



DON BOSCO ARTS AND SCIENCE COLLEGE

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Date: 02-08-2018

IQAC – Minutes of the Meeting Academic Year - 2018-19

AGENDA: Annual Academic Planning

1. Social Commitment Plans
2. Examination
3. Union Election
4. PTA General body meeting
5. NAAC SSR submission

IQAC MEMBERS PRESENT

SL No	Name of Faculty	Name of Department
1.	Fr. Dr Thomas K.O.	Manager
2.	Fr. Dr Francis Karackat	Principal
3.	Fr. Dr. Johny Jose	NAAC Chief Consultant
4.	Fr. Shibu Davis	Vice-Principal
5.	Fr. Benny Christudas	Department of Journalism
6.	Zhaviarkutty Francis	Department of Social Work
7.	Harsha Vincent	Department of English
8.	Josna Thomas	Department of Mathematics
9.	Jitheshmon Mullol	Department of Commerce
10.	Irine Tresesa Francis	Department of Management
11.	Hebin Layola	Department of Computer
12.	Shijo Thomas	Librarian
13.	Babu Grigorious	Administrative Officer
14.	Sony Thomas	IQAC Secretary
15.	Biju S	External Member
16.	Nandan P.K	PTA Vice-President
17.	Sr. Daisylet T	Department of Commerce
18.	Cibel Prems	Department of Journalism
19.	Shijina KV	Department of English

Co-ordinator of IQAC welcomed all the members present. Then the following agenda was discussed.

1. Social Commitment :

Collect contributions from students & teachers for relief activities and then hand over to the local self-government body, i.e., the Ayyankunnu Panchayath for coordinating the relief activities.

2. Examination :

Timely completion of syllabus by the teachers.

3. Union Election:

To constitute a committee for conducting union election.

4. PTA General Body Meeting :

Decision was taken to conduct PTA General body meeting on September.

5. NAAC SSR Submission:

Various committees were formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the collection and compilation of data for the SSR.