



DON BOSCO ARTS AND SCIENCE COLLEGE

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Date: 25-05-2015

IQAC – Minutes of the Meeting

Academic Year - 2015-16

AGENDA: Annual Academic Planning

1. Introduction of new courses
2. Appointment of Controller of Examinations
3. New Faculty Appointments
4. Faculty Development Programmes
5. Learners Corner
6. Fests/ Conferences / Seminars to be organized
7. Student Development Programmes
8. Student Participation in Sports/Cultural Activities
9. Environment Related activities
10. Retreat and Value Added Sessions
11. Celebration of Significant Days

IQAC MEMBERS PRESENT

SL No	Name of Faculty	Name of Department
1.	Fr. Dr Thomas K.O	Manager
2.	Fr. Dr. Johny Jose	NAAC Chief Consultant
3.	Fr. Joby Abraham	Financial Administrator
4.	Anu A.S.	IQAC co-ordinator
5.	Fr. Biju J Nellissery	Department of MCJ
6.	Dr. Anoop Antony	Department of Social Work
7.	Stenza Augustine	Department of English
8.	Roshin Thomas	Department of Commerce
9.	Shijo Thomas	Librarian
10.	Babu Grigorious	Administrative Officer
11.	Sony Thomas	IQAC Secretary
12.	Biju .S.	External member
13.	Vijayan .M.	External member
14.	Anu Scaria	Documentation Staff
15.	Linny Mariya Sunny	Documentation Staff

Fr. Dr Francis Karackat, College Principal & Chair, welcomed the members of the IQAC team. The IQAC Coordinator, Miss. Anu A. S. addressed the gathering and explained the various initiatives planned by IQAC team for the academic year.

Annual Academic Planning

1. Introduction of new courses:

Kannur University and Kerala Government sanctioned the permission for the new course BSW (Bachelor of Social Work) from 2015-16 academic year onwards.

2. Appointment of Controller of Examination:

The Academic Planning Committee planned to appoint new examination committee and examination controller for the current academic year.

3. New Faculty appointment for the year:

The council discussed the proceedings of the appointment and interviews for the new faculties.

4. Faculty Developments:

The committee decided to organize various programmes for faculty development. The orientation programme for both teaching & non teaching staff is decided to conduct on 28 & 29 may 2015.

5. Learners Corner:

- FINA – Friend In Need Accompaniment
- FACE – Faculty Accompaniment for Capability Enhancement
- English Proficiency Course
- Remedial coaching

6. Fests/ Conferences / Seminars to be organized:

Department association is planning to conduct fests and national conferences in the upcoming months. Different organizing teams have been formed; roles & responsibilities are also assigned.

- Commerce – COMET
- MCJ – DISC
- MSW – RESSAISSER

7. Student Development Programmes:

The committee decided to introduce different clubs for enhancing capabilities of students.

8. Student Participation in Sports/Cultural Activities:

Committee decided to conduct Sports and Arts fest in a systematic and dynamic way. More students will be trained to participate and win in the University Arts fest.

9. Environment Related Activities:

Nature club to organize dedicated programs for creating awareness among students & faculties about nature and related issues.

10. Retreat:

IQAC planned to organize retreat for the catholic students by mid September along with moral education classes for the non-Catholics.

11. Significant Days:

To make the students aware of the importance of the national, international festivals and commemorative days, our College IQAC team in collaboration with the College Union & NSS units planned to conduct celebrations and programs on the respective days.

- Independence Day
- Onam Celebrations
- Teacher's Day
- Christmas Day Celebrations
- Hindi Divas