



# DON BOSCO COLLEGE

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**E-Circular ## Dated 5<sup>th</sup> May 2021**

## **SUBMISSION OF 2021 REPORT OF DEPARTMENTS, CLUBS, CELLS & MOVEMENTS**

Dear Faculty Members and Staff,

We have come to the end of Academic Session 2020-21 and we need to get ready with the Annual Magazine of our college. Last year we had not published the magazine due to pandemic, however, this year we will be publishing both the years together. Magazine will have to be ready by the end of this month to give it out to the final year students. Hence, I would request all the HODs and incharges of clubs, cells and movements to submit the report for 2020-21 without further delay. Please keep in mind the following points:

- **Submission of reports on or before 21<sup>st</sup> May 2021 to Ashun, Office Assistant.**
- All photographs of the events both with geo tag and without it to be submitted.
- Department Reports, Clubs, Cells & Movements Reports of 2020-21
- Minutes of meetings of departments, clubs, cells and movements
- Reports of Webinars and FDPs organized by various Departments
- Report of Internships
- Stadium inauguration by sports club
- E-Library Inauguration by Librarian
- I may have left out few events but I would request the concerned persons to prepare the reports.

It is a reminder to all the Faculty Members that as you prepare the report of your respective department, club, cell and movement for the college magazine Bosco Beams 2020-2021 a copy of your report should be submitted to the IQAC office for documentation. Also, please note that your report should be as per the format provided to you by the IQAC.

Fr. (Dr) Jose George  
Principal, DBC Itanagar