Don Bosco Society - Technical Training under TNOU:




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL .

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


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

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

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

The celebration of the Holy Eucharist was regularized in the substations on Sundays as well as on weekdays. The Sunday catechism and the anbiams were given new lease of life by the sisters and the volunteers of the parish. The Assistant Parish Priest was looking after them. The




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

youth group at KeelaEral was given new life and was organized and animated by the director of the youth group, Fr. Ashok. The youth group was involved in all the parish activities and was appreciated by all.

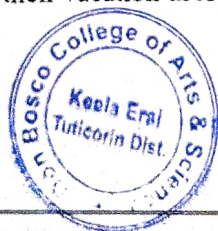
The parish council was revived and made to play their role in building up the parish community. We began planning the activities and programs of the parish for the whole year and started implementing them with their help. We started various pious associations like the Legion of Mary, Vincent de Paul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

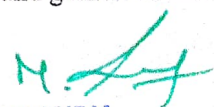
Celebration of liturgical feasts like Christmas and Easter with due preparation in advent and lent was given great importance. We had spiritual retreats organized for various groups and prayer meetings. adoration with Blessed Sacrament and facilities for reconciliation were provided to make these feasts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

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

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

Every year, there used to be conducted summer camp for the children of the parish and it's substations to use their vacation usefully with various competitions and games. Another initiative




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

that was introduced in the parish was a prayer group consisting of about 12 members who gather every Sunday evening to pray together for an hour and go to visit a family in need to pray for them.

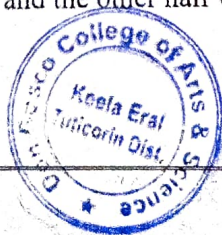
Every substation also wanted a charismatic prayer meeting in the evening to hear the word of God and pray. Lay preachers were invited to conduct the charismatic prayer meeting in all the substations. It was well appreciated specially at the time of the village patron feast. Pilgrimages to various shrines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

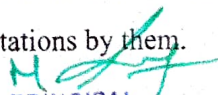
From 2014 onwards we tried another novelty of introducing Sunday mass in all the substations instead of weekday mass in some substations. Saturday evening we begin the Sunday mass in two of the substations. Other substations have their Sunday mass as usual in the morning as well as in the evening. During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

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

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

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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

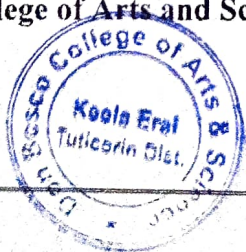
Every substation also wanted a charismatic prayer meeting in the evening to hear the word of God and pray. Lay preachers were invited to conduct the charismatic prayer meeting in all the substations. It was well appreciated specially at the time of the village patron feast. Pilgrimages to various shrines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


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

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

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

Don Bosco College of Arts and Science:




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

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

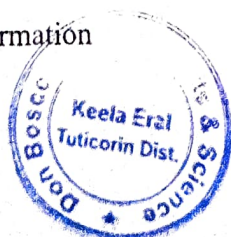
The Beginning of the Arts and Science College:


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

To make higher education qualitative, inclusive, cost effective and accessible to the rural masses.
To exercise a preferential option in favour of the rural youth especially the First Generation Learners and those of the weaker sections

To facilitate the actualization of individual potential, integrating knowledge, skills, values and behaviour and prepare the students to face the global opportunities and challenges of a meaningful life and career, and

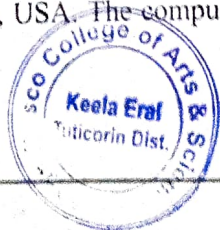
To constantly pursue higher standards of excellence, integrity and credibility in all endeavours and form the students, in collaboration with all the stakeholders of higher education, to be agents of social transformation

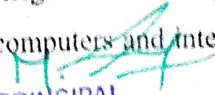



PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

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

The Arts and Science College was inaugurated on the 15th July, 2013. As there was a delay in the formal communication of the university affiliation only spoken English course was conducted for about a month. On the 16th of August 2013 the official college inauguration was held in the great esteemed presence of Fr. Provincial, Albert Johnson and Mr. V. Markandeyan, the M.L.A. On receipt of the formal communication on 29th August 2013 classes commenced with official curriculum and syllabus. There were altogether 74 students in the college for the academic year 2013-2014, belonging to four departments namely B.Com. C.A, B.C.A., B.A. English and B.SC Maths. For the academic year 2014-2015 the following courses were added for namely M.A. English, and B.B.A. There were also two buses arranged on contract for the college and was blessed on 11.06.2014. On May 24th 2014 Br. Fabian joined the Threspuram Community and Fr.Alexander Suresh and Cl.Rubin joined our community. Fr.Alexander Suresh became the hostel warden and Fr.Ashok became once again the administrator of the house. A new residence for the salesians was built with the help of Jugendhilfe Weltweit, Switzerland in 2013 and was inaugurated on 15.12.2013. We had also accommodated 48 hostellers (20 boys in the Campus and 28 girls with the F.M.A. sisters). As there was no separate building for a hostel, 20 boys in class rooms. The foundation stone for the hostel which could accommodate 120 boys was laid on 08.09.2013. The new Salesian residence was blessed by Most. Rev.Dr. YuonAmbrosie, the Bishop of Thoothukudi diocese and inaugurated by Albert johnson the provincial on 03.09.2014. On May 24 2015 Fr. Ashok and Fr.Alexander Suresh were transferred Fr. Michael Arokiasamy joined our community as the administrator and. Fr.Charles joined as hostel warden and Fr. Amala Jeya Rayan became the new Principal of the college. On 7th April, 2016 a new canteen, kitchen and store outlet were opened by Rev. Fr.Vaclav Klement, the extraordinary visitor. In May 2016 the auditorium was converted into 4 class rooms. Solar system (4kv) was installed in the college with the help of Loyola foundation, USA. The computer lab was equipped with 10 more computers and internet




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

facility. On May 24th Fr. Vincent Sebastian, the Parish priest was transferred to Sri Lanka and Fr. George Fernandez became the new Parish priest. Fr. Herwin became the administrator and hostel warden from May 24th, 2016. A new toilet block for girls was also constructed in June, 2016.

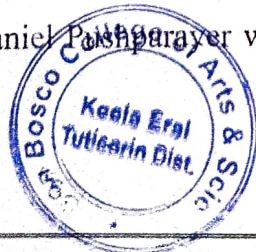
A new library block was added to the existing College main block and was blessed on 21st January 2017. A portion of land with 64 cents of land adjacent to the playground was bought and the whole campus was fenced. The St. Sebastin church in the campus was dedicated as Don Bosco Shrine with the permission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

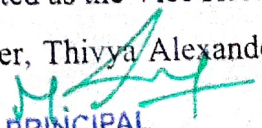
At the occasion of the platinum Jubilee of RC primary school at Bommaiapuram, the dilapidated old building was demolished and the new construction has begun with the help of APIS Group, Italy at the estimate of Rs.18 Lakhs. The students' strength in the college increased from 575 to 712. The first graduation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

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

Don Bosco Alumni association was started with 75 students of the first batch. The annual meeting of Don Bosco Alumni, Keel Eral will be held on every 26th January. The foundation for the Women Empowerment Center was laid on 8th March 2017 and was inaugurated on the 20th February, 2018. The project is supported by BMZ and Don Bosco Bonn, Germany. The Centre offers various Skill Trainings to women of the locality including College students.

On 24th May 2018 Fr. Marcel Lincoln was transferred to Madurai and Fr. Amala Jeyarayan was appointed as the Rector and Secretary Fr. Jude Muthuselvan was appointed as the Vice Rector and Parish Priest, Fr. Daniel Pappayyer was appointed as the Admistester, Thivya Alexander was




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

appointed as the Warden and HOD of English Department and Rozario Antony was appointed as the Dean and Professor in BCA Department Bro Res cimutha is the sub-warden and Bro. Jepison Dos is doing his final year BA English Literature student.

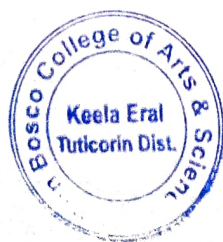
MAJOR ACTIVITIES


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

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

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

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




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL

CONTACT DETAILS

Don Bosco Mission

Don Bosco College of Arts & Science

Keela Eral, Ettayapuram Taluk.

TUTICORIN DT-628 908

Phone: (04632) 271468

(04632) 271558 College

(04632) 271448 College


8300058840 College

8300058842 College

E-Mail: secretary@dbcas.edu.in

URL: www.dbcas.edu.in




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL