



THE BOMBAY SALESIAN SOCIETY

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
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Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

Internal Quality Assurance Cell

AY 2022-2023

The meeting of IQAC is conveyed on Tuesday, 6th December, 2022, in the Principal's Office at 4 pm

Agenda of meeting

1. Establishment of IQAC
2. Appointment of Coordinator and other IQAC members
3. Setting up of various policies

**IQAC
COORDINATOR**
DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING
Don Bosco Marg., Yervada, Pune - 411006



Dr. P.N. Shende

Principal

PRINCIPAL
DON BOSCO COLLEGE OF ARTS AND COMMERCE
EVENING COLLEGE
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IQAC Meeting
AY 2022-2023
Minutes of Meeting

Minutes of the IQAC meeting held on 6th December, 2022

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Kiran Nagare	Assistant Professor	Member
5	Mr. Leo D'souza	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Pearl Fernandes	Assistant Professor	Off. IQAC Coordinator



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Agenda 1: To establish IQAC

The Principal welcomed all the staff members and mentioned the importance of having an internal quality assurance mechanism. Hence proposed to establish the IQAC.

Agenda 2: Appointment of members and coordinator

The Principal as the Head of the Institution appointed himself as the chairman of IQAC and asked the staff to voluntarily give names for the coordinator and other members in the next meeting.

Agenda 3: Setting up of various policies

The Principal laid down policy regarding Discipline, Admissions, Examination, Code of Conduct, Academics, etc.

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AY 2022-2023

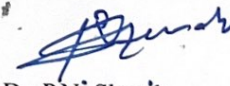
The meeting of IQAC is conveyed on Monday, 2nd January, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. To institutionalize feedback collection, analysis and integration mechanisms
2. Stakeholder communication awareness and education
3. To monitor the institutional perspective plan


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IQAC Meeting
AY 2022-2023
Minutes of Meeting

Minutes of the IQAC meeting held on 2nd January, 2023

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Kiran Nagare	Assistant Professor	Member
5	Mr. Leo D'souza	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Pearl Fernandes	Assistant Professor	Off. IQAC Coordinator

Agenda 1: To institutionalize feedback collection, analysis and integration mechanisms
The Principal mentioned the importance of collecting feedback of students to review teacher performance, curriculum and overall experience on the campus. Also he proposed collecting feedback of all stakeholders i.e parents, teachers, management etc.



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It was agreed by all members and Mr. Leo D'souza was assigned the responsibility to make feedback forms.

Agenda 2: Stakeholder communication awareness and education

Ms. Pearl proposed that events and activities on campus should include all stakeholders, hence increasing awareness and help in their education as well.

It was accepted by the Principal and all members agreed.

Agenda 3: To monitor the institutional perspective plan

Since the IQAC was established recently, The Principal proposed to have a clear vision and mission for the college and a long term plan mentioning how the college is helping the holistic development of the students as well as the society.

Ms. Pearl was assigned the responsibility of refining the perspective plan of the college.

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AY 2022-2023

The meeting of IQAC is conveyed on Saturday, 4th March, 2023, in the Principal's Office at 4^{pm}

Agenda of meeting

1. Development and monitoring of various code of conduct
2. Overseeing functioning of various committees
3. Appointment of committee heads

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Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Kiran Nagare	Assistant Professor	Member
5	Mr. Leo D'souza	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Pearl Fernandes	Assistant Professor	Off. IQAC Coordinator

Agenda 1: Development and monitoring of various code of conduct

The Principal laid down the importance of having code of conduct on campus for all stakeholders i.e students, staff- teaching and non-teaching. Sir assigned the duty of putting up boards mentioning different policies across the college campus to Mr. Stalin.

Mr. Stalin and all members agreed to the same.



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Agenda 2: Overseeing functioning of various committees

It was proposed by Ms. Kiran that committees be formed to organize events and activities for the students. Committees like discipline, anti-ragging, student development, cultural, library, sports etc. have to be set up and put to function.

All members unanimously agreed to set up committees.

Agenda 3: Appointment of committee heads

Setting up of committees required appointing heads who will oversee the proper functioning of the committee, and could also arrange for activities for students.

It was decided as follows:

Committee	Head
Discipline	Mr. Leo
Anti-ragging	Mr. Leo
Student development	Mr. Stalin
Cultural	Mr. Kaushal
Library and Sports	Mr. Rajesh

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