

# Don Bosco Institute of Technology

Internal Quality Assurance Cell (IQAC) meeting held on October 17, 2023 at 3.00 pm in the IQAC cell of 'A' Wing, First Floor.

## Attendees for the meeting

Sr. No.	Name	Department	Signature
1	Fr. Nelson Carvalho		Nelson
2	Atul Gandra		Atul
3	Fr. Charles Anthony		Charles
4	Dr. Sudhakar Mande		Sudhakar
5	PRASAD PADALKAR	IT	P.S. Padalkar
6	Sejal Chopra	COMP	Sejal
7	Aparna M. Tulgote	EXTC	Aparna
8	Cleta Pereira	MECH	Cleta
9	Rajendra Tattar	office	Rajendra
9	M. A. IMRAN.	COMP	Imran
10	Dr. Shajin Phiroj	Comp	Shajin
11	Shiv Nesi	IT	Shiv
12	Dr. VINOD S. GOKARNA	BSH(FG)	Vinod
13	Dr. Ashwini Kotharelli	EXTC	Ashwini
14	Dr. Satishkumar Charan	EXTC	Satish
15	Suzanne Ninon	Parent	Suzanne



# Don Bosco Institute of Technology, Kurka

## IQAC Meeting

### Academic Year Odd Semester 2023 - 2024

Date : 17<sup>th</sup> Oct 2023

Time: 3:00 PM - 5:30 PM

Venue: DBIT, IQAC Room, A-wing, 1<sup>st</sup> Floor

#### Attendees:

1. Fr. Neslso - Management
2. Fr. Charles - Management
3. Dr. Krishnamoorthy – Advisor
4. Dr. Sudhakar Mande – Principal
5. Dr. Amiya Tripathi – IQAC Coordinator
6. Ms. Namita A - HoD EXTC
7. Dr. Ashwini K – Dean Student Affairs
8. Dr. Satishkumar C – Dean Academics
9. Ms. Sejal C – Teacher Representative CE
10. Ms. Aparna T – Teacher Representative Extc
11. Ms. Clela P – Teacher Representative - Mech
12. Ms. Imran M – IT Infrastructure Manager
14. Dr. Phiroj S – HoD CE
15. Mr. Shivsevak N – Dean R&D
16. Mr. Prasad P – HoD – IT
17. Dr. Vinod G – HoD – BSH
18. Mr. Rajendra T - Administration
19. Mr. Rishab – Student Representative
20. Ms. Shreya Chakraborty - Student Representative
21. Mr. Atul Gandre – Industry Representative
22. Ms. Suzzane Nixon – Parent Representative

#### Point of discussion

1. Meeting began with the presentation from IQAC Coordinator, Dr. Amiya Tripathi. The presentation was highlighting the points of discussion and acted as the basis for overall discussion.
2. Approval of the Previous IQAC Meeting held on 5<sup>th</sup> May 2023 was done. The proposer for approval was Mr. Prasad P and seconded by Dr. Krishnamoorthy. The minutes of the meeting were accepted as there was no objection.

3. Quality Initiative taken during this semester were discussed and it was suggested to Analyse and Identify the areas of improvement where students may also be involved.

4. Based on the NAAC benchmark guidelines, the projected score for NAAC cycle 2 were calculated and presented. One of the area of weakness that was highlighted was "How do we improve Teacher Profile & Quality" ? (Action Plan: Teacher Competency review and training plan)

5. Ms. Suzzane N, Parent representative had expressed concern regarding the upgradation of the computers in the laboratories, this was considered important in the view of increase in intake in the computer department. (Action Plan : Resource plan to be developed)

6. The AQAR 2022 – 2023 was reviewed and approved for submission.

7. Dr. Krishnamoorthy, has suggested that the IQAC may collect evidence to be presented to the NAAC Peer Team which showcase the differentiating work done by the teachers , staff and management during the COVID-19 times. Also it will be worthwhile to demonstrate to Peer team on how the transition was handled from "new normal" back to "Pre-Covid" times.

8. Mr. Atul G, suggested that each criteria head may review the criteria and accept a target to achieve 5% improvement over projected score.

9. There was a discussion on "Brand building and improving perception about DBIT", Mr. Rishab P, Gen. Secretary (Student Council) was of the opinion that the student council and student bodies may be given responsibility of handling social media for DBIT. Mr. Atul G, was also of the same opinion.

10. Mr. Rishab also suggested "Branding by students", "Mouth – to Mouth publicity by students". Dr. Krishnamoorthy asked Mr. Rishab to provide a plan for DBIT brand building through student council. (Action Plan: Student Council to provide plan on DBIT Brand building on social media)

11. Mr. Atul G, also suggested some indicators of success, like Number of DBIT page followers on INSTA, etc may be good to give idea of Institutes brand perception among its competitors.

12. FE Result comparison of IA -1 for Academic year 2022 – 2023 & 2023 – 2024 were compared and the analysis showed good improvement over previous years.

13. Fr. Charles had raised an issue of Final year students not being confident of presenting themselves on various occasions due to lack of communication skills; especially weak English skills and lack of confidence. The question raised was " How can we help these students to come at par with other students"? (Action Plan: Communication skills upgradation VAC )

14. Ms. Suzzan N, had suggested that "Mentoring" should be added as slot in timetable. Also students would be more comfortable when allowed to choose their mentor. She raised a question "Can we allow students to choose their mentor" ?

15. Ms. Suzzan N, also had raised a issue which was supported by students, regarding seperation of the "Veg" and "Non-Veg" sections in the old canteen. Also there were questions raised on the hygiene and timely service.

### Action Plan

Sr. No.	Action Planned	Responsibility	Deadline
1	pt. 4 --> Teacher Competency review and training plan	IQAC nominated team	31 <sup>st</sup> Dec 2023
2	Pt 5 --> Resource plan to be developed	HoDs, Principal	30 <sup>th</sup> Nov 2023
3	Pt 10 --> Student Council to provide plan on DBIT Brand building on social media	Dean Student Affairs, Website Committee	31 <sup>st</sup> Jan 2024
4	Pt 13 --> Communication skills upgradation VAC	Principal nominated team	31 <sup>st</sup> Dec 2023

IQAC Coordinator

Dr. Ananya Kusum Tripathy

IQAC CO-ORDINATOR

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Principal

PRINCIPAL

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