



CIRCULAR

No. DBC/AC 2019-20/C1

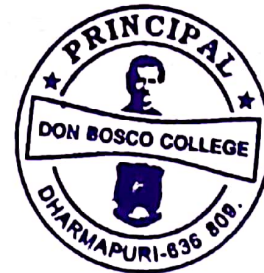
Date : 30.05.2019

The meeting of academic council is proposed on 05.06.2019 at 11.30AM in Principal's office. All the officials, HODs are requested to attend the meeting without fail. The Agenda for the meeting is as follows

1. Time table
2. Academic calendar
3. Assembly components
4. Notes of lesson
5. Admission process
6. Ragging issues




PRINCIPAL





MINUTES OF MEETING

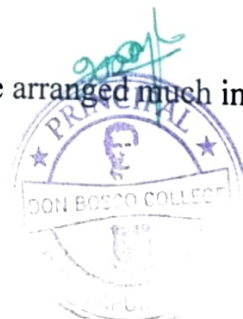
Reference No. DBC/AC 2019-20/C1/30.05.2019

The academic council meeting was held on 05.06.2019 at 11.30AM in Principal's office.

The meeting started with prayer song and is headed by the Principal.


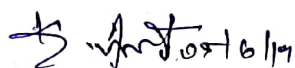

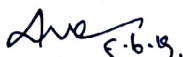

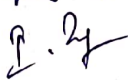




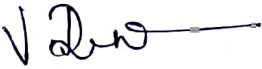


The following points were discussed in the meeting.

1. College reopens on 17.06.2019
2. Time table should be ready on or before 12.06.2019
3. Each Departmental should plan their activities for this academic year and hand it over to Deans.
4. Assembly components should read atleast 3 out of 6.
5. HODs should check notes of lesson of our new staff. They have to prepare minimum 3 units.
6. All Staff kindly work on admission process.
7. As the interest of knowing about the higher studies emerged as a prime concern in the student feedback the academic council has planned to improve on the career guidance program, BEST –Bosco Employability Skills Training.
8. The management was happy about the feedback of the Alumni regarding the seminar and intercollegiate competition and decided to work more on the same.
9. All Staff and HODs kindly follow the monthly plan regarding academic activities.
10. Programme or Training based videos should be arranged much in advance mode.



Date : 05.06.2019

SIGNATURE OF THE MEMBERS

- | | |
|-----------------------|---|
| 1. Fr. Principal |  |
| 2. Fr. Vice Principal | - absent - |
| 3. Dr. K. Anand |  |
| 4. K. Sakthivel |  |
| 5. Dr. P. Madhubala | 
5.6.19. |
| 6. D. Ramkumar |  |
| 7. I. James |  |
| 8. R. Murugesan |  |
| 9. R. Prakash |  |
| 10. M.Sekar |  |
| 11. P. Kannadasan |  |
| 12. V. Rajeswari |  |
| 13. A.S. Raja |  |
| 14. M. Xavier denies |  |





ACTION TAKEN REPORT

As recommended in the meeting held on 05.06.2019, the following works were completed.

1. Time table should be submitted to Mr. Krishnan, Lab Assistant on 15.06.2019.
2. Anti-ragging squad formed.





CIRCULAR

No. DBC/AC 2019-20/C2

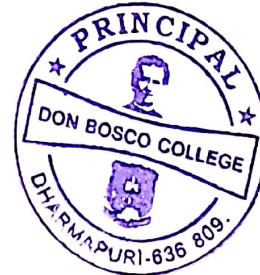
Date : 30.09.2019

The meeting of academic council is proposed on 05.10.2019 at 02.00PM in Principal's office. All the officials, HODs are requested to attend the meeting without fail. The Agenda for the meeting is as follows

1. Model examinations
2. Completion of Syllabus
3. Submission of Internal marks
4. Hall Ticket
5. Slow learners
6. Students feedback
7. NET / SET
8. Lesson plan submission




PRINCIPAL





MINUTES OF MEETING

Reference No. DBC/AC 2019-20/C2/30. 09.2019

The academic council meeting was held on 05.10.2019 at 02.00PM in Principal's office.

The meeting started with prayer song and is headed by the Principal.


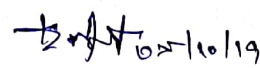


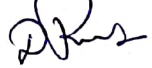
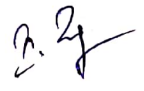


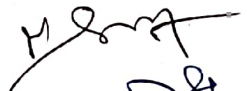

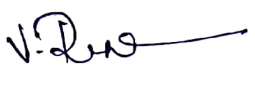

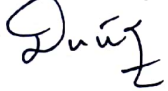
The following points were discussed in the meeting.

1. Model examination begins from 17.10.2019 to 24.10.2019.
2. Time schedule for I and II year UG is from 08.30AM to 11.30AM and for III UG and I and II PG is from 02.30PM to 05.30PM.
3. All staff must complete the syllabus on or before 10.10.2019
4. Internal marks can be submitted to COE from 24.10.2019 to 29.10.2019.
5. Hall ticket will be issued on 30.10.2019.
6. Principal motivated and encouraged all the staff to fulfil UGC lectureship criteria like SET / NET/Ph.D.
7. Students feedback should be collected from students 09.10.2019 onwards.
8. Last date for lesson plan submission is on or before 24.11.2019.
9. All HODs, kindly submit your Department reports and students achievement to Prof. J. Jeyaraj, Department of English on or before 29.10.2019.



Date : 05.10.2019

SIGNATURE OF THE MEMBERS

- | | |
|-----------------------|---|
| 1. Fr. Principal |  |
| 2. Fr. Vice Principal | - absent - |
| 3. Dr. K. Anand |  |
| 4. K. Sakthivel |  |
| 5. Dr. P. Madhubala |  |
| 6. D. Ramkumar |  |
| 7. I. James |  |
| 8. R. Murugesan |  |
| 9. R. Prakash |  |
| 10. M. Sekar |  |
| 11. P. Kannadasan |  |
| 12. V. Rajeswari |  |
| 13. A.S. Raja |  |
| 14. M. Xavier denies |  |

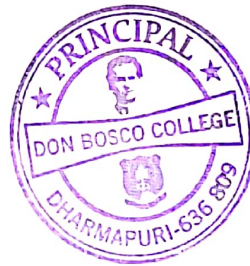




ACTION TAKEN REPORT

As recommended in the meeting held on 05.10.2019, the following works were completed.

1. Feedback collected from the students and analyzed.
2. Due to University exam delay, Model examination schedule is altered. Model exams conducted from 21.10.2019 to 06.11.2019 in alternative days.





CIRCULAR

No. DBC/AC 2019-20/C3

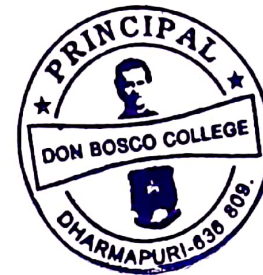
Date : 15.11.2019

The meeting of academic council is proposed on 22.11.2019 at 02.30PM in Principal's office. All the officials, HODs are requested to attend the meeting without fail. The Agenda for the meeting is as follows

1. Social awareness program
2. Job placement training
3. Computer literacy skills for staff
4. Parents meeting
5. Alumni meeting
6. Fancy fete
7. Christmas celebration
8. Pongal Celebration
9. College day




PRINCIPAL





MINUTES OF MEETING

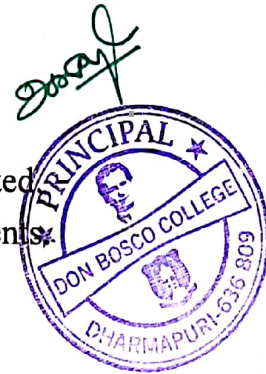
Reference No. DBC/AC 2019-20/C3/15.11.2019

The academic council meeting was held on 22.11.2019 at 02.30PM in Principal's office.

The meeting started with prayer song and is headed by the Principal.


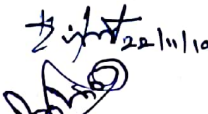

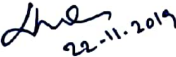
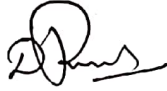


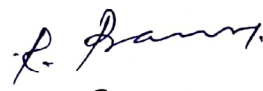

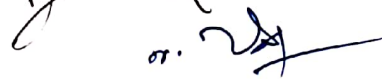
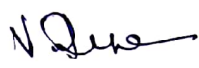


The following points were discussed in the meeting.

1. Social awareness programme will be conducted for all UG I year students from 04.12.2019 to 06.12.2019.
2. Job placement training will be given for all UG final year students from 04.12.2019 to 07.12.2019.
3. All Staff and HODs, kindly upload your department oriented reports and profiles.
4. Every staff must learn about computer literacy program.
5. Christmas day celebration will be held on 23.12.2019.
6. Parents meeting will be on 25.01.2020.
7. Fancy fete will be organised on 31.01.2020.
8. Don Bosco quiz will be conducted for all the students on 21.01.2020 in 2nd Hour.
9. Alumni meet is on 26.01.2020
10. Pongal celebration will be on 11.01.2020.
11. College day – 2020
 - Don't use film songs.
 - Best outgoing student should be selected.
 - Articles from the staff and student to be collected.
 - 100% attendance award will be given for students.



Date : 22.11.2019

SIGNATURE OF THE MEMBERS

- | | |
|-----------------------|--|
| 1. Fr. Principal | 
22/11/19 |
| 2. Fr. Vice Principal | — absent — |
| 3. Dr. K. Anand | 
22/11/19 |
| 4. K. Sakthivel |  |
| 5. Dr. P. Madhubala | 
22-11-2019. |
| 6. D. Ramkumar |  |
| 7. I. James |  |
| 8. R. Murugesan |  |
| 9. R. Prakash |  |
| 10. M.Sekar |  |
| 11. P. Kannadasan |  |
| 12. V. Rajeswari |  |
| 13. A.S. Raja |  |
| 14. M. Xavier denies |  |





ACTION TAKEN REPORT

As recommended in the meeting held on 22.11.2019, the following works were completed.

1. Due to Covid pandemic situation Alumni meet and Parents meet are cancelled.
2. Christmas day celebration celebrated on 21.12.2019 instead of 23.12.2019.





CIRCULAR

No. DBC/AC 2019-20/C4

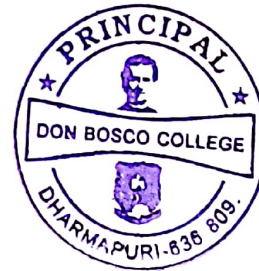
Date : 05.03.2020

The meeting of academic council is proposed on 10.03.2020 at 11.30AM in Principal's office. All the officials, HODs are requested to attend the meeting without fail. The Agenda for the meeting is as follows

1. Admission for the next academic year
2. Remedial classes for final year students
3. Article for magazine
4. Revision of college fee
5. Academic calendar for the year 2020-2021.




PRINCIPAL





MINUTES OF MEETING

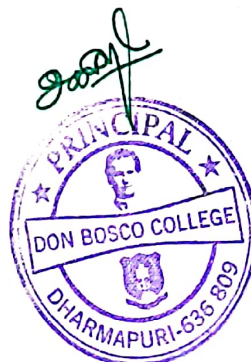
Reference No. DBC/AC 2019-20/C4/05.03.2019

The academic council meeting was held on 10.03.2019 at 11.30AM in Principal's office.

The meeting started with prayer song and is headed by the Principal.




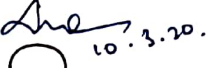
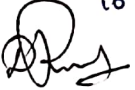
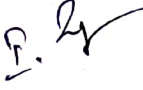




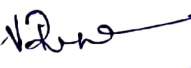


The following points were discussed in the meeting.

1. Next year for admission pamphlets should be printed on one side about our college and course detail. On the other side students achievements.
2. All staff kindly give coaching class and remedial class particulars for final year students.
3. Feedback from the students are analysed-students requested floor wise drinking water facility .
4. Class incharges kindly follow, students attendance.
5. Articles should be collected from students and staff for college magazine.
6. There will be Rs.500/- revision in the college and bus fees for the upcoming academic year.
7. No due should be collected from the office at the end of March.
8. Alumnae contribution of Rs.50/- will be collected from final year students. If a student unable to pay Rs.50/-, kindly inform to Fr.Principal and get signature.
9. Academic year 2020-2021, calendar should be prepared by HODs along with department staff members.



Date : 10.03.2020

SIGNATURE OF THE MEMBERS

- | | |
|-----------------------|---|
| 1. Fr. Principal |  |
| 2. Fr. Vice Principal | - absent - |
| 3. Dr. K. Anand |  |
| 4. K. Sakthivel |  |
| 5. Dr. P. Madhubala | 
10.3.20. |
| 6. D. Ramkumar |  |
| 7. I. James |  |
| 8. R. Murugesan |  |
| 9. R. Prakash |  |
| 10. M. Sekar |  |
| 11. P. Kannadasan |  |
| 12. V. Rajeswari |  |
| 13. A.S. Raja |  |
| 14. M. Xavier denies |  |

