



DON BOSCO ARTS AND SCIENCE COLLEGE

Angadikadavu P.O., Kannur Dt., Kerala - 670 706

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Date: 05-07-2019

IQAC – Minutes of the Meeting

Academic Year - 2019-20

AGENDA: Academic Planning

1. Attendance Policy Revision
2. Counselling Service
3. Onam Celebration
4. Social Commitment
5. College Union Election

IQAC MEMBERS PRESENT

SL No	Name of Faculty	Name of Department
1.	Fr. Dr. Francis Karackat	Principal
2.	Fr. Dr. Biju J. Nellissery	IQAC Coordinator & MCJ HoD
3.	Fr. Dr. Thomas K.O.	Manager & MSW HoD
4.	Fr. Jimmy Jose	Administrator
5.	Meghana Nair	Dept. of Journalism
6.	Bijo Joseph	Dept. of Social Work
7.	Sr. Mercy Thomas	Dept. of English
8.	Najumunisa K	Dept. of Mathematics
9.	Sr. Leema Jacob	Dept. of Psychology
10.	Nishamol N.V.	Dept. of Commerce
11.	Athira P.	Dept. of Management
12.	Sindhu P.M.	Dept. of Computer
13.	Shijo Thomas	Librarian
14.	Babu Grigoriose	Office Superintendent
15.	Sony Thomas	Secretary
16.	Biju S.	Executive Editor, Asianet News
17.	Ranjith NPC	Chief Reporter, Malayala Manorama
18.	George Joseph	PTA Vice-President
19.	Ajay David Jose	College Union Chairman
20.	Amelia Augustine	College Union Vice-Chairperson

Meeting chaired by the IQAC Co-ordinator Fr. Dr.Biju J. Nellissery. The meeting discussed about:

1. Attendance Policy Revision:

As per the new syllabus, there is no provision to give internal marks for the physical presence of the students in the class. However, we will continue to take attendance as usual as it is essential for the student to get minimum 75 % attendance as an eligibility criterion to attend the university examination. Therefore, the students, if they are absent, will have to submit the leave forms without fail.

2. Counselling Service:

Let all students make use of the counseling service available in the college.

3. Onam Celebration:

The date of the Onam Celebration has to be finalized . Each department has to present a 10 minutes cultural programme. Dress code has to be in tune with the Kerala culture and also with the tradition of Onam.

4. Social Commitment:

The NSS Units in the college are constructing a Snehaveedu for Abhishek. As huge fund is required for the construction of the house, the faculty members have to collaborate with the NSS Units.

5. College Union Election:

Fr.Dr. Bastin Nellissery was appointed as the Chief Election Officer for the college union election.