



# DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 19. 11.2021  
Time : 2.30 p.m.  
Place : Board room

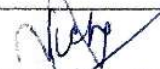
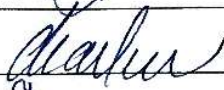

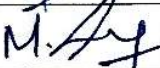

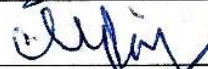

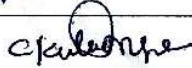
### Members present in the meeting:

1.	Rev. Dr. Victor Antonyraj	Secretary
2.	Rev. Dr. Joseph Charles	Principal
3.	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4.	Mr. Prabhu	Vice Principal & HoD of Commerce
5.	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6.	Dr. Rajee	HoD of business Administration
7.	Mrs. Theiva Rathina	HoD of Tamil
8.	Mrs. Anusuya	HoD of Mathematics
9.	Ms. Kulanthai Therase	office superintendent

### The Principal discussed the following things in this meeting:

- He announced the finalized convocation date as 4<sup>th</sup> December 2021. Alumni meeting also have been planned on the same day at 10.00 a.m. in A. V. Hall.
- In order to having convocation, 4<sup>th</sup> December 2021 will be a holiday for students.
- Convocation committee meeting was planned on 22.11.2021 with the committee coordinators.
- Staffs have to inform the passed out students those who come for convocation about providing lunch.
- Principal asked the HoDs to submit the report of the completion of syllabus and the suggestion for remedy.
- It was decided to extend the college timing to 3.00 p.m. for students from 22<sup>nd</sup> November 2021 onwards in the purpose of syllabus completion and remedial class.
- He discussed the renewal of affiliation, updation of staff profiles, lack of faculties in each department, API Score.
- He discussed to improve the quality, new PG courses (M.Com & MSW), permanent affiliation for BCA & B.Com.
- He insisted to maintain the records for absentees (both for students and staffs in each department and insisted to wear ID card. The students should be imposed fine, if they not to wear ID card.
- All the HoDs and club coordinators should take the responsibility to adopt some places for tree sapling and keep them alive.

- HoDs should submit the report of responsibilities of each staff in department level and college level to the principal.
- He talked about the development of E-Content and insisted each department should have you tube channel.
- Each staff should try to take online classes and online courses using Moodle Platform.
- Vaccination camp will be held on 20.11.2021 at our college campus, unvaccinated students and staffs can get benefit through this.

1	Rev. Dr. Victor Antonyraj	
2	Rev. Dr. Joseph Charles	
3	Rev. Fr. Thiviya Alexander	
4	Mr. Prabhu	
5	Mrs. Parvatha	
6	Dr. Rajee	
7	Mrs. Theiva Rathina	Dr. 07/11/2021 23/11/2021
8	Mrs. Anusuya	
9	Ms. Kulanthai Therase	

  
Principal 23/11/21



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

### Heads Meeting Minutes

Date : 09. 02.2022

Time : 12.00 p.m.

Place : Principal room

#### Members present in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office superintendent

#### **The Principal discussed the following things in this meeting:**

- He explained the time extension for students and the purpose of 6<sup>th</sup> hour.
- He discussed the timing for teaching staff.
- During this meeting, he shared his experience in the International Don Bosco Higher Education meeting attended in Rome. He said that staff are the key role of the institution.
- He discussed how to improve the quality of our college by applying 2F, 12B, NIRF, NAAC accreditation.
- It was decided to submit the API Score form by each department on or before 28<sup>th</sup> February.
- Staff meeting will be conducted on 28<sup>th</sup> February 2022. It was decided that Dr. Rajee, IQAC Coordinator, DBCAS along with Mr. Prabhu, Assistant Professor of Commerce, DBCAS will present about the section 2F in that meeting.
- He talked about the purpose of wearing ID card and to insist the students to wear ID card.
- He insisted the staff presence inside the classroom in the 1<sup>st</sup> hour before the first bell.
- It was decided to have an individual meeting of the department head with the Principal monthly once.
- 12<sup>th</sup> and 19<sup>th</sup> February 2022 will be declared as online classes.

**The Secretary discussed the following things in this meeting:**

- To maintain the students discipline and cleanliness.
- To encourage the students to speak in English in the classroom and campus.
- To ensure the 100% vaccination of students and staff.
- To encourage the students to get university rank.
- To encourage the students to maintain cleanliness in the college premises and to keep the classroom presentable.
- To develop the academic growth of students.
- To fix a chart which containing the department objectives in front of the each department.

**The Administrator discussed the following things in this meeting:**

- Discussed the bus fare for the students.

1.	Rev. Dr. Victor Antonyraj	<i>Victor</i>
2.	Rev. Dr. Joseph Charles	<i>Charles</i>
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	<i>Prabhu</i>
5.	Mrs. Parvatha	<i>Parvatha</i>
6.	Dr. Rajee	<i>Dr. Rajee</i>
7.	Mrs. Theiva Rathina	<i>Dr. Theiva Rathina</i> 11/02/22
8.	Mrs. Anusuya	<i>A. Anusuya</i>
9.	Ms. Kulanthai Therase	<i>Kulanthai</i>

*Charles*  
Principal  
11/02/22

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



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

### Heads Meeting Minutes

Date : 03.03.2022

Time : 2.30 p.m.

Place : Principal room

#### Members presented in the meeting:

1	Rev. Dr. Joseph Charles	Principal
2	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
3	Mr. Prabhu	Vice Principal & HoD of Commerce
4	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
5	Dr. Rajee	HoD of business Administration
6	Mrs. Theiva Rathina	HoD of Tamil
7	Mrs. Anusuya	HoD of Mathematics
8	Ms. Kulanthai Therase	office superintendent

#### **The Principal discussed the following in this meeting:**

- He discussed the extension activity to be conducted in schools.
- It was decided to introduce "Lack of attendance form" for the students. At the end of each 25<sup>th</sup> day of the semester, the students attendance has to be calculated. A letter will be sent to the Parents by the HoD through the principal for the students whose attendance is less than 75%.
- The students those has taken more than one day leave should get signature from the Principal in the leave form otherwise it is enough to get the signature only from the HoD.
- Each HoD should submit the semester plan for their department.
- Each staff should try in enroll their name in Research Gate, Academia, Google Scholar such websites.
- 7<sup>th</sup> march 2022 is the last date for collecting and submitting the university exam answer scripts.
- Students should get the permission for the collection of purchasing.
- Collecting money from the students by the department for any purposes should be informed to the Principal.
- It was decided to conduct Convocation, Annual Day and Sports Day in the month of April 2022.
- A tentative date was fixed for the convocation & annual day on 23<sup>rd</sup> or 30<sup>th</sup> April 2022. For the sports day, it was fixed on 1<sup>st</sup> April 2022.

❖ During the meeting, the Hods presented their department activities plan and the results discussed in the department meeting regarding the following:

1. The extension activity of the department and the schools to be visited by the department.
2. The department and association activities for this semester.
3. The Parents meeting of each department
4. To find the pass percentage of each department for the past 6 semesters at least.
5. Measures taken to maintain discipline and suggestions to improve general discipline.

1.	Rev. Dr. Joseph Charles	<i>Charles</i>
2.	Rev. Fr. Thiviya Alexander	<i>Thiviya Alexander</i>
3.	Mr. Prabhu	<i>Prabhu</i>
4.	Mrs. Parvatha	<i>Parvatha</i>
5.	Dr. Rajee	<i>Rajee</i>
6.	Mrs. Theiva Rathina	<i>Theiva Rathina</i> 4. 07/03/2022
7.	Mrs. Anusuya	<i>Anusuya</i>
8.	Ms. Kulanthai Therase	<i>Kulanthai Therase</i>

*Charles*  
07/03/22  
Principal



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

### Heads Meeting Minutes

Date : 10.03.2022

Time : 3.00 p.m.

Place : Principal room

#### Members presented in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mr. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	office superintendent

#### **The Principal discussed the following in this meeting:**

- He asked the HoDs about the extension activity to be conducted in schools.
- He asked about the implementation of "Lack of attendance form" for the students. Before 15<sup>th</sup> of each month, the lack of attendance letter should be sent to the parents and get back the letters from parents before 22<sup>nd</sup> of every month.
- Department assembly should be conducted on 14<sup>th</sup> March 2022.
- It was decided to conduct PAC meeting on 15<sup>th</sup> March 2022.
- syllabus completion
- Implementation of segregation of biodegradable and non biodegradable wastes in the college campus.
- the action to be taken in the consideration of the welfare of the students with regard skipping of breakfast and lunch, drug addition, dress code, restriction of using mobile, students' behavior.
- Counseling for the second year students will be conducted on 14<sup>th</sup> and 15<sup>th</sup> March 2022.

1.	Rev. Dr. Victor Antonyraj	<i>Victor</i>
2.	Rev. Dr. Joseph Charles	<i>Charles</i>
3.	Rev. Fr. Thiviya Alexander	
4.	Mr. Prabhu	<i>M.A.P.</i>
5.	Mrs. Parvatha	
6.	Dr. Rajee	<i>Dr. Rajee</i>
7.	Mrs. Theiva Rathina	<i>Dr. 07/12/2021</i> <i>15/03/2022</i>
8.	Mrs. Anusuya	<i>A.A.</i>
9.	Ms. Kulanthai Therase	<i>Therese</i>

*Charles*  
Principal 15/03/22





# DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

## Heads Meeting Minutes

Date : 21.03.2022  
Time : 3.00 P.M.  
Place : Principal Room

### Members presented in the meeting:

1	Rev. Dr. Victor Antonyraj	Secretary
2	Rev. Dr. Joseph Charles	Principal
3	Rev. Fr. Thiviya Alexander	Administrator & HoD of English
4	Mt. Prabhu	Vice Principal & HoD of Commerce
5	Mrs. Parvatha	Vice Principal & HoD of Computer Applications
6	Dr. Rajee	HoD of Business Administration
7	Mrs. Theiva Rathina	HoD of Tamil
8	Mrs. Anusuya	HoD of Mathematics
9	Ms. Kulanthai Therase	Office Superintendent

### The Principal discussed the following in the meeting:

- ❖ Implementation of uniform system for students. Uniform selection committee was formed.
- ❖ Staff relationship with parents for the welfare of the students.
- ❖ Monitoring the students' discipline regularly by the class incharge.
- ❖ Implementation of mentoring system. Each class incharge act as a mentor. The class incharge should maintain a record for each student.
- ❖ The Principal announced the forth coming events
  - Sports Day - 31.03.2022
  - II Internal Exam - 04.04.2022
  - Annual Day, Convocation - 13.04.2022
- ❖ Staff tour arrangements
- ❖ Clearance of the last semester fee Pending.
- ❖ College bus fee collection.
- ❖ Status of extension activities.
- ❖ To attract more admission by giving more importance to the quality of teaching and maintaining discipline among students.
- ❖ The Principal instructed Mrs. Anusuya (HoD of Maths) and Mrs. Parvatha ( HoD of Computer Applications) to prepare responsibilities for Convocation and Annual Day respectively.
- ❖ The new template of internal question paper was introduced.

The Secretary informed the HoDs about the planning of conducting a three weeks Spoken English Coaching – Certificate Course for our college students.

1.	Rev. Dr. Victor Antonyraj	
2.	Rev. Dr. Joseph Charles	
3.	Rev. Fr. Thiviya Alexander	<i>Charles</i>
4.	Mr. Prabhu	<i>Prabhu</i>
5.	Mrs. Parvatha	<i>Parvatha</i>
6.	Dr. Rajee	<i>Rajee</i>
7.	Mrs. Theiva Rathina	
8.	Mrs. Anusuya	<i>A. Anusuya</i>
9.	Ms. Kulanthai Therase	<i>C. Kulanthai Therase</i>

*Charles*  
26/03/22

Principal

DOM BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA BERAL, Thoothukudi Dist.  
Thoothukudi, India-620 005.