



Don Bosco College of Arts and Science, Keela Eral

NAAC - SSR - CYCLE I

1.1.1 Curriculum Planning

Staff Review Meeting

2021-2022



DON BOSCO COLLEGE OF ARTS AND SCIENCE

(Affiliated to Manonmaniam Sundaranar University – Tirunelveli)
Keela Eral, Thoothukudi Dist.

REPORT ON STAFF MEETING – APRIL 2021

Date: 30th June 2021

A staff meeting was convened by Dr. S. Pious Missier, Principal on 30.06.2021 in the college campus. Rev. Dr. Victor Antonyraj, Secretary, Rev Fr Administrator, Rev Fr Dean, the new Parish Priest Rev. Fr. Paulsamy Jebamalai and the new hostel warden of Bosco Hostel Rev Fr Antonysamy Masilamani were also present. The entire faculty and the non teaching staff were present at the meeting.

Dr. S. Pious Missier welcomed the staff and Rev Fr Administrator introduced the new Secretary and the incoming priests.

Dr. Ragu Antony, the outgoing Head of the Department of English was felicitated. Prof Ragu Antony thanked the Salesian community for the opportunity of serving at DBCAS and also his friends and colleagues at the campus.

The principal explained the new online exam procedures and the possible remedies to overcome problems in registering, downloading question paper and uploading answer scripts. He also explained some possible strategies for improving the admission this year and asked the staff to get involved in the admission process. He also suggested some ways for obtaining student data.


Rev Fr Administrator explained the situation and the challenges ahead and the possibilities of institution. Scholarships to help poor students. He also pointed out the possibility of streamlining the system with well defined roles and code of conduct for staff and enhancing staff salary. He also conveyed the thanks and wishes conveyed by the former Secretary Rev. Fr. Amala Jeya Rayan to the staff.

Rev Fr Dean suggested regularizing and bringing in uniformity in other fees collected from students on campus.

Rev Fr Secretary in his detailed speech first thanked the present and past staff for their dedicated and hard work. He explained the essential need for a sense of belonging, professionalism and documentation in the DBCAS family and how these aspects can enhance performance and give the staff a sense of satisfaction. He stressed the need for systematic documentation of all activities and how documentation is the need of the day in all dealings with the university and for NAAC. He also stressed the need to be NAAC accredited which is a task to be accomplished within the next two years.

Prof Prabhu proposed a vote of thanks.

The whole program was compered by Dr. M. Sivasankari, Staff Secretary.


SECRETARY

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


Principal

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KEELA ERAL, Thoothukudi Dist.
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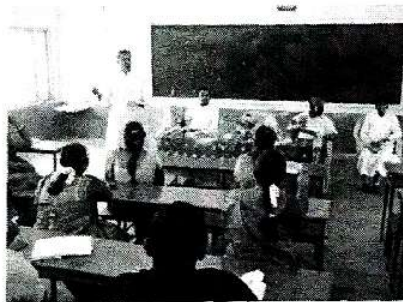
DON BOSCO COLLEGE OF ARTS AND SCIENCE

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Keela Eral, Thoothukui Dist.



Staff welcoming the new Secretary.



Rev. Fr. Secretary address the new gathering



Offering Ponnadai to Dr. Ragu Antony



DON BOSCO COLLEGE OF ARTS AND SCIENCE,

KEELA ERAL

September Month Review Meeting Report

Venue : Conference Hall

Date : 30.09.2021

Time : 2.30 PM

Staff review meeting for the month of September was held on 30.09.2021. Rev. Dr. Victor Antonyraj, Secretary, DBCAS., Rev Dr. Joseph Charles, Principal, DBCAS., Rev. Fr. Thiviya Alexander, Administrator, DBCAS., all the teaching and non teaching staffs were present in the meeting. The meeting was started with a prayer song. Subsequently, our Secretary addressed the meeting. He talked about the difference between a good teacher and a teaching staff. He said that a good teacher played a big role by making their students as good citizens and at the same time teaching staffs only doing their teaching as a job. This made it possible to make everyone responsible for their adoption duties.

After that, HoDs of all the departments and coordinators of various clubs and committees have presented their last month activities and future plan. Ms. Krishnaveni, Department of Computer Applications, DBCAS and Mr. Alex, Lab Assistant, DBCAS displayed the updated website of our college. They also explained how to access our web portal and to get information using staff login. Eventually, our Principal concluded the meeting and also outlined the programs and plans for the upcoming month(October 2021). The meeting was wound up with a vote of thanks delivered by Dr. Thanga Ganesh, Assistant Professor of Business Administration, DBCAS.

Principal



DON BOSCO COLLEGE OF ARTS AND SCIENCE
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Email: principal@dbcas.edu.in Website: www.dbcas.edu.in

Dr.A.S.Joseph Charles
Principal
9790402888

Staff Review Meeting for September 2021

Venue : Conference Hall





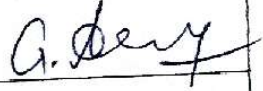


Date : 30th September 2021,

Time : 02.30 P.M

List of Participants

Sl. No	NAME OF THE STAFF	Qualification	Designation	SIGNATURE
1.	Dr. S. Victor Antonyraj	B.Sc (C.S) STL., S.T.D.	Secretary	
2.	Dr. A. S. Joseph Charles	M.C.A., Ph.D., NET SET	Principal	
3.	Mr. A. Thivya Alexander	M.A., M.Phil., (Ph.D)	ADMIN & HOD English	
4.	Mr. M. Prabhu	M.Com. B.Ed., M.Phil., M.B.A., (Ph.D.)	Vice Principal & HOD Commerce	
5.	Ms. V. Parvatha	M.C.A., M.Phil., (Ph.D)	Vice Principal & HOD BCA	
6.	Mrs. S. Theivarathina	M.A., M.Phil., (Ph.D)	HOD Tamil	 Dr. 09/02/2021 30/09/2021
7.	Mr. T. Vigneswaran	M.A., M.Phil., NET.,	Asst Prof	
8.	Dr.E.Stalin	M.A.,B.Ed.,M.Phil., Ph.D	Asst Prof	

9.	Mr. K. Maheshwaran	M.A., B.Ed., M.Phil., (Ph.D)	Asst Prof	<i>K. Maheshwaran</i>
10.	Mrs. V. Soundharya	M.A., M.Phil., (Ph.D)	Asst Prof	—
11.	Mr. A. Melwin	M.A., M.Phil., NET	Asst Prof	<i>A. Melwin</i>
12.	Ms. A. Infant Sheba,	M.A.,	Asst Prof	<i>A. Infant Sheba</i>
13.	Mrs. J. Sudha,	M.A., M.Ed., M.Phil.,	Asst Prof	<i>Sudha J</i>
14.	Ms. V. P. Sujeetha,	M.A., M.Phil.,	Asst Prof	<i>V.P. Sujeetha</i>
15.	Mr. T. Rufus Vivin Pius	M.A., B.Ed.,	Asst Prof	<i>T. Rufus</i>
16.	Ms. S. Masilla Mathi Arasi	M.A., M.Phil.,	Asst Prof	<i>S. Masilla</i>
17.	Mrs. A. Anusuya	M.Sc., M.Phil., SET, (Ph.D)	HOD Maths	<i>A. Anusuya</i>
18.	Mr. A. Peter Arokiaraj	M.Sc., (Ph.D)	Asst Prof	<i>A. Peter</i>
19.	Mr. S. Gabriel Raja	M.Sc., (Ph.D)	Asst Prof	<i>S. Gabriel</i>
20.	Ms. K. Ambika	M.Sc., B.Ed., SET	Asst Prof	<i>K. Ambika</i>
21.	Dr. M. Sivasankari	M.Sc., M.Phil., PGDCA, Ph.D.	Asst Prof	—
22.	Mrs. S. Krishnaveni	M.Sc., M.Phil.,	Asst Prof	<i>S. Krishnaveni</i>
23.	Ms. A. Ponmani	M.Com., M.Phil., (Ph.D)	Asst Prof	<i>A. Ponmani</i>
24.	Dr. T. Ponceelia	M.Com., M.Phil., Ph. D	Asst Prof	<i>T. Ponceelia</i>
25.	Ms. C. Kulanthaitharase	M.Com. M. Phil. D.Cop., PGDCA.	Asst Prof	<i>C. Kulanthaitharase</i>
26.	Rev. Fr. M. Antonysamy	M.Com., (Ph.D)	Asst Prof	—
27.	Dr. M. Rajee	MBA., M.Phil., Ph.D., NET, SET	BBA HOD	<i>M. Rajee</i>
28.	Dr. R. Jayabharathi	MBA., PhD	Asst Prof	<i>R. Jayabharathi</i>

29.	Dr. R. Thanga Ganesh	MBA., M.Phil., Ph.D	Asst. Prof	
30.	Mr. S. T. Suvaitharan,	MBA., (PhD)	Asst. Prof	
31.	Mr. S. Paulsamy	B.Sc.,	Asst. Prof	—
32.	Mr. A. Karuppasamy	M.B.A.,	Accountant	
33.	Mr. S. Mohan kumar	M.A., M.Lisc., M.Phil., SET., NET.,	Librarian	
34.	Mr. G. Alex Michealraj	B.C.A.,	Lab Assistant	
35.	Mr. P. Melvin	B.A.,	Office Assistant	
36.	Mr. K. Ashok	B.Sc., B.P.Ed.,	Physical Director	
37.	Mr. K. Balasubramanian	--	Office Attendant	



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



Don Bosco College of Arts and Science, Keela Eral

November Month Staff Review Meeting -Minutes

Venue : Conference Hall

Date : 06.12.2021

Time : 03.00 P.M.

The staff review meeting for November month was held on 4th December 2021 at 3.00 P.M. in the conference hall. Rev.Dr.Joseph Charles (Principal, Don Bosco College of Arts and Science, Keela Eral), Rev.Fr.Thiviya Alexander (Administrator, Don Bosco College of Arts and Science, Keela Eral), Rev.Fr.Paul samy(Parish Priest, DBCAS) all the teaching and non teaching staff were present in the meeting.


Prof.Anusuya (Staff secretary) read the minutes of the previous review meeting held on 30th September 2021. Rev.Fr.Paul samy (Parish Priest, DBCAS) gave a presentation. His presentation was about the qualities, attitude and the behavior of a good teacher. He also explained about the important role of a good teacher in students life and carrier. Then all the HoDs and the coordinators of various clubs and committees presented their report. Rev.Fr.Thiviya Alexander (Administrator, DBCAS) presented the status of college fee collection and bus fee collection. He asked the class incharge to insist the students to pay the fees as earlier as possible. Finally, Principal concluded the meeting. He informed the modified college time table which will be followed 07.12.2021 onwards.

The following were discussed in the meeting.

- Syllabus completion.
- Scholarship application status.
- Making placement opportunities for students.
- API score preparation.
- Affiliation renewal application.
- Department wise activities plan.
- Documentation of department activities.
- Discussion on class timings.
- Extension activities inside or outside of the campus.

- Industrial visit.
- Certificate courses.
- Discussion on Christmas program and celebration (Fine arts club will organize)
- Christmas day celebration will be on 23rd December 2021.

As a part of Christmas Day celebration, "Christ mom Christ child game" was played. The meeting was ended with the vote of thanks by Prof. Krishnaveni, Department of Computer Applications.


13/12/21
Principal



Don Bosco College of Arts and Science, Keela Eral
Staff Attendance
Staff Review Meeting Month of November 2021

06.12.2021

S. No	NAME OF THE STAFF	Qualification	Designation	SIGNATURE
1.	Rev.Fr.A.S. Joseph Charles	MCA., Ph.D., SET, NET	Principal	
2.	Rev.Fr.A.Thivya Alexander	M.A., M.Phil., (Ph.D)	ADMIN & HOD English	
3.	Mr. M. Prabhu	M.Com. B.Ed., M.Phil., M.B.A., (Ph.D.)	Vice Principal & HOD Commerce	
4.	Ms.V.Parvatha	M.C.A., M.Phil., (Ph.D)	Vice Principal & HOD BCA	 6/12/21
5.	Mrs. S. Theivarathina	M.A., M.Phil., (Ph.D)	HOD Tamil	 6/12/2021
6.	Mr.T.Vigneswaran	M.A., M.Phil., NET.,	Asst Prof	
7.	Dr.E.Stalin	M.A.,B.Ed.,M.Phil., Ph.D	Asst Prof	absent
8.	Mr.K.Maheshwaran	M.A., B.Ed.,M.Phil., (Ph.D)	Asst Prof	absent
9.	Prof.V.Soundharya	M.A., M.Phil., (Ph.D)	Asst Prof	absent
10.	Mr. A.Melwin	M.A.,M.Phil.,NET	Asst Prof	
11.	Ms.A.Infant Sheba,	M.A.,	Asst Prof	 6/12/21
12.	Mrs. J.Sudha,	M.A.,M.Ed.,M.Phil.,	Asst Prof	 6/12/21
13.	Ms.V.P.Sujeetha,	M.A.,M.Phil.,	Asst Prof	
14.	Mr.T.Rufus Vivin Pius	M.A.,B.Ed.,	Asst Prof	
15.	Ms. Masilla Mathi Arasi	M.A.,M.Phil.,	Asst Prof	
16.	Mrs.A.Anusuya	M.Sc.,M.Phil., SET, (Ph.D)	HOD Maths	
17.	Rev. Fr. Peter Arokiaraj	M.Sc.,(Ph.D)	Asst Prof	
18.	Rev. Fr. S. Gabriel Raja	M.Sc.,(Ph.D)	Asst Prof	
19.	Prof.K.Ambika	M.Sc.,B.Ed.,SET	Asst Prof	 K. Ambika
20.	Dr.M.Sivasankari	M.Sc., M.Phil., PGDCA, Ph.D.	Asst Prof	

	Mrs.S. Krishnaveni	M.Sc., M.Phil.,	Asst Prof	<i>S. Krj</i>
22.	Ms.A.Ponmani	M.Com., M.Phil.,(Ph.D)	Asst Prof	<i>A. Ponzi</i>
23.	Dr.T.Ponceelia	M.Com.,M.Phil.,Ph.D	Asst Prof	<i>T. Ponceelia</i>
24.	Ms. C. Kulanthaitherase	M.Com. M. Phil. D.Cop., PGDCA.	Asst Prof	<i>C. Kulantha</i>
25.	Ms.S.Ebziba	M.Com. M. Phil., (Ph.D)	Asst Prof	<i>S. Ebziba</i> 2/12/21
26.	Rev. Fr. M.Antonymsamy	M.Com.,(Ph.D)	Asst Prof	absent
27.	Dr .M. Rajee	MBA.,M.Phil., Ph.D., NET, SET	BBA HOD	<i>M. Rajee</i>
28.	Dr. R. Jayabharathi	MBA., PhD	Asst Prof	<i>R. Jayabharathi</i>
29.	Mr.S.T.Suvaitharan,	MBA., (PhD)	Asst. Prof	<i>S. T. Suvaitharan</i>
30.	Dr.R.Thanga Ganesh	MBA., M.Phil., Ph.D	Asst. Prof	<i>R. Thanga Ganesh</i>
31.	Rev.Fr.Paulsamy	B.Sc.,	Asst. Prof	absent
32.	Mr. A.Karuppasamy	M.B.A.,	Accountant	<i>A. Karuppasamy</i>
33.	Mr. S. Mohan kumar	M.A., M.Lisc., M.Phil., SET., NET.,	Librarian	<i>S. Mohan kumar</i>
34.	Mr. G. Alex Michealraj	BCA.,	Lab Assistant	<i>G. Alex Michealraj</i>
35.	Mr.P.Melvin	BA.,	Office Assistant	<i>P. Melvin</i>
36.	Mr.K.Ashok	B.Sc., B.P.Ed.,	Physical Director	<i>K. Ashok</i>
37.	Mr. K. Balasubramanian	--	Office Attendant	<i>K. Balasubramanian</i>



DON BOSCO COLLEGE OF ARTS & SCIENCE, KEELA ERAL

Staff Meeting Minutes

Date : 23.02.2022

Time : 3.00 p.m.

Place : Conference Hall

❖ The Principal discussed the following things in this meeting:

- National Education Policy
- 2F, 12B, NAAC Accreditation, NIRF Ranking
- Provisional Accreditation
- Extension Programme
- Department Activities
- To identify the social media addiction
- Preparing E-Content by each faculty
- BOSCO Funds
- BOSCO Times
- Parents Meeting
- Uploading department wise syllabus in website

❖ The Controller of Examination announced the date of commencement of I Internal Test

❖ Finally, the secretary addressed the meeting.


24/02/22
Principal



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Staff Meeting Minutes

Date : 28.03.2022
Time : 3.00 P.M.
Place : Conference Hall

The staff review meeting was held on 28th March 2022 at 3.00 P.M. in the conference hall. Rev. Dr. Joseph Charles (Principal, Don Bosco College of Arts and Science, Keela Eral), Rev. Fr. Thiviya Alexander (Administrator, Don Bosco College of Arts and Science, Keela Eral), all the teaching and non teaching staff were present in the meeting.

The meeting was started with the silent Prayer. Then the Principal discussed the duties and work allotment for each staff for the 5th Convocation(13.04.2022 in the Forenoon), Annual day(13.04.2022 in the Afternoon) and Sports Day(31.03.2022) and also asked about the work progression of the each committee in the Convocation and Annual Day Program. Mr. Ashok, Physical Director, DBCAS., explained the events and the programs which going to be held on the 8th Annual Sports Day(31.03.2022). Then the Principal talk about the modalities of the staff tour on 02.04.2022.

Then HoDs discussed the following in the meeting.

- Parents meeting
- Internal test evaluation
- Attendance
- Lack of attendance form
- April month planning
- Status of extension activities

Then the coordinators of various clubs and committees presented their report for the month of March. The Principal welcomed and honoured the new staff "Prof. Ganapathy Rajan (Department of English), Prof. Mary Ajeetha (Department of Business Administration), Prof. Meena (Department of Tamil)" to the DBCAS Family. Then The Principal informed the following.

- As students have II Internal test, there is no common assembly or department assembly on 4th April 2022.
- Attendance for 50 days have to be calculated for each class.
- Mentor and Mentees records have to be followed.
- Online classes will be conducted on 1st April 2022. So students and staff need not to come to college.

The meeting was ended with the vote of thanks by Prof. Melwin, Department of English, DBCAS.


Principal 09/04/22



Don Bosco College of Arts and Science, Keela Eral

April Month Staff Review Meeting - Minutes

Venue : Conference Hall

Date : 05.05.2022

Time : 03.00 P.M.

The staff review meeting for April month was held on 5th May 2022 at 3.00 P.M. in the conference hall. Rev. Dr. Victor Antonyraj (Secretary, Don Bosco College of Arts and Science, Keela Eral), Rev. Dr. Joseph Charles (Principal, Don Bosco College of Arts and Science, Keela Eral), Rev. Fr. Thiviya Alexander (Administrator, Don Bosco College of Arts and Science, Keela Eral) all the teaching and non teaching staff were present in the meeting.

The meeting was started with a silent prayer. Rev. Dr. Victor Antonyraj (Secretary, Don Bosco College of Arts and Science, Keela Eral) addressed the meeting. He talked about the roles and responsibilities of each staff in the college. Then the Head of the Departments presented their report. Consequently, the Principal addressed the following in the meeting.

- First Friday Mass will be held on 6th May 2022.
- Attendance verification day is 6th May 2022.
- III Internal Exams will be commenced on 9th May 2022.
- The date of Farewell & Valedictory Function for each department was announced.
- Model Exam will be commenced on 22nd May 2022.
- Admission Strategies and school students data collection
- Submission of Faculty Planner, Syllabus Completion, Students Feedback, Association Activity Report, Attendance by each department.
- Certificate Programmes for the next academic year.

The meeting was ended with the vote of thanks by Prof. Kanaga, Department of Mathematics.


10/05/22

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

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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.

