



# **DON BOSCO ARTS AND SCIENCE COLLEGE**

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

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**Date: 20-05-2016**

## **IQAC – Minutes of the Meeting**

### **Academic Year - 2016-17**

#### **AGENDA: Annual Academic Planning**

1. Appointment of New Controller of Examinations
2. MoUs with other Institutions & Corporate Houses
3. Faculty Refresher Programmes
4. New Faculty Appointments
5. 'Global Language – Make it easy to read, write & speak'
6. Conferences / Seminars/ Workshops to be organized
7. FEST
8. Retreat and Value Education Programme
9. Amphitheatre Inauguration
10. Enhancement of Extension Programme
11. ICC Initiatives
12. Arts Day
13. Celebration of Significant Days
14. College Day

## IQAC MEMBERS PRESENT

<b>SL No</b>	<b>Name of Faculty</b>	<b>Name of Department</b>
1.	Fr. Dr Francis Karackat	Chair Person
2.	Fr. Dr Thomas K.O.	Manager
3.	Fr. Dr. Johny Jose	NAAC Chief Consultant
4.	Fr. Joby Abraham	Financial Administrator
5.	Dr. Anoop Antony	IQAC Co-ordinator, Dept of Social work
6.	Fr. Biju .J. Nellissery	Department of Journalism
7.	Zhaviarkutty Francis	Department of Social Work
8.	Sudheesh M. Vincent	Department of English
9.	Jitheshmon MULLOL	Department of Commerce
10.	Ashmas Philip	Department of Management
10.	Hebin Layola	Department of Computer
11.	Shijo Thomas	Librarian
12.	Babu Grigorious	Administrative Officer
13.	Sony Thomas	IQAC Secretary
14.	Biju .S.	External Member
15.	Nandan P.K	PTA Vice-President
16.	Aiswarya P	Documentation Staff
17.	Silgy Joseph Thannippara	Documentation Staff

Fr. Dr Francis Karackat, College Principal & Chair welcomed all the members of the IQAC team. The meeting decided to appoint Dr. Anoop Antony as the IQAC coordinator.

## **Annual Academic Planning**

### **1. Appointment of course co-ordinators :**

The Academic Planning Committee planned to appoint new course co-ordinators for the current academic year.

### **2. MoUs with Institutions & Corporate Houses:**

In order to inculcate academic excellence, it has been decided for more collaborations / agreements with other institutions for Student Exchange, Faculty Exchange, and Research work etc.

### **3. Faculty Refresher Programmes:**

The committee decided to organize a 3 day workshop on Faculty Development from 25-05-2016 to 27-05-2016.

- Fr. Dr. Thomas K O, the Manager & Rector offered the introductory session about the vision & mission of Don Bosco Institutions.
- The committee decided to invite Dr. T .C. Thankachan (Prof. ST. Thomas College, of Teacher Education, Pala) to give classes on NAAC accreditation and New strategies in Teaching- Learning Process.
- Staff orientation session was planned to be organized .The meeting decided to entrust Fr. Dr. Francis Karackat to handle the session.

### **4. New Faculty Appointment for the year:**

The meeting decided to conduct interviews to fill in the faculty vacancies.

### **5. ‘Global Language – Make it easy to read, write & speak’:**

The college advisory committee decided to provide ‘The Hindu ‘newspaper on a daily basis to all the students to inculcate the habit of reading English newspapers and improve the communication skills. As part of the English Proficiency Programme, all teachers should make sure that the students read the paper by conducting newspaper quiz, debates and translation of news stories.

### **6. Conferences / Seminars/ Workshops to be Organized:**

Instructions were set to conduct conferences, seminars and workshops to be conducted in each department

### **7. FEST:**

- SLATE to be organized by BA English department.

**8. Retreat and Value Education Program:**

Sehiyon inner healing retreat – Abhisheghakni - A four day retreat has to be conducted for all the catholic students during the last week of September (Tentative days – 28<sup>th</sup> Sept – Oct 1<sup>st</sup>). College Management jointly with Jesus Youth has to plan to arrange motivational and spiritual guidance sessions to all the participants of the retreat.

Value Education Sessions will be organized for the Non Catholics on the same days.

**9. Amphitheatre Inauguration:**

Amphitheatre will be inaugurated during this academic year. To enhance the artistic capabilities of the students, the College Management will notify each department to conduct cultural events on every Wednesday in the grass valley (Amphitheatre) after the regular class hours.

**10. Enhancement of Extension Programme:**

College management made it mandatory for each department to conduct extension activities and outreach programmes. Each department has to ensure that all the students and faculties are involved and all necessary documents & photographs are captured and recorded.

**11. ICC initiatives:**

Anti drug committee and Anti Ragging committee should plan to conduct seminars, workshops, street play, flash mobs etc.

**12. Arts Day:**

It was decided to conduct arts day in the month of January in a systematic way.

**13. Significant Day Celebration:**

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.

**14. College Day:**

It was decided to conduct College day in the month of March.