



# Don Bosco Institute of Technology

Premier Automobiles Road, Opp. Fiat Company, Kurla (W), Mumbai- 400 070

Date: 17/08/2017

## Minutes of Meeting

Meeting No. 1

Venue : Board Room, A wing 1<sup>st</sup> flr DBCL Campus

Time: 10:30 AM to 12:30 PM

Attendees:

- |                         |                          |                          |
|-------------------------|--------------------------|--------------------------|
| 1) Dr. Prasanna Nambiar | 2) Dr. S. Krishnamoorthy | 3) Dr. Sudhakar Mande    |
| 4) Fr. Cyril            | 5) Dr. Venkatramani      | 6) Mr. Imran Mirza       |
| 7) Mr. Prasad Padalkar  | 8) Ms. Janhavi B.        | 9) Mr. Satish Chavan     |
| 10) Dr. N. M. Rao       | 11) Mrs. Pratibha Dumane | 12) Mr. Rajendra Tatkare |
| 13) Mrs. Namita Agarwal | 14) Mrs. Nilakshi Joshi  |                          |

Sr.No	Point of Discussion	Action Plan	Responsibility	Expected Date of completion
1	The meeting commenced with Chairperson welcoming all the members. Each of members introduced themselves since this was the first meeting.	-----	-----	-----
2	IQAC Coordinator Mr. Sudhakar Mande, discussed with team member about the function of IQAC and its benefits.	-----	-----	-----
3	Roles and Responsibility for Chairperson, IQAC Coordinator and team members were discussed and finalized.	Document related to the Roles and Responsibility for Chairperson, IQAC Coordinator and team members to be prepared.	IQAC Coordinator	Within 1 week
4	The meeting concluded with the IQAC Coordinator thanking all the members for their presence and valuable contribution. The next IQAC meeting in second week of January 2018.	-----	-----	-----