



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Heads Meeting Minutes

Date: 09th June 2023

Time: 02. 00 pm

Place: Conference Hall

The following members were present in the meeting

1	Rev. Dr. S. Victor Antonyraj	Secretary
2	Dr. R.D. Thilaga	Principal
3	Rev. Fr. A. Peter ArokiaRaj	Academic Coordinator
4	Dr. M. Prabhu	Vice Principal
5	Dr. A. Anusuya	Vice Principal & HoD of Maths
6	Mrs. S. Theivarathina	Vice Principal
7	Dr. G. Tamilarasi	HoD of Tamil
8	Mrs. Geetha Mala	HoD of English
9	Dr. A. Ponmani	HoD of Commerce
10	Mrs. Kanmani	HoD of BBA
11	Dr. M. Sivasankari	HoD of BCA
12	Rev. Dr. L. Alphones Lazar	Administrator
13	Rev. Dr. M. Antonysamy	Hostel Warden & Assistant Professor
14	Rev. Fr. S. Alexander Suresh	Coordinator Computer Academy & Assistant Professor
15	Rev. Fr. A. Thomas	Coordinator English Academy & Assistant Professor

Academic council meeting for the year 2023-2024 was held at the conference hall on 9th June 2023, at 2pm. The meeting started with a silent prayer. Secretary Rev. Dr. S. Victor Antonyraj welcomed the gathering and he sought the dedication and commitments of the faculty members for academic success.

The following points were discussed in the meeting.

1. Regarding admission, to increase the number of the student and payment of the staff has been discussed.

2. New roles: Rev. Fr. A. Peter Arokia Raj – the Academic Coordinator.

Rev. Fr. M. Antonysamy - the Coordinator of Certificate Course.

Rev. Fr. A. Thomas Arockiasamy – the Coordinator of English Academy.

Rev. Fr. S. Alexander Suresh – the Coordinator of the Computer Academy.



Rev. Fr. George - Campus Minister.

3. New Vice Principals' roles & responsibilities

Dr. M. Prabhu Vice Principal of External affairs, admission in charge, outside contacts, Ad & media, sports and college Bus in charge.

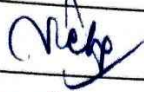

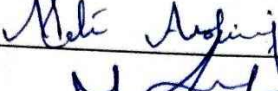


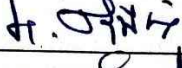
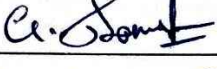
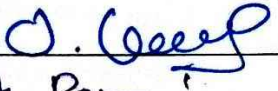
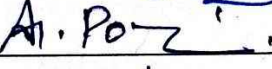
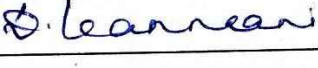

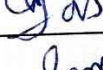

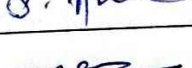

Dr. A. Anusuya Vice Principal for Academics, maintenance of HoDs attendance register, staff qualification approval, department conferences, scholarships follow up, documentation, students seminar and assignments.

Mrs. Theivarathna Vice Principal – Cultural and coordinator of both inter and outer college program organizer, clubs and movements follow up.

4. Dr. R.D. Thilaga, Principal welcomed the new Priests.
5. College time table and students uniform has been discussed.
6. Library books, journals has to be maintained in the departments.
7. Every student has to utilize library 2hr per week. It has to be followed by the HoDs.
8. Clubs & movements, students union has been discussed.
9. The students can come to the college in uniform on Mondays and Thursdays.
10. All the staff must wear the over coat during the class hours.
11. Discipline should be maintained inside the classroom and also in the campus.
12. Staff should also publish their Researcher findings regularly in reputed National, Inter National journals.
13. Mobiles are prohibited inside the campus.
14. Completion and up gradation of SSR have been discussed.
15. Office staff are in charge for all the fee collection of the college.
16. Department functions should be well planned and get approved from the principal.
17. Report should be maintained for all the programs with photos and invitations.
18. Hods should take care of minutes, agenda, reports, pictures.
19. Evaluation of all meeting and program must be done (feedback).
20. NSS team from each department should clean the college campus on every Thursdays.
21. All the students must participate for any Clubs activities and NSS properly.
22. Maintenance of registers, attendance, and internals has been discussed.



Dr. M. Prabhu
PRINCIPAL 6/07/23
DON BOSCO COLLEGE OF ARTS & SCIENCE
KEELA ERAL, Thoothukudi Dist.
Tamilnadu, India-628 908.

S.No	Name	Signature
1	Rev. Dr. S. Victor Antonyraj	
2	Dr. R.D. Thilaga	
3	Rev. Fr. A. Peter ArokiaRaj	
4	Dr. M. Prabhu	
5	Dr. A. Anusuya	
6	Mrs. S. Theivarathina	
7	Dr. G. Tamilarasi	
8	Mrs. Geetha Mala	
9	Dr. A. Ponmani	
10	Mrs. Kanmani	
11	Dr. M. Sivasankari	
12	Rev. Dr. L. Alphones Lazar	
13	Rev. Dr. M. Antonysamy	
14	Rev. Fr. S. Alexander Suresh	
15	Rev. Fr. A. Thomas	





DON BOSCO COLLEGE OF ARTS AND SCIENCE,

KEELA ERAL

Heads Meeting Minutes

Date: 14th July 2023

Time: 11. 00 am

Place: Auditorium

The following members were present in the meeting

1	Dr. R.D. Thilaga	Principal
2	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
3	Dr. M. Prabhu	Vice Principal
4	Dr. A. Anusuya	Vice Principal & HoD of Maths
5	Ms. S. Theivarathina	Vice Principal
6	Dr. G. Tamilarasi	HoD of Tamil
7	Ms. S. Masilla Mathi Arasi	HoD of English
8	Dr. A. Ponmani	HoD of Commerce
9	Mrs. Kanmani	HoD of BBA
10	Dr. M. Sivasankari	HoD of BCA

The Following points were discussed

- Any specific welfare, accessibility of support should be addressed to the management.
- The messages and information shared in HoDs whatsapp group should be shared and communicated properly to the staff members and to the students.
- It was decided to add Principal and Academic Coordinator to all the students' whatsapp group to facilitate exchange of information and the queries.
- It was also highlighted that after break, the teachers must ensure the students reachback to the class in time.
- If a student is not feeling well and falls asleep in the class, they should be allowed to go home to take rest and recover.
- It was suggested that the classes should be interactive.
- It was decided that the internal questions should be submitted on 17th July 2023.
- It was proposed to arrange a meeting with all the 1st year students to ensure their comfort zone in the college.
- The Academic Coordinator appreciated the staff for maintaining discipline during the union inaugural programme.
- The idea of seeking admissions through Alumini networks was discussed.



1	Dr. R.D. Thilaga	<i>Dr. R.D. Thilaga</i>
2	Rev. Fr. A. Peter ArokiaRaj	<i>Fr. Peter Arokia Raj</i>
3	Dr. M. Prabhu	<i>M. Prabhu</i>
4	Dr. A. Anusuya	<i>A. Anusuya</i>
5	Mrs. S. Theivarathina	<i>S. Theivarathina</i>
6	Dr. G. Tamilarasi	<i>G. Tamilarasi</i>
7	Ms. S. Masilla Mathi Arasi	<i>S. Masilla Mathi Arasi</i>
8	Dr. A. Ponmani	<i>A. Ponmani</i>
9	Mrs. Kanmani	<i>Kanmani</i>
10	Dr. M. Sivasankari	<i>M. Sivasankari</i>

Dr. R.D. Thilaga





DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Heads Meeting Minutes

Date: 06th July 2023

Time: 12. 00 pm

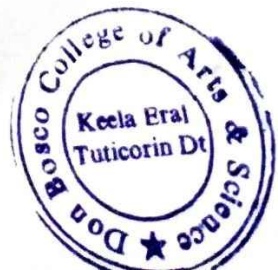
Place: Principal's Office









The following members were present in the meeting

1	Dr. R.D. Thilaga	Principal
2	Dr. A. Anusuya	Vice Principal & HoD Maths
3	Dr. G. Tamilarasi	HoD of Tamil
4	Ms. S. Masilla Mathi Arasi	HoD of English
5	Dr. A. Ponmani	HoD of Commerce
6	Mrs. D. Kanmani	HoD of BBA
7	Dr. M. Sivasankari	HoD of BCA
8	Rev. Fr. S. Alexander Suresh	Coordinator of Computer Academy

The following points were discussed

- This programme aims to equip participants with valuable practical knowledge regarding the effective use of software.
- With the CAPSLOCK orientation programme, we aim to educate the students and to enhance their overall software knowledge.
- The orientation programme will consist of several informative and interactive sessions.
- They will develop their software skills and will present it in professional manner.
- The CAPSLOCK orientation programme will be held on 07.07.2023 at the auditorium.
- The duration of the programme will be 2 hours.
- This will part the way to get easy employability.



S.No	Name	Signature
1	Dr. R.D. Thilaga	
2	Dr. A. Anusuya	
3	Dr. G. Tamilarasi	
4	Ms. S. Masilla Mathi Arasi	
5	Dr. A. Ponmani	
6	Mrs. D. Kanmani	
7	Dr. M. Sivasankari	
8	Rev. Fr. S. Alexander Suresh	







Heads Meeting Minutes

Date: 18/8/2023

Time: 02.45 pm

Place: Principals' office

The following members were present in the meeting

1	Dr. R.D. Thilaga	Principal
2	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
3	Dr. M. Prabhu	Vice Principal
4	Dr. A. Anusuya	Vice Principal & HoD of Maths
5	Ms. S. Theivarathina	Vice Principal
6	Dr. G. Tamilarasi	HoD of Tamil
7	Ms. S. Masilla Mathi Arasi	HoD of English
8	Dr. A. Ponmani	HoD of Commerce
9	Mrs. Kanmani	HoD of BBA
10	Dr. M. Sivasankari	HoD of BCA

The Following points were discussed

- The Academic coordinator addressed the staff members about relaxing the stress of uniform requirements to the students and to allow them to focus more on their academic pursuits.
- All the staff members were instructed to collect mobile phones from students when not in use.
- Students who are coming late more than three days should present a book to the library.
- Staff should be present in the class before the first bell.
- Staff should monitor discipline of the students and must keep a vigil on the usage of drugs.
- Students are not allowed to enter into other departments.
- It is emphasized about the timely submission of documentation of reports.
- The upcoming meeting of the student's advisory council was discussed.
- It is decided that girls can have their lunch in the classrooms under staff supervision due to windy season.
- The students will have their catechism class on the first hour of every third Friday of the month.
- Three units from the syllabus should be completed before the II internal exam.



- The Academic coordinator informed to communicate with the students regarding the college and the bus fees.
- He also highlighted the need for Mentor-Mentee follow ups.
- Instructed staff members to check the students ID card when they are in the classroom.

1	Dr. R.D. Thilaga	<i>Dr. R.D. Thilaga</i>
2	Rev. Fr. A. Peter Arokiaraj	<i>Fr. Peter Arokiaraj</i>
3	Dr. M. Prabhu	<i>M. Prabhu</i>
4	Dr. A. Anusuya	<i>A. Anusuya</i>
5	Mrs. S. Theivarathina	<i>S. Theivarathina</i>
6	Dr. G. Tamilarasi	<i>G. Tamilarasi</i>
7	Ms. S. Masilla Mathi Arasi	<i>S. Masilla Mathi Arasi</i>
8	Dr. A. Ponmani	<i>A. Ponmani</i>
9	Mrs. Kanmani	<i>Kanmani</i>
10	Dr. M. Sivasankari	<i>M. Sivasankari</i>





DON BOSCO COLLEGE OF ARTS AND SCIENCE,

KEELA ERAL

Heads Meeting Minutes

Date: 12.09.2023

Time: 03.30 pm

Place: Principals' office

The following members were present in the meeting

1	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
2	Dr. M. Prabhu	Vice Principal
3	Dr. A. Anusuya	Vice Principal & HoD of Maths
4	Ms. S. Theivarathina	Vice Principal
5	Dr. G. Tamilarasi	HoD of Tamil
6	Ms. S. Masilla Mathi Arasi	HoD of English
7	Dr. A. Ponmani	HoD of Commerce
8	Mrs. Kanmani	HoD of BBA
9	Dr. M. Sivasankari	HoD of BCA

The Following points were discussed

- The Parents Meeting is scheduled for 2nd and 3rd-year students on September 29, 2023. The program will begin with a prayer song.
- A video presentation is planned as part of the meeting. There will be a dance performance during the event.
- Opportunities for students to provide feedback will be provided. The Students Council chairman will be responsible for organizing students to speak about the college.
- The President, vice President and Secretary from the parents will be selected during the meeting.
- Dr. Anusuya and Dr. Ponmani have been designated as the program in charge for the Parents Meeting.
- Parents will be informed about the meeting through phone calls and permission slips.
- The meeting will commence with a common inauguration, followed by department-wise meetings, which will also include reports of internal marks.



- All the departments should ensure hospitality inside the campus, so parents feel comfortable.
- All departments have been instructed to make proper arrangements for their respective sessions.
- A hospitality committee will be formed to ensure that parents are treated well and provided with assistance as needed.
- Seating, backdrop, and audio-visual arrangements should be organized well to create a conducive environment for the meeting.
- A student outreach program was planned, specifically an interschool quiz competition scheduled on October 6th, 2023.
- It was decided to invite a quiz master for the competition. It was also suggested to provide cash awards for the competition.
- Dr. Prabhu, Dr. Siva Sankari, and Prof. Kanmani were designated as in-charge personnel for the program.
- It is decided to extend an invitation to the C.O to serve as the Chief Guest for the inauguration.
- It was agreed that the quiz questions would cover topics related to General Knowledge (GK) and current affairs.
- The Department of English has scheduled spoken English classes for school students as part of an outreach program.
- It was emphasized that all departments should reach out to Dr. Prabhu for any assistance or support related to the students' outreach program.
- The 2nd-year students will have their 3rd internal assessment, and the 1st-year students will take their 2nd internal assessment on the same date, October 9, 2023.
- Towards the end of October, the 1st-year students are expected to have their 3rd internal assessment.
- During the meeting, common concerns were discussed among the Heads of Departments (HODs).

Requests to the Academic Coordinator:

- The HODs collectively requested the following items for all departments: chalk boxes, bundles of A4 sheets, and the refilling of water cans.
- It was emphasized that there should be a consistent and sufficient supply of water for students across the campus.
- The need for adequate cleaning and lighting in the staff restroom was raised as an important concern by the HODs.



1	Rev. Fr. A. Peter Arokiaraj	<i>A. Peter</i>
2	Dr. M. Prabhu	<i>M. Prabhu</i>
3	Dr. A. Anusuya	<i>AA</i>
4	Mrs. S. Theivarathina	<i>S. Theivarathina</i>
5	Dr. G. Tamilarasi	<i>G. Tamilarasi</i>
6	Ms. S. Masilla Mathi Arasi	<i>S. Masilla Mathi Arasi</i>
7	Dr. A. Ponmani	<i>A. Ponmani</i>
8	Mrs. Kanmani	<i>Kanmani</i>
9	Dr. M. Sivasankari	<i>M. Sivasankari</i>





DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL

Heads Meeting Minutes

Date: 26.10.2023

Time: 02.00 pm

Place: Principals' office

The following members were present in the meeting

1	Rev. Dr. S. Victor Antonyraj	Secretary
2	Dr. R.D. Thilaga	Principal
3	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
4	Dr. M. Prabhu	Vice Principal
5	Dr. A. Anusuya	Vice Principal & HoD of Maths
6	Ms. S. Theivarathina	Vice Principal
7	Dr. G. Tamilarasi	HoD of Tamil
8	Ms. S. Masilla Mathi Arasi	HoD of English
9	Mrs. Kanmani	HoD of BBA
10	Dr. M. Sivasankari	HoD of BCA
11	Mrs. V. Parvatha	Controller of Examinations

The Following points were discussed

Certificate Course:

- Students must pay Rs 500 upon clearing no dues for the certificate course.
- Both theoretical and practical exams are mandatory.
- Attendance is compulsory to emphasize the exam's seriousness.

Responsibility:

- Rev. Fr. Antony Samy is responsible for the certificate course details and queries.

Scholarship:

- Cross-verification of the scholarship list required before clearing no dues.

First-Year Students:

- First-year students must be informed and motivated to pass without arrears.



Internal Exams:

- Students performing poorly in internals must write a retest.

University Questions:

- University questions must be revised regularly.
- Follow-up during semester holidays for students' progress.

Assignments:

- Avoid giving assignments at the end of the semester.

Planning:

- Staff should prepare a plan for implementation, to be submitted to the principal.

Parents Meeting:

- Students must bring their parents to the parents' meeting by November 10th. If they don't, they won't be allowed to take the semester exam. The list of attendees should be submitted to the principal.

University portal:

- The deadline for submitting university internal marks is November 15th. After that date, no further entries will be accepted in the university portal.

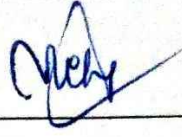
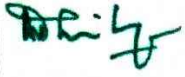
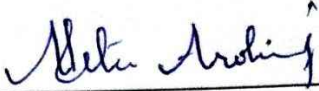


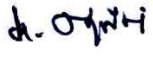
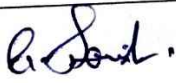
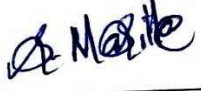



Yellow note:

- While writing the yellow note the following dates 23rd Sep, 7th October and 21st October should be included. It should be verified with the College calendar.

Nan Mudhalvan scheme program:

- The career guidance event on November 8th will involve 100 students from Ettayapuram Girls High Secondary School and Vembar School. The chief guest has confirmed their attendance, and staff are tasked with preparing college presentations and PPTs. A college tour, along with fun-filled games for entertainment, is planned for the students. Staff will handle the activities, and students will not participate. Department equipment, banners, university rank holders, and photos will be displayed at the entrance. The program is limited to one hour. Lunch will be provided for the students after the cultural programs during their visit. Student representatives will guide the school students, and the department program will be included in the event schedule.
- All HODs are responsible for organizing and overseeing the program.
-
-



S.No	Name	Signature
1	Rev. Dr. S. Victor Antonyraj	
2	Dr. R.D. Thilaga	
3	Rev. Fr. A. Peter Arokiaraj	
4	Dr. M. Prabhu	
5	Dr. A. Anusuya	
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8	Ms. S. Masilla Mathi Arasi	
9	Mrs. Kanmani	
10	Dr. M. Sivasankari	
11	Mrs. V. Parvatha	




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



DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL

Heads Meeting Minutes

Date: 04.12.2023

Time: 02.30 pm

Place: Principals' office

The following members were present in the meeting


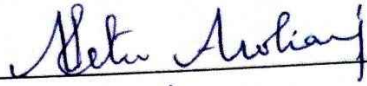

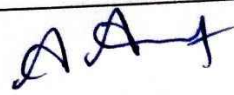




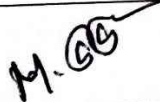

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10	Mrs. V. Parvatha	Controller of Examinations

The Following points were discussed

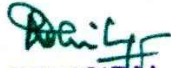
- The meeting covers the future plans after the reopening date.
- For the second year, the university exam ends on 19th December, and for the third year, on 6th December.
- The college will be re-opened on 14th December.
- December 22nd will be the Christmas Day celebration.
- Christmas Holidays will be from 23rd December to 2nd January.
- The first year will be joining only for the Christmas Day celebration.
- There will be the province visit to the college, 11th and 12th December.
- During the province visit, there will be staff interaction.
- The Christmas Day program on December 22nd is organized by the finance team.
- On December 8, there's a voter ID camp. The Tamil department will host a conference on 9th February 2024.



➤ Also, a talent fest is scheduled for February 14th and 15th 2024.

S.No	Name	Signature
1	Rev. Dr. S. Victor Antonyraj	
2	Rev. Fr. A. Peter Arokiaraj	
3	Dr. M. Prabhu	
4	Dr. A. Anusuya	
5	Mrs. S. Theivarathina	
6	Dr. G. Tamilarasi	
7	Ms. S. Masilla Mathi Arasi	
8	Mrs. Kanmani	
9	Dr. M. Sivasankari	
10	Mrs. V. Parvatha	




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



DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL

Heads Meeting Minutes

Date: 02.01.2024

Time: 02.30 pm

Place: Principals' office

The following members were present in the meeting


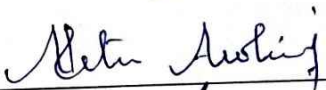



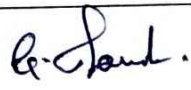
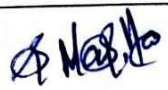
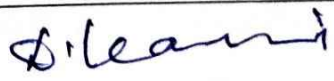
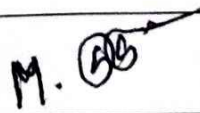

1	Rev. Dr. S. Victor Antonyraj	Secretary
2	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
3	Dr. M. Prabhu	Vice Principal
4	Dr. A. Anusuya	Vice Principal & HoD of Maths
5	Mrs. S. Theivarathina	Vice Principal
6	Dr. G. Tamilarasi	HoD of Tamil
7	Ms. S. Masilla Mathi Arasi	HoD of English
8	Mrs. Kanmani	HoD of BBA
9	Dr. M. Sivasankari	HoD of BCA
10	Mrs. V. Parvatha	Controller of Examinations

The Following points were discussed

- It was discussed that first-year students can have 3 hours of class after reopening, with the remaining 2 hours for studying the university exams.
- The style sheet summary sent to the principal weekly.
- The university exams will be held in block C.
- After completing the university exam, students should stay till of the college get closed.
- During invigilation, staff should coordinate and adjust the classes too.
- The staff should also aim to cover the syllabus whenever time permits.
- In the meeting, monthly program details were discussed.
- Students have exams from 8th to 11th January.
- Pongal Day celebration is on 13th January, and the college reopens on 18th January.
- Mini Marathon program is on 28th January. Staff review meeting is on 30th January.



- BOSCO Feast celebration is on 30th January, with mass at 11 a.m. followed by lunch. Professor Kanmani, HOD of BBA Department, will organize the Bosco feast mass.
- Unfortunately, the Christmas game got canceled due to rain holidays.
- Dr. Prabhu received appreciation for getting M.com affiliation.
- Each criterion will be overseen by Rev.Fathers, and specific duties were assigned to all staff for the NAAC visit.
- Each department needs to prepare a PPT showcasing displays, exhibitions, and achievements. Two staff from each department will handle this.
- Also, ensure students are well-practiced for the cultural program for the NAAC visit.

S.No	Name	Signature
1	Rev. Dr. S. Victor Antonyraj	
2	Rev. Fr. A. Peter Arokiaraj	
3	Dr. M. Prabhu	
4	Dr. A. Anusuya	
5	Mrs. S. Theivarathina	
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7	Ms. S. Masilla Mathi Arasi	
8	Mrs. Kanmani	
9	Dr. M. Sivasankari	
10	Mrs. V. Parvatha	




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



DON BOSCO COLLEGE OF ARTS AND SCIENCE

KEELA ERAL

Heads Meeting Minutes

Date: 08.01.2024

Time: 12.00 pm

Place: Principals' office

The following members were present in the meeting

1	Rev. Dr. S. Victor Antonyraj	Secretary
2	Rev. Fr. A. Peter Arokiaraj	Academic Coordinator
3	Dr. M. Prabhu	Vice Principal
4	Dr. A. Anusuya	Vice Principal & HoD of Maths
5	Mrs. S. Theivarathina	Vice Principal
6	Dr. G. Tamilarasi	HoD of Tamil
7	Ms. S. Masilla Mathi Arasi	HoD of English
8	Mrs. Kanmani	HoD of BBA
9	Dr. M. Sivasankari	HoD of BCA
10	Mrs. V. Parvatha	Controller of Examinations
11	Mr. K. Mahendran	Assistant Professor
12	Mrs. K. Ambika	Assistant Professor

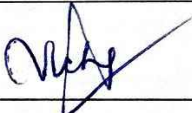
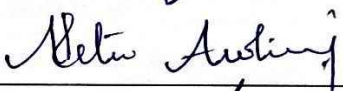



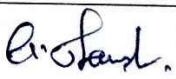
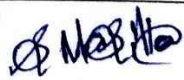

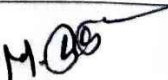

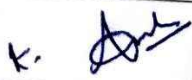
The Following points were discussed

- In the HoDs meeting the details about NAAC visit was discussed,
- We covered file submission details, with specific criteria assigned to designated places to complete the pending work.
- Each criterion head was questioned about pending works, emphasizing thorough checking against the list of main and supporting documents.
- The IQAC coordinator outlined documentation specifics, key points, and required pics/files. Procedures were explained, underscoring a deadline of January 12 for document submission.
- For department files submission, cross-checking with the SSR and DVV report is crucial.
- Organize documents in the order of the report, supporting, and main documents. Ensure class-wise dimension and stock register preparation. Each department should designate



a staff member for this task. Consistency in document formatting, following a model crafted by the Department of Mathematics, is essential for all college documents.

- Secretary needs to be informed about paper, billing, and other details.
- All the file work should be completed before January 18th.
- On January 19th and 20th, a PPT template will be circulated to all departments for preparation. Aim to finish NAAC filing work by January 31st. Remaining tasks include the naming tree display, classroom furnishing.
- Emphasize proper maintenance of the campus and meticulous department furnishing.
- Ensure prints are clear and of high quality. Align students and staff with the college's vision and mission.
- Coordinators of all the criteria should be well-versed in details of the other criteria.
- A mock visit to the college was scheduled by the end of January.

S.No	Name	Signature
1	Rev. Dr. S. Victor Antonyraj	
2	Rev. Fr. A. Peter Arokiaraj	
3	Dr. M. Prabhu	
4	Dr. A. Anusuya	
5	Mrs. S. Theivarathina	
6	Dr. G. Tamilarasi	
7	Ms. S. Masilla Mathi Arasi	
8	Mrs. Kanmani	
9	Dr. M. Sivasankari	
10	Mrs. V. Parvatha	
11	Mr. K. Mahendran	
12	Mrs. K. Ambika	



Daily
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 KEELA ERAL, Thoothukudi Dist.
 Tamilnadu, 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
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Declaration

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




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