



DON BOSCO ARTS AND SCIENCE COLLEGE

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Date: 25-05-2019

IQAC – Minutes of the Meeting

Academic Year - 2019-20

AGENDA: Annual Academic Planning

1. Faculty Refresher Programme
2. Faculty achievement
3. Parivarthan training
4. Fest
5. Community engagement
6. Mobile App
7. New Statutes of CBCSS
8. Retreat and Value Education Programme

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

Fr. Dr. Biju J. Nellissery, IQAC Co-ordinator, welcomed all the members of the IQAC. Then the following agenda was taken up for discussion and necessary action.

The meeting discussed about:

1. Faculty Refresher Programme:

The IQAC unanimously decided to organize a practical training session for the teaching faculties on Higher Education by Fr. Sabu Thomas, Assistant Professor, Department of English, Sacred Heart College, Thevara, during the last week of the month.

2. Faculty achievement:

Fr. Dr. Francis Karakkat, who has been nominated for the prestigious Media Award by the media house Shalome Television, was honored in the staff meeting. Fr. Dr. Thomas KO and other Salesian fathers congratulated the principal for receiving this coveted award.

3. Parivarthan training:

IQAC decided to offer an overall development programme MCom and MSc students named “Finishing school training programme” in collaboration with Parivathan Kochi. The main intention of the programme is to improve various soft skills like communication, team work, critical thinking etc.

4. Fest:

Decision was taken to conduct programmes in the current year such as Comet, Spell Bee Contest (DISBEE) and EQUINOX.

5. Community Engagement:

In order to teach students the lesson of sharing and caring for the poor and the needy, the college decide to provide mid day meal on every Friday to Balika Sadhan, an orphanage at Charal.

6. Mobile App:

For the effective teaching learning process, the committee decided to implement Mobile App. All the data concerning the students such as attendance, internal mark etc can be accessed by the parents and students.

7. New Statutes of CBCSS:

As per the new Statutes of the university, there should be coordinators at various levels such as department level, college level, and university level. It was decided that each department

has to suggest one faculty member to coordinate the department level CBCSS. The committee suggested that a faculty from the departmental level CBCSS has to be chosen as the College level CBCSS Coordinator.

8. Retreat and Value Education Programme:

As highlighted in the value charter of the college, the vision of the college is to enrich the students with spirituality and Godliness. It was decided that, the college retreat for the academic year has to be conducted on the concept of 'Inner Healing'. Fr. Saiju Thuruthiyil MCBS and his Team was contacted for the same.