



## CIRCULAR

No. DBC/AC 2020-21/C1

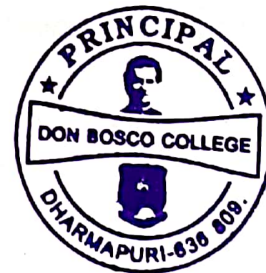
Date : 01.07.2020

The meeting of academic council is proposed on 03.07.2020 at 09.45AM 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. Introducing new management members
2. Pandemic situation
3. Student centric teaching
4. Department video
5. Department profile
6. Criterion planning



  
PRINCIPAL





# DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 9443604446, 9443604447

E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



## MINUTES OF MEETING

Reference No. DBC/AC 2020-21/C1/01.07.2020

The academic council meeting was held on 03.07.2020 at 09.45AM 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. Introduction of new management members
  - Rector and Secretary – Rev.Fr. Edwin George
  - Administrator and NAAC co-ordinator – Rev.Fr.Dr. Antony raj
  - Vice Principal – Rev.Fr. Samson shanmugam
2. Fr. Principal Dr. A.Siluvai Muthu thanked all the management members who got transferred and who went for their higher studies for their hard work during their presence in the college campus.
3. Fr.Rector spoke about the challenging situation during this pandemic.
4. Fr. Administrator spoke about the student centric teaching and priced HODs as the extended hands of the Management.
5. Staff must teach the students in such a way that students must be helpful to the society.
6. Staff should prepare digital study material for their subject.
7. They should keep in touch with the present students.
8. Staff must collect the data about the students who have completed their degree course and joined in job.
9. Department video should be prepared for admission and to be uploaded in the website.
- 10.Department profile should be updated in the college website.
- 11.The overall rating of the course syllabus was mentioned as average by many students who took part in the feedback, it is decided to improve on certificate and add on courses to compensate the need.
- 12.The alumni happily appreciated the initiative taken by the management. By giving training for the placement, the institution has decided to strengthen the placement cell.

13. Criterion planning will be on 14<sup>th</sup>, 15<sup>th</sup> of this month from 09.30AM.





# DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone: 9443804448, 9443804447

E-mail: dbc155@live.in Website: www.dbcdharmapuri.edu.in



Date : 03.07.2020

## SIGNATURE OF THE MEMBERS

1. Fr. Principal

*Edwing*  
3/7/20

2. Fr. Rector

*Anthony Ray*

3. Fr. Administrator

*gammu*

4. Fr. Vice Principal

5. Dr. K. Anand

*S. Anand*  
03/07/20

6. K. Sakthivel

*K. Sakthivel*  
03/07/20

7. Dr. P. Madhubala

*P. Madhubala*  
3-7-20

8. D. Ramkumar

9. I. James

*I. James*

10.R. Murugesan

11.R. Prakash

*R. Prakash*

12. M.Sekar

*M. Sekar*

13. G. Sankar

*G. Sankar*

14.K. Selvanathan

*K. Selvanathan*

15.A.S. Raja

*A.S. Raja*

16.D.S. Sumathi

*D.S. Sumathi*

17. M. Xavier denies

*M. Xavier denies*

18.G. Leelavathi

*G. Leelavathi*

19.Dr.M. Raja

*- absent -*

20.S.Silambarasan

*S. Silambarasan*

21.S.Vadamalai

*S. Vadamalai*

22.Dr.R. Venkatesh

*Dr. R. Venkatesh*



	<b>DON BOSCO COLLEGE</b> Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809 Phone : 9443604448, 9443804447 E-mail : dbc155@llve.ln Website : www.dbcdharmapuri.edu.ln	
---	--	---

**CIRCULAR**

No. DBC/AC 2020-21/C2

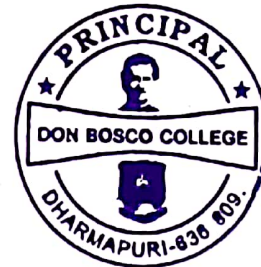
Date : 29.07.2020

The meeting of academic council is proposed on 01.08.2020 at 09.45AM 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. Internal marks
2. Online classes
3. Admission



  
PRINCIPAL





## MINUTES OF MEETING

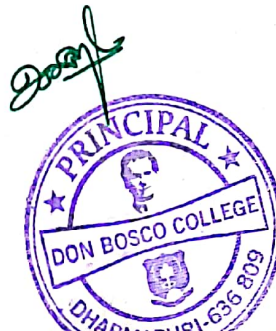
Reference No. DBC/AC 2020-21/C2/29. 07.2020

The academic council meeting was held on 01.08.2020 at 09.45AM in Principal's office.

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

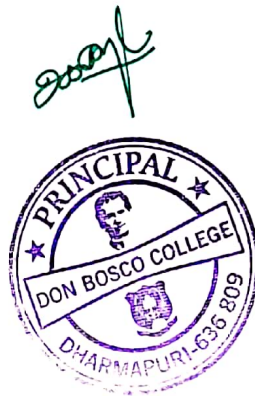
The following points were discussed in the meeting.

1. Internal marks should be processed for those who are at present in the II and III year.
2. As per the University communication, the last date to submit Internal marks is 07.08.2020.
3. So, staff should submit the internal marks on or before 05.08.2020.
4. For practicals, marks should be calculated from their record and observation note books.
5. At present calculation of internal marks will be as follows
  - Assignment – 5 Marks
  - Attendance – 5 Marks
  - Average of Unit test I or II, Cycle test and model will be added and calculated for 15 marks.
6. Minimum pass is 13 marks.
7. All staff must be present on 03.08.2020 and 04.08.2020.
8. Demo of on line classes using Zoom platform through mobile and laptop to be given on 03.08.2020 at 09.30AM.
9. Common time table will be prepared for on line class, each classes for 40 minutes duration.
  - 10.00 AM -10.40 AM – I Hour
  - 11.00AM to 11.40 AM – II Hour



- 12.00 Noon to 12.40 PM – III Hour
- 02.00 PM to 02.40 PM – IV Hour
- 03.00 PM to 03.40 PM – V Hour
- Lunch break – 01.00 PM to 02.00 PM

10. Mr. Krishnan, Lab Assistant will scrutinize about the platform availability – Zoom App.
11. Staff members should take online classes regularly and enter the attendance in the Hi-Grade App.
12. Allied and foundation should be added to the class WhatsApp group for sharing the subject details.
13. For each class, there should be a common mail ID (enabling Zoom sign in and group mail).
14. Subject related text, videos and voice recording can be sent through mail to the particular group.
15. Online classes can be started from 07.08.2020.
16. I year admission is going on, at present 38 students were admitted.
17. On August 15<sup>th</sup>, Independence day will be celebrated by flag hoisting at 08.30AM, the NSS program officer, Physical Director and few students can attend by following social distancing.
18. Field visits can be cancelled now, till the situation comes to normal.



Date : 01.08.2020

## SIGNATURE OF THE MEMBERS

1. Fr. Principal

2. Fr. Rector

3. Fr. Administrator

4. Fr. Vice Principal

5. Dr. K. Anand

6. K. Sakthivel

7. R. Prakash

8. D. Ramkumar

9. M.Sekar

10. G. Sankar

11. K. Selvanathan

12. A.S. Raja

13. M. Xavier denies

14. D.S. Sumathi

15. G. Leelavathi

16. Dr. M. Raja

17. S. Silambarasan

18. S. Vadamalai

19. Dr. R. Venkatesh

20. C. George arockiaraj

21. Arul arockiaraj

01/8/20  
 Edwige  
 Ganny  
 Dr. K. Anand  
 R. Prakash  
 D. Ramkumar

M. Sekar  
 G. Sankar  
 K. Selvanathan  
 A. S. Raja  
 D. S. Sumathi  
 G. Leelavathi  
 M. Raja

—absent—  
 S. Vadamalai  
 Dr. R. Venkatesh  
 C. George arockiaraj  
 Arul arockiaraj





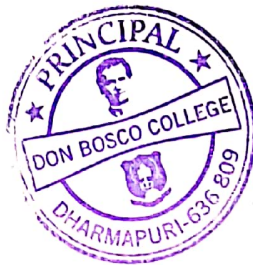
## ACTION TAKEN REPORT

As recommended in the meeting held on 01.08.2020, the following works were completed.

### Evaluation of on line classes

- Timing should be changed to half a day
- Deans has to workout the time table
- 60% of Students attended online classes
- Few students in each class don't have mobile
- Network problems are there
- Unit test should be conducted through Google forms

*Handwritten signature in green ink.*







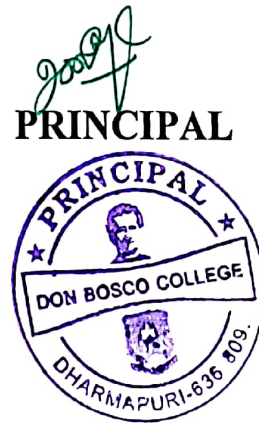
## CIRCULAR

No. DBC/AC 2020-21/C3

Date : 25.09.2020

The meeting of academic council is proposed on 30.09.2020 at 10.00AM 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. Valuation of University Examinations
2. NAAC documents
3. Scholarship
4. Ph.D programme for Tamil and Commerce
5. Scholarship
6. Online classes



## MINUTES OF MEETING

Reference No. DBC/AC 2020-21/C3/25.09.2020

The academic council meeting was held on 30.09.2020 at 10.00AM in Principal's office.

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

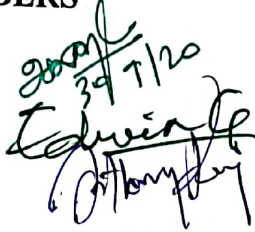
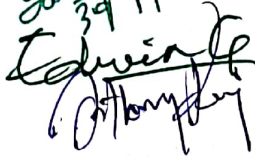
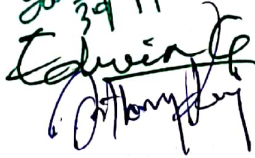
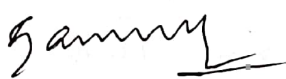
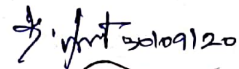


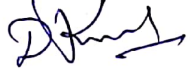
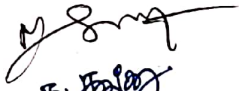
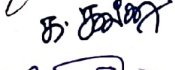
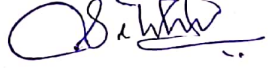
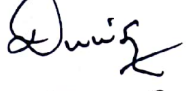
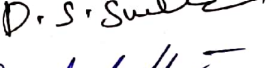

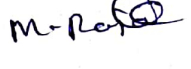

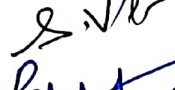

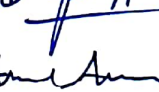

The following points were discussed in the meeting.

1. Valuation of University exam should be conducted from 01.10.2020 to 06.10.2020.
2. Marks should be awarded below 65%.
3. Examiners list should be prepared with 50% of External examiner.
4. Data to be submitted for the NAAC.
5. Research Ph.D Programme to be initiated in Tamil and Commerce.
6. Improve Students participation for online classes.
7. During online classes, staff should follow basic manners.
8. Upload, unit test marks and assignment marks in Hi-Grade.
9. Motivate the students to apply for scholarship.
10. Physically challenged students should apply for scholarship.



Date : 30.09.2020

**SIGNATURE OF THE MEMBERS**

1. Fr. Principal 
2. Fr. Rector 
3. Fr. Administrator 
4. Fr. Vice Principal 
5. Dr. K. Anand 
6. K. Sakthivel 
7. R. Prakash 
8. D. Ramkumar 
9. M.Sekar 
- 10.G. Sankar 
- 11.K. Selvanathan 
- 12.A.S. Raja - Absent
- 13.M. Xavier denies 
- 14.D.S. Sumathi 
15. G. Leelavathi 
- 16.Dr.M. Raja 
- 17.S.Silambarasan 
- 18.S.Vadamalai 
- 19.Dr.R. Venkatesh 
- 20.C. George arockiaraj 
- 21.Arul arockiaraj 





## CIRCULAR

No. DBC/AC 2020-21/C4

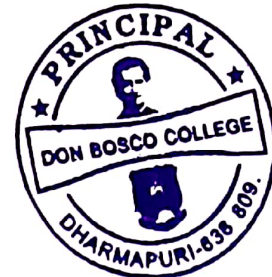
Date : 26.11.2020

The meeting of academic council is proposed on 02.12.2020 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. Online classes
2. Hall ticket issue
3. Examination points
4. Work load
5. Pending fee collection
6. NSS
7. Practical classes



  
PRINCIPAL







## MINUTES OF MEETING

Reference No. DBC/AC 2020-21/C4/26.11.2020

The academic council meeting was held on 02.12.2020 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. Discussion on starting UG and PG final year on line classes regarding communication received from RJD office.
2. Issue of hall tickets through WhatsApp.
3. Students can hand over the University exam paper on the last date of exam.
4. Work load and paper allotment, new time table for all the classes to be prepared by 31.12.2020.
5. II Unit of NSS is funded by the University
6. Weekly one day per department can conduct practical classes following SOP.
7. Inspection completed for Ph.D in Commerce Department.



Date : 02.12.2020

### SIGNATURE OF THE MEMBERS

1. Fr. Principal

*[Handwritten signature]*

2. Fr. Administrator

*[Handwritten signature]*

3. Fr. Vice Principal

*[Handwritten signature]*

4. Dr. K. Anand

*[Handwritten signature]*  
 02/12/20

5. K. Sakthivel

*[Handwritten signature]*

6. R. Prakash

*[Handwritten signature]*

7. D. Ramkumar

*[Handwritten signature]*

8. M.Sekar

*[Handwritten signature]*

9. G. Sankar

*[Handwritten signature]*

10.K. Selvanathan

*[Handwritten signature]*

11.A.S. Raja

*[Handwritten signature]*

12.M. Xavier denies

*[Handwritten signature]*

13.D.S. Sumathi

*[Handwritten signature]*

14. G. Leelavathi

*[Handwritten signature]*

15.Dr.M. Raja

*[Handwritten signature]*

16.S.Silambarasan

*[Handwritten signature]*

17.S.Vadamalai

*[Handwritten signature]*

18.Dr.R. Venkatesh

*[Handwritten signature]*

19.C. George arockiaraj

*[Handwritten signature]*

20.Arul arockiaraj

*[Handwritten signature]*





## CIRCULAR

No. DBC/AC 2020-21/C5

Date : 29.01.2021

The meeting of academic council is proposed on 02.02.2021 at 09.30AM 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. Regular classes
2. Requirement for lab
3. Orientation programme for I year
4. Noon meal
5. Assembly
6. Value education classes





## MINUTES OF MEETING

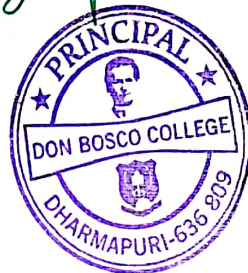
Reference No. DBC/AC 2020-21/C5/29.01.2021

The academic council meeting was held on 02.02.2021 at 09.30AM in Principal's office.

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

The following points were discussed in the meeting.


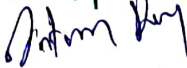




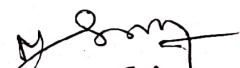
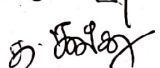
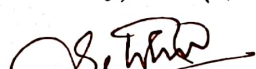

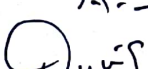
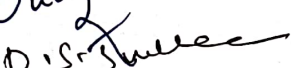

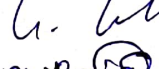
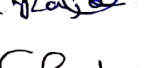
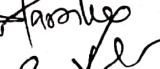



1. Tomorrow onwards working for staff only.
2. Start classes for I year from 08.02.2021 onwards and from 10.02.2021 for II and III Year UG and II year PG.
3. There will be six hours of class for all and those extra hours will be used for skill courses.
4. Follow SOP, Mask, sanitizer, thermal check procedures.
5. Report about students strength to be sent to RJD office.
6. Requirement for lab should be given.
7. Orientation programme can be held for I year students on 08.02.2021 and 09.02.2021.
8. Noon meal as it was earlier, 50% contribution will be given by management.
9. Value education classes to be planned.
10. Freshers' can be celebrated on 30.02.2021.





Date : 02.02.2021

**SIGNATURE OF THE MEMBERS**

- |                         |  |
|-------------------------|--|
| 1. Fr. Principal        |     |
| 2. Fr. Administrator    |     |
| 3. Fr. Vice Principal   | - ABSENT -   |
| 4. Dr. K. Anand         |    |
| 5. K. Sakthivel         |     |
| 6. R. Prakash           |    |
| 7. D. Ramkumar          |     |
| 8. M.Sekar              |    |
| 9. G. Sankar            |   |
| 10.K. Selvanathan       |   |
| 11.A.S. Raja            |   |
| 12.M. Xavier denies     |   |
| 13.D.S. Sumathi         |  |
| 14. G. Leelavathi       |   |
| 15.Dr.M. Raja           |   |
| 16.S.Silambarasan       |   |
| 17.S.Vadamalai          |   |
| 18.Dr.R. Venkatesh      |  |
| 19.C. George arockiaraj |   |
| 20.Arul arockiaraj      |   |





## CIRCULAR

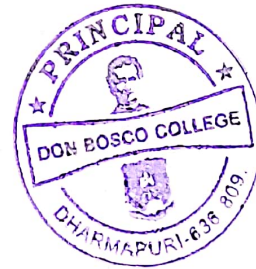
No. DBC/AC 2020-21/C6

Date : 21.03.2021

The meeting of academic council is proposed on 23.03.2021 at 01.30PM 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. Message received from RJD office
2. University exams
3. Practical
4. Project viva

  
PRINCIPAL





## MINUTES OF MEETING

Reference No. DBC/AC 2020-21/C6/21.03.2021

The academic council meeting was held on 23.03.2021 at 01.30PM 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. Information received from RJD office that no functions to be conducted.
2. Conducting classes for different years in different days.
3. Cancel common assembly.
4. University exams will be on online mode.
5. University exams related instructions to be given to students.





# DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809  
Phone : 9443604448, 9443604447  
E-mail : dbc155@lve.in Website : www.dbcdharmapuri.edu.in



Date : 23.03.2021

## SIGNATURE OF THE MEMBERS

1. Fr. Principal
2. Fr. Administrator
3. Fr. Vice Principal
4. Dr. K. Anand
5. K. Sakthivel
6. R. Prakash
7. D. Ramkumar
8. M.Sekar
9. G. Sankar
- 10.K. Selvanathan
- 11.A.S. Raja
- 12.M. Xavier denies
- 13.D.S. Sumathi
14. G. Leelavathi
- 15.Dr.M. Raja
- 16.S.Silambarasan
- 17.S.Vadamalai
- 18.Dr.R. Venkatesh
- 19.C. George arockiaraj
- 20.Arul arockiaraj

*23/3/21*  
*Don Bosco*

*Sammy*  
*23/3/21*

*Dr. K. Anand*  
*R. Prakash*

*D. Ramkumar*

*M. Sekar*  
*G. Sankar*

*K. Selvanathan*  
*A.S. Raja*

*M. Xavier denies*  
*D.S. Sumathi*

*G. Leelavathi*  
*Dr. M. Raja*

*S. Silambarasan*  
*S. Vadamalai*

*Dr. R. Venkatesh*  
*C. George arockiaraj*

*Arul arockiaraj*





	<b>DON BOSCO COLLEGE</b> Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809 Phone : 9443604446, 9443604447 E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in	
---	--	---

## ACTION TAKEN REPORT

As recommended in the meeting held on 10.03.2020, the following works were completed.

1. Application cost for UG is Rs.50/- and for PG is Rs.100/-.
2. Admission fee Rs.1000/- is non refundable.

