



## CIRCULAR

No. DBC/AC 2021-22/C1

Date : 21.06.2021

The meeting of academic council is proposed on 24.06.2021 at 11.00AM 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. Introducing new management members, Deans and HODs
2. Exam papers
3. Admission
4. Lesson plan
5. Online classes
6. Time table





# 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 2021-22/C1/21.06.2021

The academic council meeting was held on 24.06.2021 at 11.00AM 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. Introduction of new management members, officials and HODs
  - Administrator – Rev.Fr. Anto sagayaraj
  - Vice Principal – Rev.Fr. Antony kishore
  - Dean – Dr. I. James for Boys
  - HOD – Dr. G. Sankar – Department of Tamil
  - - K. Jaishankar – Department of Mathematics
2. Thanks giving for those served last year.
3. Exam papers should be sent by courier.
4. Time table for the upcoming semester to be prepared.
5. Suggestions for admission
  - You tube advertisement
  - Posters
  - Fee concession
  - Cloth bags
6. Prepare lesson plan for the next academic year.
7. The impact of pandemic situation is noted in the feedback of the students as many of them have mentioned that the industrial requirements have changed, the management decided to provide courses on facing the need of the post-covid industries.
8. Online classes will commence after receiving communication from the University.





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Phone: 9443804448, 9443804447

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Date : 24.06.2021

## SIGNATURE OF THE MEMBERS

1. Fr. Principal

24/6/21  
Edwards

2. Fr. Rector

[Signature]

3. Fr. Administrator

4. Fr. Vice Principal

5. Dr. K. Anand

24/6/21

6. K. Sakthivel

7. Dr. P. Madhubala

[Signature]

8. D. Ramkumar

[Signature]

9. I. James

[Signature]

10. K. Jaishankar

[Signature]

11. M. Sekar

[Signature]

12. G. Sankar

[Signature]

13. K. Selvanathan

[Signature]

14. A.S. Raja

[Signature]

15. D.S. Sumathi

[Signature]

16. M. Xavier denies

[Signature]

17. G. Leelavathi

[Signature]

18. Dr.M. Raja

[Signature]

19. S.Silambarasan

[Signature]

20. S.Vadamalai

[Signature]

21. Dr.R. Venkatesh

[Signature]







# DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 9443804440, 9443804447

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



## ACTION TAKEN REPORT

As recommended in the meeting held on 24.06.2021, the following works were completed.

1. Lesson plan kept ready.
2. Time table uploaded in the Hi-Grade.
3. Online classes begin from 09.08.2021.
4. Staff should work from the College campus.
5. Zoom ID created for I year students.
6. After completing class hours staff went for admission canvas with proper permission.



## CIRCULAR

No. DBC/AC 2021-22/C2

Date : 19.08.2021

The meeting of academic council is proposed on 24.08.2021 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. Regular classes
2. Common programmes
3. Vaccination camp
4. I year class
5. Mentor college visit
6. SIP



## MINUTES OF MEETING

Reference No. DBC/AC 2021-22/C2/19. 08.2021

The academic council meeting was held on 24.08.2021 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. Regular classes will commence from 09.09.2021.
2. Plan for common programmes will be done by PD, Deans along with Fr. VP.
3. If a class has strength above 50, it can be separated into two classes in different class rooms.
4. Labs must be clean.
5. I year classes will commence from 15.09.2021.
6. Vaccination camp will be arranged for staff and student.
7. Auxilium college (Mentor for NAAC) will visit next month.
8. I year students induction programme will start from 24.09.2021.
9. Activities conducted on SIP will be displayed as exhibition on valedictory date.
10. Late comers and Absentees to be followed.
11. Beginning of PG classes.

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



Date : 24.08.2021

## 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. K.Jaishankar
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

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Eduring

*[Handwritten Signature]*  
A. Anand

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24/8/21

*[Handwritten Signature]*  
K. Jaishankar

*[Handwritten Signature]*  
D. Ramkumar

*[Handwritten Signature]*  
M. Sekar

*[Handwritten Signature]*  
G. Sankar

*[Handwritten Signature]*  
A. S. Raja

*[Handwritten Signature]*  
D. S. Sumathi

*[Handwritten Signature]*  
G. Leelavathi

*[Handwritten Signature]*  
M. Raja

*[Handwritten Signature]*  
S. Vadamalai

*[Handwritten Signature]*  
Dr. R. Venkatesh

*[Handwritten Signature]*  
C. George arockiaraj

*[Handwritten Signature]*  
Arul arockiaraj





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## ACTION TAKEN REPORT

As recommended in the meeting held on 24.08.2021, the following works were completed.

1. Vaccination camp held on 21.09.2021
2. Auxilium College visited our college on 24.09.2021 along with brand ambassador Mr. Bernard samy.
3. Valediction of Students induction programme is held on 01.10.2021.
4. On 04.10.2021, PG inaugural programme held at Bosco hall.







## CIRCULAR

No. DBC/AC 2021-22/C3

Date : 25.11.2021

The meeting of academic council is proposed on 29.11.2021 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. Admission status
2. Cycle test
3. December month plan
4. IVDP scholarship
5. Christmas day
6. Graduation day
7. Allied subject for Chemistry major students.



  
**PRINCIPAL**



## MINUTES OF MEETING

Reference No. DBC/AC 2021-22/C3/25.11.2021

The academic council meeting was held on 29.11.2021 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. Fr. Principal Congratulated all for getting 638 Nos. of admissions.
2. Cycle test II will be conducted on 15.12.2021.
3. All staff should insist to students to wear mask and maintain social distancing.
4. Prepare monthly plan for the month of December.
5. Encourage Orphan and Semi orphan to apply for IVDP scholarship.
6. Department of English will organize Christmas day celebration on 23.12.2021.
7. Graduation day will be during March or April first week.
8. DPM Department will come under Journalism and Mass communication – Decided by the University.
9. From 27.12.2021 onwards, practical exams will beign.
10. Chemistry students can also choose allied subject as Botany.





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Date : 29.11.2021

## SIGNATURE OF THE MEMBERS

1. Fr. Principal

*29/11/21*  
*Edwards*

2. Fr. Rector

*Anto*

3. Fr. Administrator

*[Signature]*

4. Fr. Vice Principal

5. Dr. K. Anand

*29/11/21*

6. K. Sakthivel

*[Signature]*

7. K. Jaishankar

*K. Jaishankar*

8. D. Ramkumar

*[Signature]*

9. M.Sekar

*M. Sekar*

10. G. Sankar

*G. Sankar*

11. K. Selvanathan

*[Signature]*

12. A.S. Raja

*A.S. Raja*

13. M. Xavier denies

*[Signature]*

14. D.S. Sumathi

*Dr. S. Sumathi*

15. G. Leelavathi

*[Signature]*

16. Dr.M. Raja

*m. Raja*

17. S.Silambarasan

*[Signature]*

18. S.Vadamalai

*S. Vadamalai*

19. Dr.R. Venkatesh

*[Signature]*

20. C. George arockiaraj

*C. George*

21. Arul arockiaraj

*[Signature]*





## ACTION TAKEN REPORT

As recommended in the meeting held on 29.11.2021, the following works were completed.

1. Cycle test went well.
2. Christmas programme well organized by English Department.





## CIRCULAR

No. DBC/AC 2021-22/C4

Date : 10.03.2022

The meeting of academic council is proposed on 14.03.2022 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. College day
2. Graduation day
3. Silver jubilee celebration of Fr. Edwin George
4. Applying for University exams.



  
PRINCIPAL



## MINUTES OF MEETING

Reference No. DBC/AC 2021-22/C4/10.03.2022

The academic council meeting was held on 14.03.2022 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. College day events

- Chief guest – Rev. Fr. Provincial K.M. Jose
- Back drop should be ready a day before.
- NSS Boys to be trained for stage and chair arrangement.
- Theme based programmes – Coordinator Fr. Vice Principal.
- Welcome and felicitation – Fr. Principal
- Speeches – Chief Guest – Fr. Rector
- Staff award – NET, SET, Ph.D
- Students award – Article, NET, University rank, Proficiency awards, best outgoing awards.
- Parents are allowed only with prior permission.
- Rehearsal is from 28.03.2022

2. Graduation day is on 02.04.2022

- Confirm total number of students participation
- Make sure a proper communication is sent to all the Students through WhatsApp group.
- Instructions will be given by Mr. Periyasamy, Department of Tamil.
- Academic procession will be in alphabetical order.
- Presentation of candidates
- Oath

3. Jubilee celebration is on 02.04.2022 at 04.30PM

- Prayer song
- Welcome speech
- Dance by B.Ed students
- Honouring Jubilarian by family members, Cooperators society, Youth center.
- Jubilarian address
- Don Bosco song





Date : 14.03.2022

**SIGNATURE OF THE MEMBERS**

1. Fr. Principal
2. Fr. Administrator
3. Fr. Vice Principal
4. Dr. K. Anand
5. K. Sakthivel
6. K. Jaishankar
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

  
 14/3/22  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  






## ACTION TAKEN REPORT

As recommended in the meeting held on 14.03.2022, the following works were completed.

1. Evaluation and suggestions for of college day, Graduation day and Jubilee celebration is done and recorded.





## 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

  
PRINCIPAL







## 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

*[Signature]*  
02/02/21

2. Fr. Administrator

*[Signature]*

3. Fr. Vice Principal

*[Signature]*  
02/02/21

4. Dr. K. Anand

*[Signature]*

5. K. Sakthivel

*[Signature]*

6. R. Prakash

*[Signature]*

7. D. Ramkumar

*[Signature]*

8. M.Sekar

*[Signature]*

9. G. Sankar

*[Signature]*

10. K. Selvanathan

*[Signature]*

11. A.S. Raja

*[Signature]*

12. M. Xavier denies

*[Signature]*

13. D.S. Sumathi

absent

14. G. Leelavathy

*[Signature]*

16. S.Silambarasan

*[Signature]*

17. S.Vadamalai

*[Signature]*

18. Dr.R. Venkatesh

*[Signature]*

19. C. George arockiaraj

*[Signature]*

20. Arul arockiaraj





## ACTION TAKEN REPORT

As recommended in the meeting held on 02.02.2021, the following works were completed.

- Mask, Sanitizer, thermal check procedures were followed strictly.
- Skilled courses were allotted for each department.
- Students strength are send to RJD office .
- Noon Meal was started.
- Freshers' day went on well







## 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.





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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

*[Handwritten signatures and dates for items 1-20]*

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## ACTION TAKEN REPORT

As recommended in the meeting held on 23.03.2021, the following works were completed.

1. From 31.03.2021, online classes will begin.
2. Practical for final year students were conducted.
3. Project viva is scheduled from 07.04.2021 to 15.04.2021.





## ACTION TAKEN REPORT

As recommended in the meeting held on 23.03.2021, the following works were completed.

1. From 31.03.2021, online classes will begin.
2. Practical for final year students were conducted.
3. Project viva is scheduled from 07.04.2021 to 15.04.2021.

