



Don Bosco College of Arts and Science, Keela Eral

NAAC - SSR - CYCLE I

1.1.1 Curriculum Planning

# Staff Review Meeting

## 2017-2018

ACADEMIC

YEAR

2017-2018

## **MINUTES OF THE STAFF REVIEW MEETING 2017 – 2018**

**Place: Hall No: 2**

**Date: 2<sup>nd</sup> June, 2017**

**Time: 9.30a.m – 1 p.m**

### **Member Present:**

Secretary: Rev. Fr. Marcel Lincoln

Principal: Rev. Fr. Amala Jeya Rayan

And all the Staff members of DBCAS

### **AGENDA:**

Session I : Introduction & Animation

Session II: Office Automation Training

### **Introduction:**

The meeting started with a prayer song. The Principal, Rev. Fr. Amala JeyaRayan, welcomed all staff members to the new academic year 2017 – 2018. He introduced the newly appointed Salesian Academicians to the staff in the meeting. Then Prof. S. Jothi Lakshmi welcomed the gathering. Rev.Fr. Michael Arokiasamy honoured the newly appointed academicians with shawl and the new teaching staff with roses.

The following are the newly appointed staff members:

### **Salesians:**

Rev. Fr. Marcel Lincoln - The Secretary

Rev. Fr. Peter Singarayar - Administrator

Rev. Fr. Alexander Suresh - Assistant Professor & Hostel Warden

Bro. Joan Marshal - Sub Warden

### **Department of English:**

Ms. Y. Sakthi Devi - Assistant Professor

Ms. M. Rajeswari - Assistant Professor

Ms. M. Josna Infanta - Assistant Professor

Ms. M Roselin Lurdhu Rebeccal - Assistant Professor

**Department of Tamil:**

Mr. Vigneswaran – Assistant Professor

**Department of Commerce:**

Ms. Janaki – Assistant Professor

**Department of Mathematics:**

Mr. Ravi Narayanan – Assistant Professor

**Department of BCA:**

Mr. Prabhakar – Lab Assistant

**Non-Teaching Staff:**

Ms. Philomina - Office Assistant

Mr. Balasubramaniam – Office Assistant

**Animation:**

The Secretary, **Rev. Fr. Marcel Lincoln**, gave a brief introduction about Don Bosco and his Life. He shared the techniques followed by Don Bosco to educate the Youth. Then he animated the teaching and non-teaching staff on “Educating the Youth” to enhance the quality of teaching. The first session of the meeting was over at 10.50 a.m with a tea break

**Session II: Office Automation**

After the tea break the second session started at 11.15 a.m. **Mr. Bosco of Bosco Technologies pvt.ltd.** took over the session. He gave a brief introduction about the Office Automation software and its function. Then he helped the staff to enter the required details in the Office Automation.

**Adjournment:**

The meeting concluded at 1 p.m

P. Sivashankari  
19/6/17  
P. SIVASHANKARI

  
19/6/17

Signature of Principal

Principal

Don Bosco College of Arts & Science  
Kadavallur, Tuticorin  
Tamil Nadu, India - 690001

## MINUTES OF THE STAFF MEETING – JUNE 2017

**Place: Hall No: 2**

**Date: 15<sup>th</sup> June 2017**

**Time: 10 a.m – 5 p.m**

### **Members Present:**

**Principal:** Rev. Fr. Dr. Amala Jeya Rayan

And all the staff members of DBCAS family

**Excused:** Prof. Alwin Christopher – Department of Computer Science

Prof. M. Vairavan – Department of Commerce

### **AGENDA:**

**Session I:** Instruction by Principal

**Session II:** Office Automation Training

The meeting started sharply at 10 a.m. with the prayer. The Principal initiated the meeting by greeting all the staff members. He presented the admission status of all departments and asked the staff and HODs to study the possibilities to fill remaining seats. Further, he brought to the notice of all the teaching and non-teaching staff the decisions made by the Administrative Committee of DBCAS, which are as follows:

### **Working Hours:**

The working hours is modified as to make it convenient for the staff and students. The college time therefore would be 9.15 a.m to 1.40 p.m from 20<sup>th</sup> June on an experimental basis. The Principal also communicated that the remedial classes could be conducted after 2.30 p.m, if necessary.

### **CIA (Continuous Internal Assessment) Test:**

The internal tests will be conducted for every 1 ½ unit and TWO internal tests would be conducted per day. Further, the staff were asked to evaluate periodically the overall development of the students in both academic and non-academic activities.

### **Bus Service:**

Two staff were allotted as in-charges of the college buses. They were to manage and maintain the discipline of the students and their payment.

### **Drinking Water:**

Drinking water facilities would be made available for students and staff in the new block by way of keeping cans in the First floor and two cans in the ground floor.

### **Staff Conduct and Rules:**

Rev. Fr. Principal presented the general rules and conduct of the staff in the campus.

### **Students Conduct and Rules:**

Rev. Fr. Michael Arokiasamy discussed with the staff and presented the general rules and conduct of the students. Some of the important rules were highlighted such as usage of mobile phones, dress code, attendance, Ragging and Eve teasing etc.

### **New Revaluation Procedure:**

Principal explained the new process of applying for the revaluation which is to be done through online. There are two Forms to be filled: Form A (for answer sheet) and Form B (for revaluation). The fee of Form A is Rs. 350 and Form B is Rs. 250.

Then HOD's were informed to maintain various records of the Department such as, students' attendance, leave records, dress code and conduct. He also asked them to plan for Catechism, Mentoring and Extension Activities.


The first session of the meeting was over with a tea break

### **Session II: Office Automation**

Mr. Prakash, of Bosco Technologies Pvt. Ltd. took over the session and gave brief instruction about the Office Automation. He taught the staff how to add students' details, curriculum details, Staff Allocation and Time table. Then the Principal asked the staff to work with their Department staff to enter the necessary details.

The Meeting was concluded at 5p.m

P. Sivashankari  
19/6/17  
P. SIVASHANKARI

  
19/6/17  
Signature of Principal  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI Dist.  
Tamil Nadu, India - 628 908.  
Tamil Nadu, India - 628 908.

## **STAFF REVIEW MEETING – JULY 2017**

**Place:** Hall No 2

**Date:** 1<sup>st</sup> July 2017

**Time:** 2.30 pm to 3.30 pm

### **Members Present:**

**Secretary:** Rev. Fr. Marcel Lincoln

**Principal:** Rev. Fr. Amala Jeya Rayan

All the staff members

Rev. Fr. Amala Jeya Rayan, the Principal, began the meeting with greetings and prayer at 2.30 pm. He presented the admission status of the academic year 2017 – 2018. Then he asked the Head of the Departments of varied disciplines to present their reports. The HOD's reported the achievements of previous month and presented their planned activities for the forthcoming months. He appreciated and thanked the Department of English under the guidance of Fr. Michael Arokiasamy, for their meticulous plan and execution of Spoken English Bridge Course for all the first year students under the title "Befriend English".

Then the Principal gave a few instructions to the staff which are as follows:

### **College Hours:**

The college working hours has been revised because of the inconvenience faced by the staff and the students. The revised working hours will be from 9.15 am to 2.30 pm with 10 minutes break after the second hour and lunch break after fourth hour from 1.05 to 1.35 pm. There will be remedial classes from 2.30 pm to 3.30 pm if needed.

### **Class Management:**

The staffs are to be present inside the class prior to the students' arrival and before the prayer begins. Attendance should be taken in the beginning of every hour. Once the staff is familiar with the names of the students, he or she can follow his/her own methodology of taking attendance that is convenient. The revision of the previous class is mandatory.

### **Staff Attendance Register:**

Staff should not forget to sign the attendance register before 9.15 am. Once the class begins, attendance register would not be there and the staff should approach the Principal to sign the register. Staffs are also requested not to correct or modify anything on the attendance register without the knowledge of the Principal.

### **Responsibilities of HOD's:**

HOD's should assist the students for SC and ST scholarship programmes. In this concern, the office will work with the collaboration of the HOD's. Hence, the students should approach their respective Department to get the details of the scholarships.

HOD's also should take care of Career guidance, Catechism/ Moral Science and Mentoring programmes. Final year students should be prepared for their career and higher studies through career guidance cell. Club activities, Catechism/ Moral Science and Mentoring classes should be conducted in the fourth or fifth hour of first Saturday. If staff are insufficient, they should approach the Principal to get help from the other Departments.

HOD's have to follow up the discipline, dress code and uniform of the students. The absentees should produce the leave letter before entering into the class room. The signature of the parents or guardian is mandatory in the leave letter.

### **Office Automation:**

Staff are requested to use Office Automation for all academic purposes.

### **Special Programmes for Students:**

Some special programmes are going to be offered for the students Type Writing and Basics in Computer by BCA department. Internet Browsing will also be made available for the students once the Wi-Fi connection is stabilized. Every Department can offer special programme for 10 days from 2.30 to 3.30. Final year students should be involved in any one of the special programmes.

### **M.A Admission:**

50% concession in the fees is given for our students if they want to study M.A English. The eligibility for M.A English is any UG Degree. There is a special offer of Rs.500 will be given to both staff and students who bring new students (UG & PG) to our College. This offer is valid till 11<sup>th</sup> August 2017.

### **Staff Leave Procedure:**

12 days Casual Leave is allotted for staff from 1<sup>st</sup> June 2017 to 31<sup>st</sup> May 2018. Two staff taking leave on the same day in the Department is to be avoided. Unused casual leave can be claimed at the end of the academic year. One hour permission will be allowed for the staff. Exceeding days and hours of leave will affect their salary. OD is granted for the staff only if they accompany the students for competition or seminar.



### Permission Letter:

If the Departments are planning to conduct any programme on a particular day, they should submit a request letter of permission to the Principal *prior to the date of the event*.

### Fresher's Party and Farewell:

Welcome party for the Freshers and Farewell party for the *Final year students* should be done informally. No support would be given from the *colleges regarding the fund* systems. From this year there will be no excursion for the *final year students* as it is not encouraged by the University.

### Extension Activity:

There are six clubs for the students. Eco Club and Road Safety Patrol for the *First year students*; NSS and Youth Red Cross for the *Second Year Students*; and *ABC & Awareness Programme* and Red Ribbon Club for the *Final Year students*. Under the *direction* of the HOD's the respective staff should organize the programmes and *club* activities.

### Sports Activities:

Sports and Games will be given importance with regular sports activities and games *practise*. The Sports Day 2017 would be conducted in the month of September.

### Address by the Secretary:

The Secretary of DBCAS, Rev. Fr. Marcel Lincoln appreciated the staffs who were involved in the Spoken English classes. He also wished the HOD's and all the staff the very best for the special programmes and club activities.

*P. Sivasankari*  
26/7/17

P.SIVASHANKARI

(Staff Secretary)

*[Handwritten Signature]*

PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, THOOTHUKUDI Dist.

Tamilnadu, India-628 908.

## **STAFF REVIEW MEETING – JULY 2017**

**Place:** Hall No 2

**Date:** 31<sup>st</sup> July 2017

**Time:** 2.45 pm to 3.30 pm

### **Members Present:**

**Secretary:** Rev. Fr. Marcel Lincoln

**Principal:** Rev. Fr. Amala Jeya Rayan

All the staff members

Rev. Fr. Amala Jeya Rayan, the Principal, began the meeting with greetings and prayer song at 2.45 pm. Then he asked the Head of the Departments of different disciplines to present their reports of July and the reports of the certificate courses that each Department is planning to conduct for the students. The HOD's reported the achievements of July and presented their plan for the forthcoming months.

The HODs presented the report and planning of the concerned Departments which are found in the Department Review Reports.

The Principal remarked about the seminar that was held in our campus on July 10, 2017, under the title, "Free Legal Education." It was conducted by an efficient team under the leadership of Judge Samuel Benjamin who enlightened the students about free education. Then the Principal gave some instructions to the staff which are as follows:

### **Clubs and Groups:**

The coordinators of various clubs are to plan out the activities for the current as well as for the next semester. We need to involve the student representatives from various Departments in the planning team of each club. The detailed plans of the activities have to be presented to the Principal before the end of this month. Reports of each club activity have to be maintained regularly.

### **Certificate Courses:**

All the final year students are to be encouraged to join any one of the certificate courses. Each one should know basic knowledge of computer, basic spoken English skills and typewriting (Tamil & English) which are very important for their career. If some final year students have not learned any one of the courses, then this will be made mandatory from the next semester onwards.

### **Student Council:**

Student Council members were elected from the representatives of different disciplines. Special assembly will be conducted soon for their investiture ceremony.

Leadership training programme can be conducted for the council leaders and the office bearers of the associations of all the Departments to develop their leadership qualities.

**Admissions:**

The admission for 2017-18 will be closed on 11<sup>th</sup> and 18<sup>th</sup> of August, 2017 for UG and PG respectively. Fees cannot be returned to the students who want to discontinue their studies from the college. However, the students can switch from one discipline to other, if they find difficult in their respective disciplines.

**Discipline:**

Discipline in the dress code and hairstyle should be maintained strictly by all the Departments. The staff are to be very attentive to the students with regard to their discipline. If any student comes late for the class he/she need not be attended immediately as the students who are already inside the class need to be respected. The students whose behaviour is abnormal should be sent to the HOD and then to the Principal if needed.

**Fine Collection:**

With regard to the fine, the Departments are not allowed to collect fine from the students. The HOD's have to direct the students to the College Office and they in turn will send the students with the slip if the amount is paid. If the students take leave, it should be informed to the HOD well in advance. Leave taken due to illness should be informed either to HOD or to the office through phone. Rs.10 and Rs.50 are to be paid for the lack of proper dress code and absentees respectively.

**Relationship among Students:**

Close relationship between girls and boys are strictly prohibited. Staff are to be aware of the relationship between boys and girls and they have to be very strict and serious about it. The students will be dismissed from the college for any grave misconduct. Prior to the dismissal, two warnings are to be given to them by getting apology letter and meeting their parents. This will help to face any legal problems later.

**Grievance Cell:**

There is a grievance cell committee for both staff and students. The concerned staff or students can approach the members of grievance cell with regard to any problem or for any suggestion. The suggestion box is kept outside the Principal's Office for any complaint or suggestion. This has to be taken care by the grievance cell.

**Result Analysis:**

The result analysis format has been sent to the HOD's, which has to prepared

## College Handbook:

The College Handbook will be ready in the following week and the students need to bring the handbook daily. There is a separate column for Mentoring, Extension Activities and Library Usage. The staff need to take note of it and follow up the students activities.

## Appreciation:


Principal appreciated the BCA department for conducting the short term certificate courses effectively. He also appreciated the student Seethalakshmi of Tamil Department for her achievement in "Essay Writing" Competition on GST conducted by Lions Club.

## Secretary's Address:

Finally, Fr. Marcel Lincoln, the Secretary of DBCAS addressed the staff focusing on two issues. He said that punctuality has to be imbibed by every staff as it is the most important virtue. Secondly, he urged the teacher to show special care in the development of the students as it will help in developing their leadership qualities. Then he wished everyone and expressed his desire for the further growth of the College.

  
04/08/17

**P. SIVASHANKARI**  
(Staff Secretary)

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

# STAFF REVIEW MEETING – AUGUST 2017

**Place:** Hall No 2

**Date:** 1<sup>st</sup> September 2017

**Time:** 2.30 pm to 3.30 pm

## **Members Present:**

**Secretary:** Rev. Fr. Marcel Lincoln

**Principal:** Rev. Fr. Amala Jeya Rayan

All the staff members

The Principal, Rev. Dr. Amala Jeya Rayan, began the meeting with greetings and prayer song at 2.30pm. He wished all the staff members a happy teachers day in view of the forthcoming Teachers' Day. Then the Secretary, Rev. Fr. Marcel Lincoln animated the teachers on the importance of being a teacher, educator and Guru in the life of youth. Then the Principal asked the Head of the Departments of all Disciplines to present their report of August and their plans for the forthcoming month. The HOD's reported their achievements and plans for the forthcoming months which are found in their Department Review Reports. Principal instructed the staff regarding the following matters:

### **Achievements of Staff:**

Principal appreciated the achievement of the staff who have passed in SET and TRB exams.

### **Teachers Day Celebration:**

The Teachers' day celebrations will be done in the Department level for an hour.

### **Mentoring:**

The Mentors should meet their mentees personally which should be recorded in Students' Handbook.

### **Sports Day:**


Sports day will be celebrated on 16<sup>th</sup> September, 2017. The Principal requested the Sports Department that except, March Past, Olympic Torch, and Creative Programme all other Sports events should be over prior to the Sports Day.

The meeting concluded at 3.30pm.



P. SIVASHANKARI

(Staff Secretary)

  
PRINCIPAL  
PRINCIPAL  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI DISTRICT  
Tamilnadu, India-628 900.

## **STAFF REVIEW MEETING – SEPTEMBER 2017**

**Place:** Hall No 2

**Date:** 3<sup>rd</sup> October 2017

**Time:** 2.50 pm to 3.30 pm

**Members Present:**

**Principal:** Rev. Fr. AmalaJeyaRayan

All the staff members

The Principal, Rev. Dr. AmalaJeyaRayan, began the meeting with greetings and prayer song at 2.50pm. He asked the HOD's to present their evaluation of previous month and plans for the month of October. And he wanted to have an evaluation of Annual Sports Day 2017 for the betterment of the programme after the monthly evaluation of the Departments. The HOD's presented the evaluation of the month of September and plans for the next month which are found in their Department Review Reports. Along with Department Review Report, Rev. Fr. Michael presented a detailed evaluation of the Sports Day 2017. He appreciated the hard work put in by the Physical Director, then pointed out those elements that went wrong in the organisation and listed out several valuable suggestions for the improvement and better organisation of the Sports Day. Principal thanked the Department of English for their detailed evaluation of the Sports Day and assured that those suggestions will be taken into consideration in the future. He also suggested that some Indoor competitions could be conducted in the next semester and he asked PED to plan for it.

Then Principal instructed on the following issues:

### **Semester Preparation:**

Syllabus should be completed before the model examination. If the students have not performed well in the tests, they could be asked to remain in the college till 4.30 pm for study. Students have to be prepared for the November Semester examination. Special classes can be conducted for the students to help them get good marks in the examination. Tests and other academic activities can be conducted to help the students learn the subject well. He further asked the HOD's to send a plan about preparing the students for the semester examination.

### **HiGrade:**

Staff are asked to complete their tasks in Higrade (Office Automation) such as attendance and internal assessment.

**Information from the University:**

University asked the staff to create awareness about Blue Whale game. The behaviour of the students has to be keenly watched. A staff has to be allotted from each Department to present the ill-effect of Blue Whale game.

Ragging and eve-teasing is strictly prohibited inside the college campus. If any student has faced such problems, it has to be informed to the Department as well as the management. It has to be filed as a written complaint and necessary action will be taken by the management.

**Attendance:**

Students should have 75% of attendance to write the Semester examination. Students are allowed to write the exam with fine if they have 65 to 75% of attendance. So attendance has to be consolidated and sent it to Principal soon.

**Extension Activity:**

Extension activity hours have to be completed by the students for this semester. He asked the Hod's to do the pilot study for three days rural camp in the forthcoming semester.

**Discipline:**

Rev. Fr. Alexander Suresh has shared some opinions about maintaining discipline in the college. He suggested that the staff should be with the students to maintain discipline during the common programmes and common assembly.

Meeting concluded at 3.30 p.m.

  
13/10/17

**P. SIVASHANKARI**

(Staff Secretary)

  
13/10/17

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

## STAFF REVIEW MEETING – OCTOBER 2017

Place: Hall No 2

Date: 3<sup>rd</sup> November 2017

Time: 2 pm to 3 pm

### Members Present:

**Principal:** Rev. Fr. Amala Jeya Rayan

**Secretary:** Rev. Fr. Marcel Lincoln

All the staff members

The Principal, Rev. Dr. Amala Jeya Rayan, began the meeting with greetings and prayer song at 2 pm. He asked the HOD's to present their evaluation of previous month and plans for the next semester. The HOD's presented the evaluation of the month of October and plans for the next semester which are found in their Department Review Reports. Co-ordinators of academic and non-academic clubs also presented their reports and their plan for the next semester. Then the Principal instructed on the following issues:

### Things to be submitted to Principal:

Model exam marks are to be sent to the Principal. Work allotment of each Department and their Academic Planner for the next semester are to be sent by the end of November 2017.

### HiGrade: Office Automation

Prof. Alwin and Mr. Prabhakaran, the Lab-Assistant, are asked to see to the overall maintenance of the HiGrade Office Automation Software and give technical assistance to all the Departments. Staff Profile and Student details are to be updated in the HiGrade. One day training programme will be conducted before the beginning of the next semester.

### Preparation for the Next semester:


Principal asked the HOD's to buy books for the next semester and update the library. Then the HOD's presented their plans for the Rural NSS camp that is to be organised for the second year students.

### Examination Committee:

Prof. Parvatha, the Controller of the Examination, instructed the staff regarding the invigilation for the forthcoming Semester examination.

The Meeting was concluded at 3 pm.

  
**P. SIVASHANKARI**  
(STAFF SECRETARY)

  
**PRINCIPAL** 29/11/17  
**DON BOSCO COLLEGE OF ARTS & SCIENCE**  
KEELA ERAL, THOOTHUKUDI Dist.  
Tamilnadu, India-628 908.



# **STAFF REVIEW MEETING – NOVEMBER 2017**

**Place:** Hall No 2

**Date:** 4<sup>th</sup> December 2017

**Time:** 2.30 pm to 3.30 pm

## **Members Present:**

**Principal:** Rev. Fr. Amala Jeya Rayan

**Secretary:** Rev. Fr. Marcel Lincoln

All the Staff Members

The Principal, Rev. Dr. Amala Jeya Rayan, began the meeting with greetings and prayer at 2.30 pm. Principal introduced the new staff, Prof. A. Angel, Department of English and Prof. Rajeshwari, Department of Mathematics, who had joined to render their service to our College in the Even Semester.

Principal discussed the following issues:

### **Provincial Visit:**

The official visit of the Provincial is in the first week of the Even Semester for this academic year 2017 – 2018. He would be here for three days (14-16 December) and there will be staff meeting and students meeting with the Provincial.

### **Catechism and Mentoring:**

The first hour of each day order is allotted for catechism and mentoring for each Department. There will be Catechism classes twice in a month. Fathers will handle the Catechism and value education classes for all the 3<sup>rd</sup> year students.

The Mentors of each class will be allotted by the HOD. The Mentors column in the Hand Book has to be used and signed by the Mentors. The mentors have to meet their mentees personally once in a month. They should know all the details including their academic and personal details.

HOD's have to meet the final year students occasionally and prepare them better future. Final year students have to learn some life and soft-skills for the betterment of their career. So the HOD's could plan the programme for the final year students in such a way that the basic soft skills are introduced.

### **Regarding Fine and Student Management:**

There will be no fine collection in the Department or in the office for any academic or non-academic matters. If the students have failed to follow the rules and regulations, they have to meet the consequences at the end of the semester.

The problematic students of the class have to be dealt privately. There should not be any public discussion in the class room which affects the whole class.

### **Students' Leave Letter:**

Leave letters of the students have to be preserved with utmost care to meet the issues of the attendance at the end of the semester. If a student is taking leave, he/she has to submit the leave letter the very next day and it has to be entered in the Hand Book with the signature of the HOD. If any student has come late, it has to be recorded in the Hand Book with time, date and reason.

### **Preparation for Accreditation:**

As our college is preparing for NAAC accreditation and NIRF registration, the files and documentation have to be maintained in each Department. Separate files and reports have to be maintained for each activity conducted by the Department. Extension activity, Attendance, Students' Achievements, and Result Analysis of each semester have to be maintained separately for each academic year in the Department.

The qualification of the staff is also required for accreditation. So the staff should qualify themselves with SET/NET or Ph.D. The staff have to update their profile with required details.

### **Alumni Association:**

Alumni of our College have to be followed up by each Department. A separate file has to be maintained by the Departments with all the details of the Alumni such as Personal Details, Permanent Address, Current Address, their current position and so on. They have to be followed and their profiles are to be updated. Principal would go through that Alumni files in the beginning of January. Alumni Day will be celebrated on January <sup>26<sup>th</sup></sup> every year.

### **Higrade Updates:**

Staff allotments and Time table have been updated successfully in Higrade. Staff Profile and Student Profile have to be updated as early as possible with all the required details. Students' Attendance of each month are to be exported, taken printout and to be

preserved in the Department. Prof. Alwin Christopher would be there to rectify the queries regarding Higrade.

### **College Website Updates:**

The presentation of the website plays an important role in accreditation of the college. So the activities of each Department have to be updated in the college website with some photos and a short write up about the programme. The staff should periodically check the website and introduce to the students also to check the website often.

### **NSS Camp:**

Three day NSS camp is to be organised by each Department. If there is any difficulty due to rain, camp can be winded up in two days but it has to be compensated later during this semester.


### **Christmas Day Celebration:**

On 22<sup>nd</sup> December Christmas day celebration will be held. There will not be regular classes on that day. There will be an Inter-Departmental Carol competition conducted by Music Club on that day. After the celebration, there will be Christmas holidays for 10 days. College reopens on 3<sup>rd</sup> January 2017.

### **Secretary Address:**

Rev. Fr. Marcel Lincoln, Secretary of DBCAS addressed the staff about two things. He advised the staff to encourage the students to read News paper and Magazine. The Daily Thanthi and the Indian Express are offered at lowest price for students. The students can make use of this opportunity and develop the habit of reading Newspaper to know about the society and the country. Then he asked the staff and HOD's to maintain required documents for accreditation of NAAC and NIRF registration.

  
P. SIVASHANKARI  
(STAFF SECRETARY)

  
PRINCIPAL 12/12/17  
BON BOSCO COLLEGE OF ARTS & SCIENCE  
NEELA ERAL, THOOTHUKUDI Dist.  
Tamilnadu, India-626 908.

# STAFF REVIEW MEETING – December 2017

Place: Hall No 2

Date: 14<sup>th</sup> December 2017

Time: 2.30 pm to 3.30 pm

**Members Present:**

**Provincial:** Rev. Fr. Antony Joseph, **Treasurer:** Rev. Fr. Amala Doss

**Secretary:** Rev. Fr. Marcel Lincoln, **Principal:** Rev. Fr. Amala Jeya Rayan

All the staff members

The Principal, Rev. Dr. Amala Jeya Rayan, began the meeting with greetings and prayer song at 2.30 pm. On behalf of all the staff members, he welcomed the Provincial, Rev. Fr. Antony Joseph and the Province Economist, Rev. Fr. Amala Doss. Then Principal asked the HODs to introduce their Departments and present the various activities done during the academic year 2017 - 2018. He also asked other staff members to give suggestions for the development of the Departments. The HOD's introduced their Department staff and presented a short report about the various activities done in the Department. After the presentation of each Department report, the HOD and staff added a few suggestions.

## **Department of Computer Application:**

- Printer
- First Aid Box
- Name Board for Faculty Members
- Chairs for the Lab
- Air-Condition for the 2<sup>nd</sup> Lab

## **Department of English:**

- Spacious Staff Room
- Language Lab

## **Department of Business Administration:**

- Separate Staff Room

## **Department of Mathematics:**

- Dust-Free Chalk Piece
- Wi-Fi Connection
- Apparatus for Physics Lab
- Rack for Department Library

## **Department of Sports:**

- Money for Sports Department
- Track and Field need to be ready for practice

**Women's Cell:**

- Rest Room for Faculties

**General Suggestions:**

- Advertisement for College during Admissions
- Wi-Fi Signal is rather poor in some areas
- Spacious Office room
- Xerox Machine
- Library need to be developed

**Economer Address:**

Rev. Fr. Amala Doss, the Economer of the Salesian Province of Trichy, addressed the staff. He expressed his happiness about the integral formation of the students as well as the development of the institution. He said that the students are happy with our institution. He insisted that the quality of the students and the education has to be developed more in the forthcoming years. The next year our College is going to apply for accreditation so the infrastructure has to be developed for the present Departments and students. He further added that happy environment has to be created for both students and staff.

**Provincial Address:**

Rev. Fr. Antony Joseph, the Provincial of the Salesian Province of Trichy addressed the staff and he said that he is very happy about the gradual development of the college over the past three years. He said that the aim of higher education is the holistic formation of an individual. The College provides opportunities for the students to develop themselves for their better future. He said that the students must be confident to face the competitive world when they leave the College. Character formation has to be given importance. He also asked the staff to have personal knowledge about each student. He further added that Library will be developed with much collection of books which would help the students to enrich their knowledge. Finally he appreciated all the staff for their hard work and sacrifice and urged them to build up the Institution.

The meeting concluded at 3.30 p.m

  
(P.SIVASHANKARI)  
STAFF SECRETARY

  
PRINCIPAL 21/3/18  
DON BOSCO COLLEGE OF ARTS & SCIENCE  
KEELA ERAL, THOOTHUKUDI Dist.  
Tamilnadu, India-628 908.

## **STAFF REVIEW MEETING – JANUARY 2018**

**Place:** Hall No 2

**Date:** 1<sup>st</sup> February 2018

**Time:** 2.30 pm to 3.45 pm

### **Members Present:**

**Secretary:** Rev. Fr. Marcel Lincoln

All the Staff Members

### **Session on Counselling:**

The meeting began with greetings and prayer at 2.30 p.m. Rev. Fr. Michael, the Head of the Department of English introduced Rev. Fr. Justin Sengol, the in-charge of Counselling Department, Trichy Province. He was available for a week in the college for counselling both staff and students. Later Rev. Fr. Justin animated the staff with inputs on how to handle the students. He presented the problems faced by the students in the present society. He focused on “Identity and Role Confusion” of the students which would help the staff to understand the students better.

### **Sharing of Reports:**

Then the HOD’s presented their achievements and plans for the forthcoming months which are found in their Department Review Reports, with a special focus on the follow up of Alumni of the College. Rev. Fr. Alexander Suresh, the Co-ordinator of Media club presented a brief report and suggested that fund can be allotted for Media Club.


### **Secretary Address:**

Rev. Fr. Marcel Lincoln, the Secretary of DBCAS appreciated the programmes held in the month of January. He shared his experience of Alumni Meet held on 26<sup>th</sup> January 2018. Then he asked the staff to focus on the studies and syllabus completion in this month. He said that the psychology should come from the Professors. He asked the professors to be friendly with the students which would change their behaviour. They should listen to the students and should understand them better which will in turn help them to build character formation among the students.

The meeting concluded at 3.45 p.m.



**P. SIVASHANKARI  
(STAFF SECRETARY)**



**PRINCIPAL** 21/3/18  
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## **STAFF REVIEW MEETING – FEBRUARY 2018**

**Place:** Hall No 2

**Date:** 1<sup>st</sup> March 2018.

**Time:** 2.45 pm to 3.30 pm

### **Members Present:**

**Secretary:** Rev. Fr. Marcel Lincoln

**Principal:** Rev. Fr. Amala Jeya Rayan

All the Staff members

The Principal, Rev. Dr. Amala Jeya Rayan, began the meeting with greetings and prayer at 2.45 pm. He asked the HOD's to present their evaluation of previous month and plans for the next month. The HOD's presented the evaluation of the month of February and plans for the forthcoming month which are found in their Department Review Reports. Principal appreciated the staff members for their hard work. He offered special appreciation to the Departments of English and Mathematics for conducting the Inter-Collegiate Competitions successfully. He said that it was well planned by the departments and the participants were also happy to be part of the programme. He also commented about the active involvement of the students and said that the few skills that they have learnt would certainly help them in the future. He extended his appreciation to the Department of Business Administration for putting up snacks stalls. He then praised the students who participated in the Seminars conducted by various colleges.

Principal discussed the following issues:

### **Valediction and Farewell:**

Valediction of the Department Associations has to be conducted in the month of March. Farewell has to be conducted department-wise either in the holidays or after the class hours. He asked the Clubs also to have valediction in March. Photos and Annual Report of departments and clubs have to be submitted for the Annual Report.

### **Skills to be acquired by Final Year Students:**

Final year students must acquire basic soft skills such as basic computer skills, and typing both in Tamil and English. B.Com and B.B.A students must complete the Tally course before appearing for the semester examinations. HOD's are asked to verify these course completion certificates before signing the No Due Form.

## Job Fair:

Career guidance and Placement cell planned to organise a Job Fair on 3<sup>rd</sup> March 2018 in our college. Hence, the staff should prepare and motivate the students to participate in the Job Fair. Alumni of our college and students from other colleges can also participate in the job fair.

## Student Details for Convocation:

Passport Size Photo and the Name of the student both Tamil and English are to be collected from the final year students and submitted to the office within a week for Convocation Certificates.

## NSS Camp:

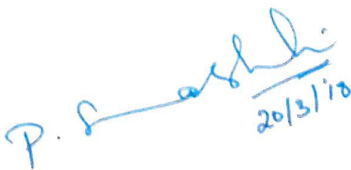
Special NSS camp for 7 days will be organised by Prof. Prabhu, the Coordinator of NSS in Narkalaikottai, a village near Keela Eral. 35 boys will take part of this seven day programme. 10 Girls from each Department with a staff is required to take part in the NSS camp. Each day is allotted for each Department.

## Women's Day Celebration:

Women's Cell of our College will organise Women's Day celebration on March 8<sup>th</sup> 2018. Regular classes will be there for first two hours and after that there will be celebration till 2.30 pm.

## College Day:

We will have the fifth Annual Day celebration on 7<sup>th</sup> April 2018. Special responsibilities are assigned to each staff for the better organisation of the celebration.

  
P. SIVASHANKARI  
(Staff Secretary)  
20/3/18

  
21/3/18  
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# Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli

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## Declaration

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

*Daily*

PRINCIPAL

DON BOSCO COLLEGE OF ARTS & SCIENCE

KEELA ERAL, Thoothukudi Dist.

Tamilnadu, India-628 908.

