



DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

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



CIRCULAR

Date: 12.06.2017

The meeting of IQAC is proposed on **13-06-2017** at 12.15 PM in Principal office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Continuous Internal Assessment
- Certificate Course
- Student and Staff Empowerment Committee
- New Controller of Examination

M. Suresh
IQAC Co-Ordinator

[Signature]
Principal



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AY-2017-2018

IQAC MINUTES OF MEETING-I

DATE: 13.06.2017

TIME: 12.15pm

VENUE: IQAC OFFICE

1. Discussion on Continuous Internal Assessment pattern: Unit test I, Unit test II, Cycle test, Model Examination, Assignment and Attendance marks should be kept as it is.
2. Students should take up at least one certificate course and club activity per semester.
3. Student Empowerment Core committee and Staff Empowerment Core committee to be formed.
4. New Controller of Examinations of the college will be the new member of IQAC- Mr. C. George Arockiaraj.

The following members were present:

S.No	Name	Signature
1	Dr. C.M. Varghese (Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Xavier Denies	
4	M. Periyasamy	
5	Dr.R.Venkatesh	
6	V. Rajeswari	
7	G. Leelavathi	
8	Dr.K. Anand	
9	I. James	
10	C. George Arokia Raj	
11	F. Princy Merlin	

IQAC Co-Ordinator

Principal





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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 13.06.2017 the following works were completed:

- Unit test is conducted
- New member to the IQAC is added


IQAC Co-Ordinator


Principal

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CIRCULAR

Date: 13.06.2017

The meeting of IQAC is proposed on 14.06.2017 at 11.30AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Students Empowerment Programme
- Documents Collection
- Core Committee Plan
- Templates for College Programmes

M. Suresh
IQAC Co-Ordinator

L. K. S.
Principal

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IQAC MINUTES OF MEETING-2

DATE: 14.06.2017

TIME: 09.00 am.

VENUE: IQAC OFFICE

1. Suggestion was given by Fr. Principal to organise empowerment programmes for staff and students every semester as follows:

Semester I – Writing Practice

Semester III – Library usage

Semester V- Employability skill and library usage

2. Core committee should plan the schedule for this.

3. Templates for college level programmes were approved by the IQAC members in the meeting.

The following members were present:

S.No	Name	Signature
1	Dr. C.M. Varghese (Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Xavier Denies	
4	M. Periyasamy	
5	Dr.R.Venkatesh	
6	V. Rajeswari	
7	G. Leelavathi	
8	Dr.K. Anand	
9	I. James	
10	C. George Arokia Raj	

IQAC Co-Ordinator





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ACTION TAKEN REPORT

As recommended in the meeting held on 14.06.2017 the following works were completed:

- Templates for college programmes were given to the HODs.
- Library usage is encouraged for the advanced learners.

M. Suresh
IQAC Co-Ordinator

V. S. S. S.
Principal

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CIRCULAR

Date:17.10.2017

The meeting of IQAC is proposed on 21.10.2017 at 1.00 PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Quality Improvement of the college
- Documents follow up
- Orientation on New Regulations of NAAC
- Continuing Club activities

IQAC Co-Ordinator

Principal

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IQAC MINUTES OF MEETING-3

DATE: 21.10.2017

TIME: 01.00 pm.

VENUE: IQAC OFFICE

1. Improvement of the quality of the college through various measurements.
2. Documentation follow up will be done by Mrs. G. Leelavathi and Mrs. V. Rajeswari and should be completed up to 31st Oct. Documentation is to measure the quality of the programmes conducted by the college.
3. Orientation on IQAC for all the staff members is planned on 30th of this month during which new regulations of NAAC will be detailed by Mr. S.Vadamalai.
4. Healthy practices like CQC, CCA, RRC, NSS etc should be continued.

The following members were present:

S.No	Name	Signature
1	Dr. C.M. Varghese (Principal)	
2	Fr. Robert Ramesh Babu (Vice – Principal & Coordinator)	
3	M. Xavier Denies	
4	M. Periyasamy	
5	Dr.R.Venkatesh	
6	V. Rajeswari	
7	G. Leelavathi	
8	Dr.K. Anand	
9	I. James	
10	C. George Arokia Raj	
11	F. Princy Merlin	

IQAC Co-Ordinator





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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 21.10.2017 the following works were completed:

- Orientation on new Accreditation Framework is organised
- Documents are checked by Mrs. G. Leelavathi and Mrs. V. Rajeswari
- Club activities are conducted


IQAC Co-Ordinator


Principal

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CIRCULAR

Date:27.10.2017

The meeting of IQAC is proposed on 30.10.2017 at 10.30 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Planning for detailed meeting on new Criteria


IQAC Co-Ordinator


Principal

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IQAC MINUTES OF MEETING-4

DATE: 30.10.2017

TIME: 10.30 am.

VENUE: IQAC OFFICE.

1. Planning was done for detailed meeting on the new Criteria.
2. Detailed meeting can be held on 6th or 7th of the following month.

The following members were present:

S.No	Name	Signature
1	Dr. C.M. Varghese (Principal)	
2	Fr. Robert Ramesh Babu (Vice – Principal & Coordinator)	
3	M. Xavier Denies	
4	M. Periyasamy	
5	Dr.R.Venkatesh	
6	V. Rajeswari	
7	G. Leelavathi	
8	Dr.K. Anand	
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IQAC Co-Ordinator

Principal

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 30.10.2017 the following work was completed:

- Planning was done for detailed meeting on the new Criteria.



IQAC Co-Ordinator


Principal

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CIRCULAR

Date:06.11.2017

The meeting of IQAC is proposed on 07.11.2017 at 10.00 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Document Verification
- Strategic meeting for Principals-SDB
- SWOC Analysis
- Best Practices
- SEPC meeting Report
- Model Document for Programmes
- Training for staff

IQAC Co-Ordinator

Principal

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IQAC MINUTES OF MEETING-5

DATE: 07.11.2017

TIME: 10.00 am.

VENUE: PRINCIPAL'S OFFICE

1. Verifying the documents which are completed.
2. Model document for all the programmes of the college to be prepared.
3. Strategic planning meeting of the Principals of SDB is to be held in Chennai on 11th of November.
4. Three or Five years plan – a road map has to be prepared up to 2020.
5. SWOC analysis of the institution to be prepared.
6. SEPC meeting report should be prepared.
7. Good practices should be encouraged to create unique selling point of the college.
8. Training programme for teaching and non-teaching staff should be organised
9. Creating systems to operate.

The following members were present:

S.No	Name	Signature
1	Dr. C.M. Varghese (Principal)	
2	Fr. Robert Ramesh Babu (Vice – Principal & Coordinator)	
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
8	I. James	
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10	F. Princy Merlin	

IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 7.11.2017 the following works were completed :

- Documents verification is done
- SWOC analysis is done
- SEPC report is prepared by Dr. K. Anand, IQAC member.
- Strategic planning meeting proposal is prepared by Mrs. G. Leelavathi, IQAC member.
- Model documents for all the Programmes were given to the HODs


IQAC Co-Ordinator


Principal

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CIRCULAR

Date: 07.11.2017

The meeting of IQAC is proposed on 08.11.2017 at 10.00 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- CCA and CQC Orientation
- IQAC roles and functions
- Leadership Programmes for students
- Next meeting plan


IQAC Co-Ordinator


Principal

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IQAC MINUTES OF MEETING-6

DATE: 08.11.2017

TIME: 10.00 am.

VENUE: VICE-PRINCIPAL'S OFFICE

1. On 21-02-18 Orientation for the non-teaching staff on "Upliftment of the college" was organised.
2. Discussion on IQAC roles and functions.
3. Quality assessment should be done for all the programmes.
4. Leadership development programme is planned for the students.
5. On 24.02.18 the next meeting will be conducted.
6. For CQC and CCA orientation to be given for students.

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal&Coordinator)	
2	M. Periyasamy	
3	Dr.R.Venkatesh	
4	V. Rajeswari	
5	G. Leelavathi	
6	Dr.K. Anand	
7	I. James	
8	C. George Arokia Raj	
9	F. Princy Merlin	
10	M. Xavier Denies	

IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 8.11.2017 the following work was completed :

- On 21-02-18 Orientation for the non teaching staff on "Upliftment of the college" was organised.

for Balu

IQAC Co-Ordinator

1/2/18
Principal

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CIRCULAR

Date: 23.02.2018

The meeting of IQAC is proposed on 24.02.2018 at 10.00 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- CCA and CQC Orientation on 28.02.2018
- Skill Training for students
- Support staff Orientation Programme
- Next Academic year plan


IQAC Co-Ordinator


Principal

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IQAC MINUTES OF MEETING-7

DATE: 24.2.2018

TIME: 10.00 am.

VENUE: VICE-PRINCIPAL'S OFFICE

1. Support staff and students' orientation was organised well.
2. CQC and CCA orientation will be on 28/2/18.
3. Plan for next academic year should be held on 26/02/18.
4. Preparation of IQAR report.
5. Compulsory basic skill training for second year students to be organised.
6. Next academic year, a minor project to be conducted by Fr. Vice-Principal on training the students.

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal & Coordinator)	
2	M. Periyasamy	
3	Dr.R.Venkatesh	
4	V. Rajeswari	
5	G. Leelavathi	
6	Dr.K. Anand	
7	I. James	
8	C. George Arokia Raj	
9	F. Princy Merlin	
10	M. Xavier Denies	

IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 24.02.2018 the following work was completed :

- IQAR report is prepared by Dr. M. Savitha Devi.

IQAC Co-Ordinator

Principal

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CIRCULAR

Date: 24.02.2018

The meeting of IQAC is proposed on 26.02.2018 at 11.30 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Criterion 1,2,3 discussion
- Documentation
- Next meeting plan

M. Suresh
IQAC Co-Ordinator

[Handwritten Signature]
Principal

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IQAC MINUTES OF MEETING-8

DATE: 26.2.2018

TIME: 11.30 am.

VENUE: VICE-PRINCIPAL'S OFFICE

1. Criterion 1, 2 and 3 – discussion and detailing the sub points.
2. Documentation part of the programmes should be monitored.
3. Next meeting will be on 27/2/18 at 11.30 am.

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal)	<i>Babu</i>
2	Dr.M.Savithadevi (Coordinator)	<i>M. Sulef</i>
3	M. Periyasamy	<i>M. Periyasamy</i>
4	Dr.R.Venkatesh	<i>R. Venkatesh</i>
5	V. Rajeswari	<i>V. Rajeswari</i>
6	G. Leelavathi	<i>G. Leelavathi</i>
7	Dr.K. Anand	<i>K. Anand</i>
8	I. James	<i>I. James</i>
9	C. George Arokia Raj	<i>C. George Arokia Raj</i>
10	F. Princy Merlin	<i>F. Princy Merlin</i>
11	M. Xavier Denies	<i>M. Xavier Denies</i>

M. Sulef
IQAC Co-Ordinator

V. Rajeswari
Principal

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 26.02.2018 the following work was completed :

- Discussion on Criterion 1,2,3 was held and planning for next meeting was discussed.

M. Sulef
IQAC Co-Ordinator

[Signature]
Principal

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CIRCULAR

Date: 26.02.2018

The meeting of IQAC is proposed on 27.02.2018 at 02.00 PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Criterion 4,5,7 discussion
- Documentation
- New events to be implemented
- Chart Preparation for all the Criteria

M. Sulef
IQAC Co-Ordinator

[Handwritten Signature]

Principal

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IQAC MINUTES OF MEETING-9

DATE: 27.2.2018

TIME: 2.00 pm.

VENUE: VICE-PRINCIPAL'S OFFICE

Criterion 4: (New – to be implemented)

1. Indoor games for girls: Chess, Carom, Kho-Kho, Interdepartmental shuttle and Yoga programmes to be organised.

2. Classes with Wi-Fi, inflienet, ramp, e-book sources, and language lab to be planned.

Criterion 5 (New– to be implemented)

1. Bridge course comes under Criterion -5 from criterion -1.

2. Student council to work along with IQAC team, battery car for Physically challenged students.

Criterion 7(New– to be implemented)

1. Eco friendly environment, go green campus, lab departments plan for managing waste materials.

2. Gardens to be maintained by the departments: the area near girls' rest room: English, the area near boys' rest room: Computer Science

3. Every department should offer a certificate course. Students must opt one at least and complete three courses along with his duration of the programme (degree).

4. Chart preparation for all the criteria based on the following components:

i) Old format






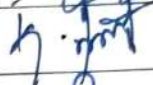
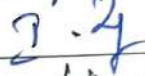


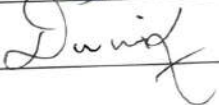
ii) New format

iii) To do

iv) Problems

v) Solutions

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu(Vice – Principal)	
2	Dr.M.Savithadevi (Coordinator)	M. Suresh.
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
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M. Suresh
IQAC Co-Ordinator


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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 27.02.2018 the following work was completed :

- Discussion on Criteria 4, 5,7 was held and planning for documentation and whatever to be implemented was discussed.

M. Sulef
IQAC Co-Ordinator

[Handwritten signature]

Principal

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CIRCULAR

Date: 20.03.2018

The meeting of IQAC is proposed on 21.03.2018 at 12.00 Noon in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Criterion plan based on six-point scale
- Programmes separation- Clubs, Committees, Management, Office
- IQAC Calendar
- Programmes -exact term
- Extension activities marks
- All programmes under IQAC Scrutiny

M. Sulef.
IQAC Co-Ordinator

M. Sulef.
Principal

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IQAC MINUTES OF MEETING-10

DATE: 21.3.2018

TIME: 12.00 noon.

VENUE: VICE-PRINCIPAL'S OFFICE

1. Criterion plan according to the 6 points scale is ready for Criterion 1 and Criterion – 7
2. Other criteria plan will be ready on 22.3.18
3. Separating the programmes, to be done by the departments, clubs, committees, management and office.
4. Extension education marks for final years can be given for the club and committee activity.
5. IQAC should direct all the programmes at college level also at the department level what to do and how to modify existing programmes.
6. IQAC calendar should be prepared and should be followed.
7. Planning the programmes with exact term for each event.
8. IQAC members should attend workshop, go for exposure visit and animation should be organised.

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
8	I. James	
9	C. George Arokia Raj	
10	F. Princy Merlin	
11	M. Xavier Denies	

M. Suresh
IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 21.03.2018 the following works were completed :

- Criterion plan according to the 6 points scale is ready for Criterion 1 and Criterion – 7
- Orientation for CCA was given by Mrs. G. Leelavathi and CQC orientation was given by Dr. K. Anand on 28.2.2018.

M. Suresh
IQAC Co-Ordinator

[Signature]
Principal

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CIRCULAR

Date: 21.03.2018

The meeting of IQAC is proposed on 22.03.2018 at 11.00 AM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Programmes separation- Clubs, Committees, Management, Office
- IQAC Calendar
- Annual Planner with IQAC Programmes
- Next meeting plan
- Discussion on points requires clarity

M. Suresh
IQAC Co-Ordinator

[Signature]
Principal

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IQAC MINUTES OF MEETING-II

TIME: 11.00 am.

DATE: 22.3.2018

VENUE: VICE-PRINCIPAL'S OFFICE

1. Division of programmes into department, office, club and committee and management
2. Points on which clarity is needed should be discussed separately
3. IQAC calendar based on different criterion work allotted to the department. IQAC members should monitor.
4. Preparation of Annual planner with all the programmes inclusive of department programmes.
5. Next meeting is on 23. 3.18

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice - Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
8	I. James	
9	C. George Arokia Raj	
10	F. Princy Merlin	
11	M. Xavier Denies	

M. Suresh
IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 22.03.2018 the following work was completed :

- Points on which more clarity is required is taken for discussion.

M. Suresh
IQAC Co-Ordinator

W. S. Suresh

Principal

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CIRCULAR

Date: 22.03.2018

The meeting of IQAC is proposed on 23.03.2018 at 2.30PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Programmes separation- Clubs, Committees, Management, Office
- Compiled list of Programmes
- Detailing all the Criteria by Fr. Vice-Principal

M. Suresh
IQAC Co-Ordinator

M. Suresh
Principal

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IQAC MINUTES OF MEETING-12

DATE: 23.3.2018

TIME: 02.30 pm.

VENUE: VICE-PRINCIPAL'S OFFICE

1. Division of programmes into department, office, club, committee and management
2. All the planning done under each criterion should be combined together under the headings as mentioned above.
3. Preparation of compiled list of all criteria work to be done by the departments
4. Cumulative list runs about 39 points on which the departments have to start working
5. Detailing all the criteria to be done the following day for all the staff at 9.30am in the Savio hall by Vice-Principal

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
8	I. James	
9	C. George Arokia Raj	
10	F. Princy Merlin	
11	M. Xavier Denies	

IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 23.03.2018 the following works were completed :

- Division of programmes into department, office, club, committee and management was done by the co-ordinator.
- Departments were instructed to follow up the 39 points to do list .

M. Suresh
IQAC Co-Ordinator

M. Suresh
Principal

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CIRCULAR

Date: 2.04.2018

The meeting of IQAC is proposed on 3.04.2018 at 2.30 PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Collecting SEPP, main Academic calendar etc
- Collecting soft copies for verification
- Detailed discussion on planning
- Documentation
- IQAC planner

M. Sulef
IQAC Co-Ordinator

1.04.2018
Principal

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IQAC MINUTES OF MEETING-13

DATE: 3.4.2018

TIME: 02.30 pm.

VENUE: FR. VICE-PRINCIPAL'S OFFICE

1. Detailed planning for all the topics to be discussed and planned by the departments.
2. Plan should contain the outline of all the programmes.
3. Soft copies to be collected.
4. Documents collection to be done by the IQAC members across the departments.
5. IQAC planner with 27 activities prepared.
6. Certification to be done for all the programmes.
7. Collect SEPP, main academic calendar soft copies.

The following members were present:

S.No	Name	Signature
1	Fr. Robert Ramesh Babu (Vice – Principal)	
2	Dr.M.Savithadevi (Coordinator)	
3	M. Periyasamy	
4	Dr.R.Venkatesh	
5	V. Rajeswari	
6	G. Leelavathi	
7	Dr.K. Anand	
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11	M. Xavier Denies	

M. Suleef
IQAC Co-Ordinator

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AY-2017-2018

ACTION TAKEN REPORT

As recommended in the meeting held on 3.04.2018 the following works were completed :

- IQAC planner with 27 activities was prepared by the co-ordinator.
- SEPP, main academic calendar soft copies were collected by the co-ordinator.

M. Suresh
IQAC Co-Ordinator

Lawrence
Principal

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