

MINUTES OF DBHEI GOVERNING BODY MEETING

#2021-01

April 23rd 2021 via Google Meet @5.00 pm

DBHEI Governing Body Members

1	Fr Januarius Sangma (Provincial, ING)	President
2	Fr Robert Simon INT	Vice President
3	Fr Joseph Manipadam INC	Head:Education & Culture (SPCSA)
4	Fr Thaddeus Gregory INM	Secretary
5	Fr Sebastian Karottupuram IND	Treasurer
6	Fr Joy Ullattil INK	Executive Member(South)/ Prov.Delegate
7	Fr Wilfred Fernandez INP	Executive Member (West Region)
8	Fr Bivan Rodriques Mukhim ING	Executive Member (North East Region)
9	Fr Albert Johnson INT	Province Delegate
10	Fr. Benny Valiyakattel INH	Province Delegate
11	Fr. Colbert Da Silva INB	Province Delegate
12	Fr. Joby Joseph INS	Province Delegate
13	Fr. Jose George IND	Province Delegate
14	Fr. Maria Antony INM	Province Delegate
15	Fr. P.D. Johny ING	Province Delegate
16	Fr Tom Augustine INC	Province Delegate
17	Fr Joaquim Lobo INP	Province Delegate
18	Fr Rinoy Joseph INN	Province Delegate
19	Fr Reginold Fernando LKC	Province Delegate

Note: Fr Robert Simon, Fr Albert Johnson (INT), Fr Maria Antony (INM), Fr Benny (INH) and Fr Reginold (LKC) were unable to participate due to prior engagements or out of coverage from the network.

Agenda

1. Opening Prayer, Welcome and Introduction (President)
2. Minutes of the Meeting held on June 30th 2020 (Fr Thaddeus)
3. Annual Report (2020-2021) to SPCSA (Fr Bivan)
4. Revamped Website. View dbhei.org (Mr Valan P)
 - a. Request-based Annual Reports/Submit News/Share Resources
 - b. Mandatory Disclosures on the Website
 - c. Meeting of Web Masters of the Colleges (to share news)
5. Awards (Mr Valan P)
Best Entrepreneurial Innovation/Best Teacher/Best Youth Parliament
6. MOU with JPN, SPCSA, New Delhi (Fr Robert Simon)
7. Annual Plan (2020-2021) to SPCSA (Fr Thaddeus)
 - a. Statutory Compliance Specification
 - b. IUS Directors Course at Siloam, Shillong between Nov 7th and Nov 14th
 - c. IUS General Assembly in Rome (July 2021)
 - d. Communication Gap
8. Finance Matters (Fr Sebastian)
 - a. Finance Statement 2020-2021
 - b. Annual Budget 2021-2022
 - c. IUS Subscription
 - d. DBHEI Subscription
9. Sharing Key Information by Province Coordinators
10. Varia

Proceedings

1. The meeting began with an opening prayer by Fr. Januarius Sangma, the Chairperson. He welcomed the governing body members and appreciated the proceedings of DBHEI.
2. Fr. Thaddeus read the MoM of the previous meeting held on 30.06.2020
3. Fr. Bivan presented the Annual report of 2020-2021. Some of the points highlighted for further improvement are :

4. CLET(Cooperative Learning and Education Technology in the Salesian Way) course to be updated and launched again for DBHEI with updates based on Indian Context. The work has already begun under the guidance of Prof Paulraj, Retired Professor from Sacred Heart College who had participated in CLET Course, IUS Brazil. If there is any faculty member from education or technology can support in this project from any DBHEI. Potential candidates (senior professors) could be presented, particularly from B.Ed Colleges. IT was suggested to contact Prof.Kappur from Don Bosco University for the same.
5. Mr.Valan presented the revamped website of DBHEI (www.dbhei.org). It has provision to upload any report of DBHEI based on a request which is sent to DBHEI Webmaster.

A few observations are:

- a. Many of our institutions do not have an active and/or quality website.
 - b. NIRF mandatory disclosure report is not available in most of our institutions
 - c. If RSS feeds are supplied from the respective institution websites, they can be consolidated and presented to the IUS Website.
- To make RSS feeds for the websites of DBHEIs, a three-hours workshop for the webmasters of DBHEI institutions is proposed in the second week of May.
6. The Award Processes and Guidelines for Best Entrepreneurial Innovation, Best Teacher and Best Don Bosco Youth Parliament were presented.
 - a. The Members are requested to review and propose changes for effective implementation.
 7. A model MOU between DB-JPN and any Don Bosco HEI was presented. The MOU can be signed for NAAC purposes with another name. The delegates can discuss among HEIs and propose the possibilities during the general body meeting.
 8. Fr.Thaddeus presented the annual plan 2021-2022. Fr Joy suggested to publish the plan in DBHEI Website so that it is accessible to all members of the provinces.
 - a. IUS Directors Course course will be held at Siloam, Shillong between Nov 7th and Nov 14th. There are four resource persons from Rome and other resource persons to be organized internally. The cost for every participant is yet to be worked out. As many leaders of Don Bosco Higher Education Institutions be it Rector/Principal/Vice Principal/Director are exhorted to participated in the Workshop. Fr.Bivan briefed about boarding and lodging at Siloam.
 - b. Statutory Compliance Specification will be sent as pdf to all DBHEIs. It was suggested to get support from AIACHE to provide more tips on taking advantage of the schemes and statutory compliance of the Government.

- c. There is an exhortation from Fr Marcelo Farfan, IUS General Coordinator to all Heads of DBHEIs to participate in IUS General Assembly to be held in Rome in July 2021. It is good to have at least one participant from each of our provinces.
 - d. We need to take extra-ordinary measures to bridge the communication gap between the institutions and provinces. Some of the measures are bi-monthly bulletin, participation in award events, sharing best practices, webinars etc.
 - e. The **General Body Meeting of DBHEI will be held on 5th May 2021 at 4.30 pm.**
9. Fr. Sebastian presented the financial statement of 2020-21 and the budget for 2020-2022. The need to remit the subscription fee for IUS and DBHEI was insisted upon.
- a. Since it is becoming cumbersome to pay the IUS Fee through AIDBES, it was reiterated to pay the same amount through the respective Provincial Economer Office.
 - b. When a question was raised about the rationale for DBHEI subscription in SPCSA General Assembly, it was explained that it was mainly for Support Staff, awards and Subsidy for annual conferences and workshops.
 - c. Monthly reminders shall be sent to all institutions using MailChimp.
10. Fr. Januarius concluded the meeting with the closing prayer, thanking all members.