



DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone: 9443604446, 9443604447

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



CIRCULAR

Date: 26.06.2019

The meeting of IQAC is proposed on 27.06.2019 at 12.30 PM in Principal office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Documents collection.
- Website updating.
- HODS, Management, Student representative MEETING with IQAC Team.


IQAC Co-Ordinator


26/06/19
Principal





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AY-2019-2020

IQAC MINUTES OF MEETING- 1

DATE: 27.6.2019

VENUE: PRINCIPAL OFFICE

TIME: 12.30 pm.

1. Collecting SEPP plan from the departments.
2. Collecting pending documents from the departments.
3. Allowing staff to take important documents reports print out in the IQAC office.
4. Updating programmes and events mostly at the earliest in the college website.
5. HODs must attend at least one meeting with the IQAC members for the smooth and regular functioning of IQAC.
6. Meeting should be conducted along with management Fathers and with student representatives of IQAC.

The followings members were present:

| SNO | NAME | SIGNATURE |
|-----|------------------------------------|-----------|
| 1 | Rev.Dr.A.Siluvai Muthu (Principal) | |
| 2 | R. Venkatesh | |
| 3 | I. James | |
| 4 | S. Vadamalai | |
| 5 | G. Leelavathi | |
| 6 | F. Princy Merlin | |
| 7 | C. George Arockiaraj | |
| 8 | M. Periyasamy | |

IQAC Co-Ordinator



Principal



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AY-2019-2020

ACTION TAKEN REPORT

As recommended in the meeting held on **27.6.2019** the following works were completed.

- Collected the SEPP [Salesian Education Pastoral Plan] and batch plan for this academic year.
- One Printer is allotted for IQAC, so staff can take important documents print out in the IQAC office.

IQAC Co-Ordinator

Principal





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CIRCULAR

Date: 24.07.2019

The meeting of IQAC is proposed on 25.07.2019 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:

- Documents Uploading - Problems - web space.
- Document template creation.
- Management participants in IQAC meetings.
- IQAC banner.

Bahar

IQAC Co-Ordinator

24/07/19

Principal





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AY-2019-2020

IQAC MINUTES OF MEETING -2

DATE: 25.7.2019

TIME: 11.30 am.

VENUE: IQAC OFFICE

1. Problems in web committee in uploading documents in the web site.
2. Preparing templates for all the programmes of the college.
3. Presence of the management members for the IQAC meeting.
4. Preparing IQAC banner newly.

The followings members were present:

| SNO | NAME | SIGNATURE |
|-----|------------------------|-----------|
| 1 | Rev.Dr.A.Siluvai Muthu | |
| 2 | R. Venkatesh | |
| 3 | I. James | |
| 4 | S. Vadamalai | |
| 5 | G. Leelavathi | |
| 6 | V. Rajeswari | |
| 7 | C. George Arockiaraj | |
| 8 | M. Periyasamy | |

IQAC Co-Ordinator

Principal





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AY-2019-2020

ACTION TAKEN REPORT

As recommended in the meeting held on **25.7.2019** the following works were completed.

- Common templates for all the programmes are given to the HODs of each department.
- New IQAC banner is prepared and displayed in open Auditorium.


IQAC Co-Ordinator


Principal





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CIRCULAR

Date:28-08-2019

The meeting of IQAC is proposed on 29.08.2019 at 2.00 PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Preparation for NAAC.
- Opting NMEC papers.
- CQC follow up.
- Document format revision.

IQAC Co-Ordinator

Principal





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AY-2019-2020

IQAC MINUTES OF MEETINGS -3

DATE: 29.8.2019

TIME: 2.00 pm.

VENUE: IQAC OFFICE

1. Our college should go for NAAC approval compulsorily.
2. Internal Quality must be still improved.
3. More options in choosing NMEC.
4. Should follow CQC regularly.
5. Documentation format should be revised according to NAAC requirement.

The followings members were present:

| SNO | NAME | SIGNATURE |
|-----|---|-----------|
| 1 | Rev.Dr.A.Siluvai Muthu (Principal) | |
| 2 | Rev.Fr. Robert Ramesh Babu (Co-Ordinator) | |
| 3 | K. Anand | |
| 4 | R. Venkatesh | |
| 5 | I. James | |
| 6 | S. Vadamalai | |
| 7 | G. Leelavathi | |
| 8 | V. Rajeswari | |
| 9 | C. George Arockiaraj | |
| 10 | M. Periyasamy | |
| 11 | M. Xavier Denies | |

IQAC Co-Ordinator





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AY-2019-2020

ACTION TAKEN REPORT

As recommended in the meeting held on 29.8.2019 the following works were completed.

- More options in choosing NMEC are given to students and Students known to Elective courses chosen by them.
- HODs are asked to allot weekly one hour for CQC

Bahar
IQAC Co-Ordinator

[Signature]
Principal





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CIRCULAR

Date: 21.10.2019

The meeting of IQAC is proposed on 22.10.2019 at 12.05 PM in IQAC office. All the IQAC members are requested to attend the meeting without fail. The **agenda** for the meeting is as follows:

- Mentoring by Auxilium College, Vellore.
- Attending Workshop and presentation of our college preparedness in the mentor college.
- Applying for 12B, 2F, and Minority status.
- Extension activities, Funding projects.
- Best practices.
- Plan for Students Induction Programme.
- Feedback from students.
- Remedial and Advanced learners' coaching.

Bahy
IQAC Co-Ordinator





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AY-2019-2020

IQAC MEETING MINUTES-4

DATE: 22.10.2019



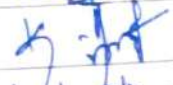
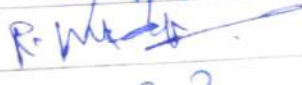
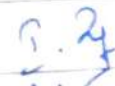


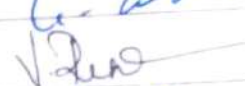
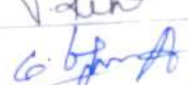

TIME: 12.05 PM.

VENUE: IQAC OFFICE


1. Our college is the sixth college the team from Auxilium College is mentoring.
2. Difference between best practice and distinctive quality.
3. Data collection according to the format in IIQA.
4. Nov. 9th, Jan 30th and 31st Workshop on Revised Accreditation Framework of NAAC.
5. One to one meeting with the mentee colleges.
6. In the month of June the preparedness of the college should be presented in the Mentor College.
7. Orientation on the key areas when and as required will be conducted by the Mentor College and Overall orientation for the entire faculty in the mentee college.
8. Apply for 2F and 12B status and Minority status.
9. Registration for online courses mandatory.
10. Research regarding the rural neighbourhood and project funding.
11. Extension activities done by the college.
12. Include Yoga and meditation in the Bridge Course itself.
13. Feedback to be collected where huge students are involved.
14. Remedial and Advanced learners coaching to be continued.



The followings members were present:

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| 2 | Rev.Fr. Robert Ramesh Babu (Co-ordinator) |  |
| 3 | K. Anand |  |
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| 5 | I. James |  |
| 6 | S. Vadamalai |  |
| 7 | G. Leelavathi |  |
| 8 | V. Rajeswari |  |
| 9 | C. George Arockiaraj |  |
| 10 | M. Periyasamy |  |


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ACTION TAKEN REPORT

As recommended in the meeting held on 22.10.2019 the following works were completed:

- Data collected for IIQA.
- Students are insisted to register for On-line certified courses during assembly.
- Staff members are instructed to collect feedback on mega events.

Babu
IQAC Co-Ordinator

[Signature]
Principal

