



# Don Bosco Institute of Technology

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

Date: 12/01/2018

## Minutes of Meeting

Meeting No. 2

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) Dr. Yogesh Padiya     | 9) Mr. Satish Chavan     |
| 10) Dr. N. M. Rao       | 11) Mrs. Pratibha Dumane | 12) Mr. Rajendra Tatkare |
| 13) Mrs. Namita Agarwal | 14) Mr. Amit Pandey      | 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 existing 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 existing 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.	-----	-----	-----