

# Don Bosco Institute of Technology

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

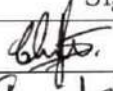
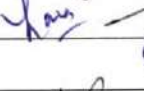
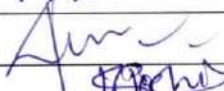
14/08/2018

## Agenda

Meeting No. 3

Review of quality initiatives and its implementation with respect to following areas.

1. Approval of the Minutes of the previous meeting.
2. Report on NAAC-SSR preparation
3. Academic Audit
4. Examination Audit
5. Strategic Planning for 2020
6. Capability assessment of first year students
7. Mentoring of first, second, and third years students
8. Any other matter with the permission of chair

Sr. No	Name	Signature
1	Fr. Christopher Valentino George	
2	Fr. Cyril de Souza	
3	Dr. S. Krishnamoorthy	
4	Mr. K. Venkateshmani	
5	Ms. Smita Jashipura	
6	Dr. Prasanna Nambiar	
7	Dr. Sudhakar Mante	
8	Dr. M.N. Rao	
9	Ms. Sana Ansari	
10	Ms. Ashwini Kotrasetti	
11	Dr. Yogesh Padiya	
12	Dr. Satish Chavan	
13	Mr. Rajendra Tatkare	
14	Ms. Namita Agarwal	
15	Ms. Pratibha Dumane	
16	Mr. Imran Ali Mirza	
17	Dr. C.V. Joshi	
18	Mr. Amit Pandey	

# Internal Quality Assurance Cell

## Minutes of the meeting

Date: August 21, 2018, Venue: Board Room

### Members Present:

Fr. Christopher Valentino George  
Fr. Cyril de Souza  
Dr. S. Krishnamoorthy  
Mr. K. Venkatramani  
Ms. Smita Joshipura  
Dr. Prasanna Nambiar  
Dr. Sudhakar Mande  
Dr. M.N.Rao  
Ms. Sana Ansari  
Ms. Ashwini Kotrasetti  
Dr. Yogesh Padiya  
Dr. Satishkumar Chavan  
Mr. Rajendra Tatkare  
Ms. Namita Agarwal  
Ms. Pratibha Dumane  
Mr. Imran Ali Mirza  
Dr. C.V. Joshi  
Mr. Amit Pandey

### Points Discussed:

- Meeting started with prayer by Rev. Fr. Christopher.
- After welcome greetings by Internal Quality Assurance Cell (IQAC) Coordinator Dr. Sudhakar Mande, each member introduced themselves.
- IQAC coordinator presented the new quality initiatives undertaken with respect to class room delivery. Format for the course delivery evaluation was discussed at a length.
- Dr. Krishnamoorthy suggested to replace “Elements to Refine” with “Elements for Improvement” in peer evaluation class room delivery tool.
- Dr. Krishnamoorthy also suggested that instead of conducting 100% faculty peer evaluation each semester, conduct partially by taking into account factors like new faculty, faculty teaching course for first time, change in syllabus and so on.
- Prof. Imran discussed about the lecture capturing system with multi camera facility. He also mentioned that demonstration of the same is scheduled on August 28, 2018 in computer laboratory.
- Dr. Venkatramani suggested that all recommendation of IQAC should be included in College Development Committee (CDC) meeting.
- Dr. Venkatramani mentioned various circumstances under which Academic Audit needs to be carried out. For example he mentioned Academic Audit needs to be conducted in case of change in syllabus, introduction of new course and so on.
- It is decided that all institute level committees must be considered as sub-committees of IQAC.

- Resolution passed, action taken and action pending by such committees needs to be presented in IQAC meeting.
- DBIT needs to undertake gender audit, Green audit and IT audit and submit the reports to IQAC.
- Psychometric test and its analysis was recommended for the capability assessment of first year students.
- Ms. Kartiki HOD Basic Science and Humanities (BSH) discussed about the plan and schedule for conducting such test.
- Principal Dr. Prasanna Nambiar briefed about the SEAD journey i.e Strategic plan 2020, quality initiative taken for DBIT 2.0. vision. Principal also discussed about DBIT 2.0 vision.
- Principal mentioned that each department has frozen their vision, mission, thrust areas and objectives for the SEAD journey. Mentors have been assigned to each department to help monitor the progress.
- Meeting concluded with vote of thanks by Principal.

Minutes Prepared by:

**Dr. Sudhakar Mande – IQAC Coordinator, DBIT.**

Minutes Approved by:

**Dr. Prasanna Nambiar - Principal, DBIT.**