Don Bosco Institute of Technology

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

10/08/2017

Agenda

Meeting No. 1

- 1. Introduction of the IQAC Members
- 2. IQAC Coordinator will apprise the team members of the function & benefits of IQAC
- 3. Discussion on the roles and responsibilites of the IQAC Members
- 4. Any other issue with permission of Chair.

Sr. No	Name	Signature	
1.	Dr. Prasanna Nambiar		
2.	Dr. Krishnamoorthy	trad world	
3.	Fr. Cyril	Cyntolisoge	
4.	Dr. Sudhakar Mande	menz	
5.	Dr. Ventatramani		
6.	Mr. Impan Mirza.	ture	
7	Mr. Prasad Padalkar	P.J. Padalhar	
8.	Ms. Janhavi B	Ope havan	
9.	Mr. Satish Chavan	Schart	
10	Dr. N.M.Rao	lucas	
11	Mrs. Pratibha Dumane	PR Dunane	
12	Mr. Rajendra Tatkare	1000	
13	Mrs. Namita Agazwal	January	
14.	Mas. Nilakshi Joshi	Bur	
	-		

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 1st flr DBCL Campus

Time: 10:30 AM to 12:30 PM

Attendees:

1) Dr. Prasanna Nambiar

4) Fr. Cyril

7) Mr. Prasad Padalkar

10) Dr. N. M. Rao

13) Mrs. Namita Agarwal

2) Dr. S. Krishnamoorthy

5) Dr. Venkatramani

8) Ms. Janhavi B.

11) Mrs. Pratibha Dumane

14) Mrs. Nilakshi Joshi

3) Dr. Sudhakar Mande

6) Mr. Imran Mirza

9) Mr. Satish Chavan

12) Mr. Rajendra Tatkare

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 themeselves 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.			