Don Bosco Institute of Technology

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

02/01/2018

Agenda

Meeting No. 2

1. Approval of the Minutes of the previous meeting.

- 2. Discussion on conduct of Academic Audit for quality improvement in Teaching- Learning
- 3. Discussion on conduct Examination Audit for quality improvement in Internal and University Examination.
- 4. Initiatives to prepare for NAAC Accrediation
- 5. Any other issue with permission of Chair.

Sr. No	Name	Signature	
1	Dr Prasanna Nambiar		
	Dr S Krishnamoorthy	In guards	
3	Dr Sudhakar Mande	0-010	
4	Es Chail	Grasage	
	Dr venkatramani	100	
6	Mr Imran Mirza	PTC dellar	
	Mr Praced Padalkar	MIN CO	
	Dr Yogesh Padiya	38chara	
	Mr Satish Chavan	11.00	
10	Dr N.M. Rao Mrs Pratibha Dumane	lik Dumane	
17	Mr Rajendra Tatkare	1 alon	
12	Mrs Namita Agarwal	James	
14	Mr Amit Pandey	AND THE PERSON OF THE PERSON O	
15	Mrs Nilakshi Joshi	Burn	
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Don Bosco Institute of Technology

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Date: 12/01/2018

Minutes of Meeting

Meeting No. 2

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) Dr. Yogesh Padiya
- 11) Mrs. Pratibha Dumane
- 14) Mr. Amit Pandey
- 3) Dr. Sudhakar Mande
- 6) Mr. Imran Mirza
- 9) Mr. Satish Chavan
- 12) Mr. Rajendra Tatkare
- 15) Mrs. Nilakshi Joshi

Sr.No	Point of Discussion	Action Plan	Responsibility	Expected Date of completion
1	Discussion on the Minutes of the previous meeting	The Minutes of the previous meeting was circulated for the approval.	IQAC Coordinator	Same Day
2	IQAC Coordinator discussed exsisting Academic Audit process and initiative taken for quality enhancement of the Teaching Learning Process.	Tool for Lecture delivery assessment is discussed and approved. Decided to implement from even semester of A.Y. 2017 – 2018	Academic Monitoring Committee	End of even Semester of A.Y. 2017 – 2018
3	IQAC Coordinator discussed exsisting Examination Audit process and initiative taken for quality enhancement of the Examination Process.	Format for audit of internal assessment was discussed and approved. Decided to implement from even semester of A.Y. 2017 – 2018	Controller of Examination	End of even Semester of A.Y. 2017 – 2018
4	Initiatives to prepare for NAAC Accrediation			
5	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.			·