



Don Bosco College of Arts and Science, Keela Eral  
NAAC - SSR - CYCLE I

1.1.1.. Curriculum Planning

# Governing Body Meeting Minutes

*MINUTES OF  
GOVERNING BODY MEETING  
(2017-2018)*

*DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL*

05 June 2017

The meeting was called to order at 9.00 a.m.

**Members present:**

Rev. Fr. Antony Joseph	Chairperson
Rev. Fr. Agilan	Vice Chairman
Rev. Fr. Amaladoss	Treasurer
Rev. Fr. Marcel Lincoln	Secretary
Rev. Dr. Amala Jeya Rayan	Principal
Prof. M. Prabhu	Vice Principal
Prof. V. Parvatha	Vice Principal
Rev. Fr. Alexander Suresh	Members
Rev. Fr. Peter Antonysamy	Members
Dr. S. Jayanthi	Members
Mr. A. Karuppasamy	Members

The Chair Person Rev. Fr. Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The Agendas were present for discussion.

**Agenda:**

**Approval of New Staff: The following teaching staff and office staff were introduced by the Principal and the members approved the same.**

**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
Mr. Paul Raj	- Assistant Professor

**Department of Commerce:**

Ms. Janaki	- Assistant Professor
Mr. Sathish Kumar	- Assistant Professor

**Department of Mathematics:**

Mr. Ravi Narayanan – Assistant Professor

Ms. Rajeswari – Assistant Professor

**Department of BCA:**

Mr. Prabhakar – Lab Assistant

**Department of BBA**

Mr. Ram Kumar – Assistant Professor

**Non-Teaching Staff:**

Ms. Philomina - Office Assistant

Mr. Balasubramaniam – Office Assistant

**Class Time Table:** The New time table of the odd semester was presented by Prof. Prabhu, the Vice Principal and was accepted.

**Office Automation:** Office automation is introduced in the College. The staff will be given training to upload data on day to day basis.

**Language Lab:** The English Department had requested for a full fledged English Laboratory for the students. The management has agreed to grant it.

**Auditorium:** The staff requested for an auditorium for the College. The management had agreed to build the same.

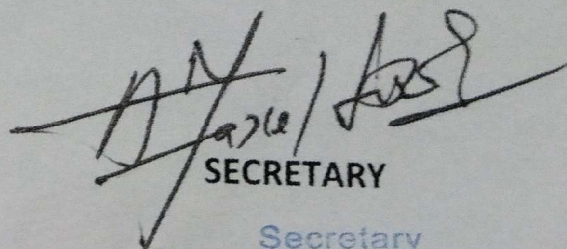
**New PG Course and Class Rooms:** The staff felt the need for a separate section for PG students. It was also proposed that M.Com be offered for the students. The management sanctioned the proposal.

**Seminar Hall:** The staff also felt the need for a seminal hall to conduct seminars. The management approved the same.

**Books for Library:** It was felt that more books should be bought and the library should be improved. The body approved the request.

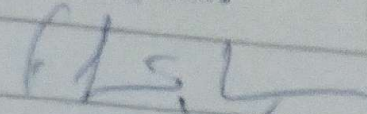
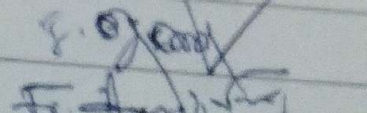
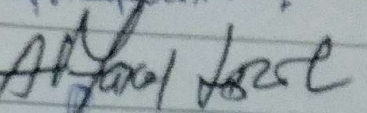
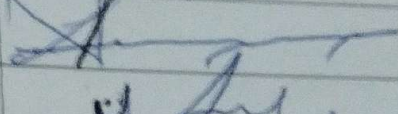
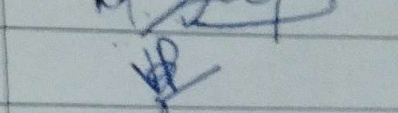
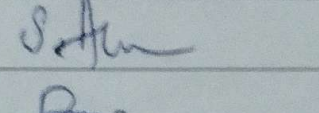
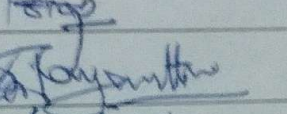
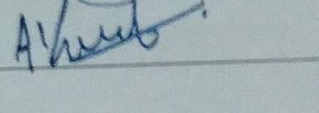
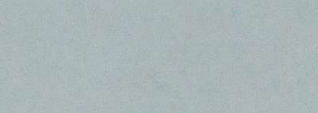
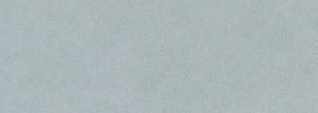
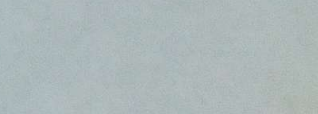
**Working Hours:** The working hours is modified as to make it convenient for the staff and students. The College time therefore would be from 9.15 a.m to 2.30 p.m in the academic year.

The Principal also communicated that the remedial classes could be conducted after 2.30 p.m, if necessary. The management approved the same.

  
SECRETARY

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

Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Antony Joseph	Chairperson	
Rev. Fr. Agilan	Vice Chairman	
Rev. Fr. Amaladoss	Treasurer	
Rev. Fr. Marcel Lincoln	Secretary	
Rev. Dr. Amala Jeya Rayan	Principal	
Prof. M. Prabhu	Vice Principal	
Prof. V. Parvatha	Vice Principal	
Rev. Fr. Alexander Suresh	Members	
Rev. Fr. Peter Antonysamy	Members	
Dr. S. Jayanthi	Members	
Mr. A. Karuppasamy	Members	

**MINUTES OF  
GOVERNING BODY MEETING  
(2018-2019)**

**DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL**

The meeting was called to order at 9.00 a.m.

**All the members were present for the meeting.**

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The following Agenda was presented for discussion.

### Agenda

#### 1. Approval of New Staff Members:

As per the instruction from the University we have to appoint qualified teaching staff. Hence we had advertised for the post of Assistant Professors. The list of teaching staff who were selected in the interview was presented by the Principal and the members approved appointment of the staff for the Academic Year 2018-2019. They selected staff are the following for respective departments.

#### Department of English:

A.Thivya Alexander

- Assistant Professor

L. Mohan

- Assistant Professor

S.Vijaya Sangeetha

- Assistant Professor

D.Jafferin Jones

- Assistant Professor

Vijayasekaran

- Assistant Professor

S.Sivasankari

- Assistant Professor

R.Paul Lakshmi

- Assistant Professor

#### Department of Tamil:

Fr. Thomas

- Assistant Professor

Fr.S.Soosai

- Assistant Professor

Mr.P.Esakkiraja

- Assistant Professor

#### Department of Commerce:

A.Ponmani

- Assistant Professor

#### Department of Mathematics:

Dr.S.Pious Missier

- Associate Professor

R.Muneeswari

- Assistant Professor

C.Vignesh

- Assistant Professor

Department of BCA:  
Rozario Antony

## 2. Appointment of Principal

The Secretary presented the report of the interview conducted for the Selection of Principal. The Secretary mentioned that the due procedure laid down by the University was followed. News paper advertisement was given inviting applications for the post of Principal. The interview was conducted on 22.06.2018, by the Panel appointed by the Vice Chancellor. As per their report Dr.Poius Missier was selected for the post of Principal. The members approved the appointment of Dr.Poius Misser as the Principal of the College for the year 2018-19.

## 3. Qualification of Staff:

The Secretary insisted that staff should qualify themselves with required Eligibility and get approval from the University.

## 4. Annual Programme and Time Table:

The Annual Programme for 2018-19 and the New time table for the odd semester was presented by Prof.Prabhu, the Vice Principal and was accepted.

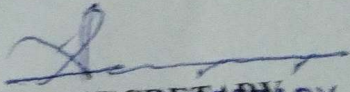
## 5. Books for Library:

It was felt that books should be bought in the first Semester and the library should be improved. It is important because the syllabus given by the University is new and so books had to be updated. The body approved the request.

## 6. Online Fees Payment Facility

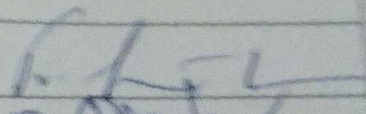
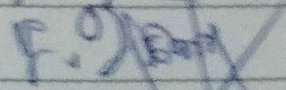

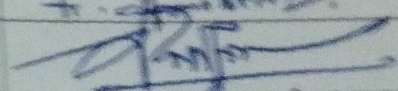
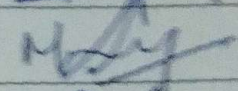
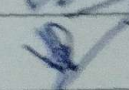
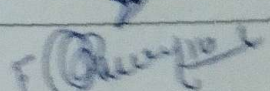


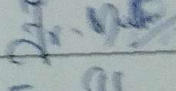

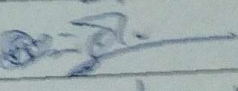
The Principal suggested that Online fees payment could be initiated to foster digital transactions as it is insisted by the University and the Government. The proposal was approved by the members.

The Secretary thanked the members for their availability. The meeting ended with prayer.

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



Signature of the Members

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Rev. Fr. Antony Joseph	Chairperson	
Rev. Fr. Agilan Sarprasadam	Vice Chairman	
Rev. Fr. Amaladoss	Treasurer	
Dr. Poinis Missier	Principal	
Prof. M. Prabhu	Vice Principal	
Prof. V. Parvatha	Vice Principal	
Rev. Fr. Rosario Antony	Member	
Rev. Fr. Daniel Pushparayar	Member	
Rev. Fr. Jude Muthuselvan	Member	
Rev. Fr. Thivya Alexander	Member	
Dr. S. Jayanthi	Member	
Mr. A. Karuppasamy	Member	

***MINUTES OF  
GOVERNING BODY MEETING  
(2018-2019)***

***DON BOSCO COLLEGE OF ARTS AND SCIENCE  
KEELA ERAL***

28 May 2018

The meeting was called to order at 9.00 a.m.

All the members were present for the meeting.

The Chair Person Rev. Fr. Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The Agendas were present for discussion.

**Agenda:**

**Annual Report of 2018-19**

The Annual Report was presented by the Principal and everyone approved it.

**Second Convocation**

The Principal explained that the second Convocation to award degrees could not be held due to the delay in obtaining the same from the University. Hence it was proposed to conduct the Second Convocation in July 2018. The members approved it.

**PG Courses Admission to be Stopped**

The Principal explained that it was difficult to get qualified staff and so Application to start M.Com was dropped just before the University inspection. He also proposed that admission for M.A English Courses could be stopped due to lack of qualified staff the forthcoming year. The members approved it.

**Appointment of Principal**

The Secretary informed that last three years we have only a Principal in charge. The University has been emphasizing on the appointment of a Regular Principal. He presented the letter from the desk of the Registrar of the University dated 2.5.2018 asking to appoint Principal. Hence he proposed that a regular Principal could be appointed for the forthcoming year. The members unanimously approved it and asked to proceed with the process by advertising in the daily inviting application for the post Principal.

**Appointment of Qualified Staff**

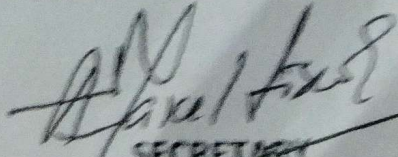
The Secretary brought to the attention of the members that some departments lacked required qualified teaching staff. He also presented the letter from the Registrar of the University dated 5.5.2018 asking the management to appoint qualified staff. He also stated that in April we advertised and did not succeed in filling the seats. The members proposed that another advertisement could be give again and staff could be appointed. The secretary was asked to call for Assistant professors once again in the news paper.

**Auditorium and Class Rooms and Arch**

The Secretary thanked the Chairperson and the Governing Body members for Auditorium, Class rooms, Language Laboratory, Computer Laboratory, and Skill Training facilities offered for the students of the College. The newly erected Arch was much appreciated by the members.

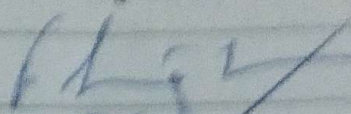


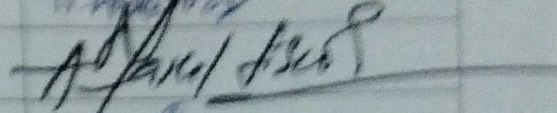
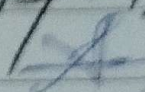
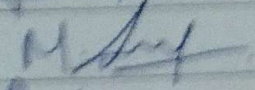

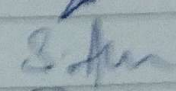

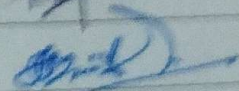
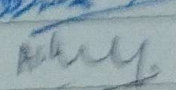
The secretary thanked the members for their availability.

The meeting ended with prayer.

  
SECRETARY  
Secretary

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

Signature of the Members

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Rev. Fr. Alexander Suresh	Members	
Rev. Fr. Peter Antonysamy	Members	
Dr. S. Jayanthi	Members	
Mr. A. Karuppasamy	Members	

# DON BOSCO COLLEGE OF ARTS AND SCIENCE KEELA ERAL

## MINUTES OF GOVERNING BODY MEETING

**(2021-2022)**

Date: 20<sup>th</sup> Dec 2021

Time : 10.00 am

All the members were present for the meeting.

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The following Agenda was presented for discussion.

### Agenda

#### **AGENDA 1: Approval of New Staff Members:**

The list of teaching staff who were selected in the interview was presented by the Principal and the members approved appointment of the staff for the Academic Year 2021-2022. They selected staff are the following for respective departments.

S.No.	Name	Department	Designation
1	Dr.P.Boomiraja	English	Assistant Professor
2	Dr.K.Panchatcharam	English	Assistant Professor
3	A.Angel	English	Assistant Professor
4	Dr.A.Gopala Krishnan	English	Assistant Professor
5	A.Sarath Kumar	English	Assistant Professor
6	Dr.P.Michael Arockiya Samy	English	Assistant Professor
7	Dr.Robin Stanley	English	Assistant Professor
8	Dr.R.Thanga Ganesh	Management	Assistant Professor
9	Dr.S.T.Suvaitharan	Management	Assistant Professor
10	K.Ambika	Mathematics	Assistant Professor
11	G.Karalmarks	Mathematics	Assistant Professor

**AGENDA 2: APPROVAL TO PURCHASE THE FOLLOWING REQUIREMENTS FOR BUILDING THE INFRASTRUCTURE**

- i) Purchased twenty five personal computers for the Computer Laboratory purpose at a cost of Rs. 3,00,000 and Two UPS Battery up gradation facilities were updated.
- ii) Purchased Reverse Osmosis RO Drinking water facilities for the benefit of the student for the worth of Rs.
- iii) Purchased Library Books for the worth of Rs.3,00,000/- for the benefit of the students.
- iv) Purchased Library Management Software (LMS) for the worth of Rs. 1,00,000/- and integrated college manual software for website up gradation
- v) Purchased sports equipments for Gym
- vi) Renovation of A/C Seminar Hall has been initialized at the Block A
- vii) New software was developed in order to maintain the student and staff attendance through online mode.

**AGENDA 3: TO REPORT THE INCOME AND EXPENDITURE STATEMENT OF THE INSTITUTION FOR THE YEAR 2020-2021**

Administrator presented the report on the Income and Expenditure Statement of the Institution for the year 2020-2021 is placed and recorded.

**AGENDA 4: TO CONSIDER AND APPROVE THE BUDGET FOR THE YEAR 2021-2022.**

It was resolved to approve the Budget presented for the year 2021-2022.

**AGENDA 5: TO REPORT THE IMPORTANT COMMUNICATIONS, POLICY DECISIONS RECEIVED FROM MANONMANIAM SUNDARANAR UNIVERSITY**

Principal presented the communication from Manonmaniam Sundaranar University regarding the temporary affiliation for the year 2021 - 2022.

It was resolved to record the temporary affiliation granted by M.S. University.

**AGENDA 6: TO REPORT AND DISCUSS THE ADMISSIONS IN THE ACADEMIC YEAR 2020-2021 AND 2021-2022**

The admission details for the year 2020 - 2021 and 2021 - 2022.

Principal presented the report on the admissions for the academic years 2020 - 2021 and 2021-2022.

The details regarding the admissions are as follows.

S.No.	Name of the Course	Sanctioned Intake	No. of Students Admitted	
			2020-21	2021-22
1	BA Tamil	64	25	17
2	BA English	64	23	12
3	BCA	48	36	36
4	B.Sc Maths	48	4	5
5	B.Com	64	64	62
6	BBA	64	18	11
7	MA English	30	-	7
8				

It was resolved to record the student admissions for the years 2020-2021 and 2021 - 2022.

**AGENDA 7 : TO REPORT THE PLACEMENTS OF STUDENTS FOR THE YEAR**

**2020-2021**

Principal presented the report on the placements of students for the year 2020-2021

Company Name : Future Generali Total Insurance Solutions, Coimbatore

Date: 28:10:2021

S No	Company Name	Date of Placement	No of Student Selected
1	TVR Enterprises, Chennai	9.02.21	57
2	Future Generalic Total Insurance Solution, Combatore	28.10.21	25

The placement details of the students for the year 2020 -2021 were recorded.

**AGENDA 8 : TO REPORT THE EXAMINATION RESULTS PUBLISHED BY MANONMANIAM SUNDARANAR UNIVERSITY IN NOVEMBER 2020 AND APRIL 2021**

Principal presented the report on the University Examination results of odd and even semester published by Manonmaniam Sundaranar University, Tirunelveli.

The university examination result statistics were recorded.

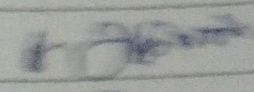



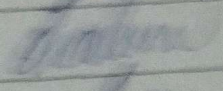







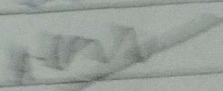
**AGENDA 9 : TO DISCUSS AND APPROVE THE DEVELOPMENT PROPOSALS OF THE INSTITUTION**

Principal presented the following development proposals of the institution.

1. It is proposed to fix 10 Electric fans in our college canteen to accommodate 250 students of all classes to have their lunch and academic discussions with the proposed facility estimated to be done at a cost of Rs.15,000/-
2. It is proposed to buy library books for the amount of Rs.1,00,000/- for all the departments.



Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Agilan Sarprasadam	Chairperson	
Rev. Fr. Arul Maran	Vice Chairman	
Rev. Fr. Amaladoss	Treasurer	
Rev. Fr. Dr. Victor Antony Raj	Secretary	
Rev. Fr. Dr. Joseph Charles	Principal	
Prof. M. Prabhu	Vice Principal	
Prof. V. Parvatha	Vice Principal	
Rev. Fr. Thiviya Alexander	Administrator	
Rev. Fr. Antony Samy	Member	
Rev. Fr. Paul Samy	Member	
Dr. M. Rajee	Member	
C. Kulanthai Therese	Member	
Mr. A. Karuppesamy	Member	

# DON BOSCO COLLEGE OF ARTS AND SCIENCE KEELA ERAL

## MINUTES OF GOVERNING BODY MEETING

(2021-2022)

Date: 21<sup>st</sup> Dec 2021

Time : 10:30 am

All the members were present for the meeting.

The Chair Person Rev.Fr.Antony Joseph greeted a warm welcome to the members and invoked God's blessings. The following Agenda was presented for discussion.

### Agenda

#### AGENDA I: Approval of New Staff Members:

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7	Dr.Robin Stanley	English	Assistant Professor
8	Dr.R.Thanga Ganesh	Management	Assistant Professor
9	Dr.S.T.Suvaitharan	Management	Assistant Professor
10	K.Ambika	Mathematics	Assistant Professor
11	G.Karalmarks	Mathematics	Assistant Professor

**AGENDA 2: APPROVAL TO PURCHASE THE FOLLOWING REQUIREMENTS FOR BUILDING THE INFRASTRUCTURE**

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- vi) Renovation of A/C Seminar Hall has been initialized at the Block A.
- vii) New software was developed in order to maintain the student and staff attendance through online mode.

**AGENDA 3: TO REPORT THE INCOME AND EXPENDITURE STATEMENT OF THE INSTITUTION FOR THE YEAR 2020-2021**

Administrator presented the report on the Income and Expenditure Statement of the Institution for the year 2020-2021 is placed and recorded.

**AGENDA 4: TO CONSIDER AND APPROVE THE BUDGET FOR THE YEAR 2021-2022.**

It was resolved to approve the Budget presented for the year 2021-2022.

**AGENDA 5: TO REPORT THE IMPORTANT COMMUNICATIONS, POLICY DECISIONS RECEIVED FROM MANONMANIAM SUNDARANAR UNIVERSITY**

Principal presented the communication from Manonmaniam Sundaranar University regarding the temporary affiliation for the year 2021 - 2022.

*It was resolved to record the temporary affiliation granted by M.S.University.*

**AGENDA 6: TO REPORT AND DISCUSS THE ADMISSIONS IN THE ACADEMIC YEAR 2020-2021 AND 2021-2022**

*The admission details for the year 2020 - 2021 and 2021 - 2022.*

Principal presented the report on the admissions for the academic years 2020 - 2021 and 2021-2022.

The details regarding the admissions are as follows.

S.No.	Name of the Course	Sanctioned Intake	No. of Students Admitted	
			2020-21	2021-22
1	BA Tamil	64	25	17
2	BA English	64	23	12
3	BCA	48	36	36
4	B.Sc Maths	48	4	5
5	B.Com	64	64	62
6	BBA	64	18	11
7	MA English	30	-	7
8				

It was resolved to record the student admissions for the years 2020-2021 and 2021 - 2022.

**AGENDA 7 : TO REPORT THE PLACEMENTS OF STUDENTS FOR THE YEAR 2020-2021**

Principal presented the report on the placements of students for the year 2020-2021

Company Name : Future Generali Total Insurance Solutions, Coimbatore

Date: 28:10:2021

S No	Company Name	Date of Placement	No of Student Selected
1	TVR Enterprises, Chennai	9.02.21	57
2	Future Generali Total Insurance Soluation, Combatore	28.10.21	25

The placement details of the students for the year 2020 -2021 were recorded.

**AGENDA 8 : TO REPORT THE EXAMINATION RESULTS PUBLISHED BY MANONMANIAM SUNDARANAR UNIVERSITY IN NOVEMBER 2020 AND APRIL 2021**

Principal presented the report on the University Examination results of odd and even semester published by Manonmaniam Sundaranar University, Tirunelveli.

The university examination result statistics were recorded.

**AGENDA 9 : TO DISCUSS AND APPROVE THE DEVELOPMENT PROPOSALS OF THE INSTITUTION**

Principal presented the following development proposals of the institution.

1. It is proposed to fix 10 Electric fans in our college canteen to accommodate 250 students of all classes to have their lunch and academic discussions with the proposed facility estimated to be done at a cost of Rs.15,000/-
2. It is proposed to buy library books for the amount of Rs. 1,00,000/- for all the departments

Signature of the Members

Name of the Member	Designation	Signature
Rev. Fr. Agilan Sarprasadam	Chairperson	<i>J. Agilan</i>
Rev. Fr. Arul Maran	Vice Chairman	<i>Arul Maran</i>
Rev. Fr. Amaladoss	Treasurer	<i>Fr. Amaladoss</i>
Rev. Fr. Dr. Victor Antony Raj	Secretary	<i>Victor</i>
Rev. Fr. Dr. Joseph Charles	Principal	<i>Joseph Charles</i>
Prof. M. Prabhu	Vice Principal	<i>M. Prabhu</i>
Prof. V. Parvatha	Vice Principal	<i>V. Parvatha</i>
Rev. Fr. Thiviya Alexander	Administrator	<i>Thiviya Alexander</i>
Rev. Fr. Antony Samy	Member	<i>Antony Samy</i>
Rev. Fr. Paul Samy	Member	<i>Fr. Paul Samy</i>
Dr.M.Rajee	Member	<i>Dr. M. Rajee</i>
C.Kulanthai Therase	Member	<i>C. Kulanthai Therase</i>
Mr. A. Karuppasamy	Member	<i>A. Karuppasamy</i>



# Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manoniam 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.

