



THE BOMBAY SALESIAN SOCIETY  
**DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)**

DON BOSCO MARG,  
YERVADA, PUNE 411 006  
Ph: 020 26615646  
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

**College Development Committee**

**Academic Year 2022-23**

**List of Committee Members and their Designation**

| Sr No | Members                 | Designation                               | Position held in the Institution |
|-------|-------------------------|---|----------------------------------|
| 1     | Fr Crispino D'souza     | President                                 | Director                         |
| 2     | Fr Joseph Braganza      | Chairperson of the Management             | Asst Director                    |
| 3     | Fr Ajit Munis           | Secretary                                 | Secretary                        |
| 4     | Fr Alex Carvalho        | Secretary of the Management               | Administrator                    |
| 5     | Dr P.N. Shende          | Principal                                 | Principal                        |
| 6     | Jagannath Kundu         | Non-teaching Staff Representative         | Senior Clerk                     |
| 7     | Ms Arati S Shringarpure | Women Teachers                            | Asst Prof                        |
| 8     | Fr Michael Fernandes    | Local Members                             | Management Member                |
| 9     | Ms Khyati Kumari        | President of the College Students Council | Student                          |
| 10    | Ms Payal Kaur Tak       | Secretary of the College Students Council | Student                          |

  
President

  
Secretary  
**SECRETARY**

  
Principal  
**PRINCIPAL**

DON BOSCO COLLEGE OF ARTS & COMMERCE  
(EVENING COLLEGE)  
DON BOSCO MARG, YERVADA, PUNE-411006.



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College Development Committee- 1  
Academic Year 2022-23  
Minutes

Meeting Date: 31/08/2022

Agenda of meeting

- 1) Scholarships to Students from Johnson Controls Donation
- 2) Course with Johnson Controls Donation
- 3) Purchase of Computers by Johnson Controls Donation

Minutes of the CDC Meeting held on 31/08/2022

Venue: Directors Office

Time: 4:30 PM

The CDC meeting was held on 31/08/2022 in the Directors office at 4.30 PM

The meeting began with a short prayer.

The following members were present.

College Development Committee members

Academic Year-2022-2023

| Sr No | Members                 | Designation                               | Position held in the Institution |
|-------|-------------------------|---|----------------------------------|
| 1     | Fr Crispino D'souza     | President                                 | Director                         |
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**Subject 1: Scholarships to Students from Johnson Controls Donation**

Mr Stalin Michael brought into attention that Johnson Controls had designated 390000 Rs scholarships for the College students.

The amount was divided among 78 students which came to 5000rs each student.

The Management asked Mr Stalin Michael to scrutiny the students and draw a parameter on which the scholarships should be awarded.

All agreed to the same

**Subject 2: Course with Johnson Controls Donation**

Mr Stalin Michael informed the members that JCI had Designated 540000 for the Skill enhancement courses for the students and it will be funded by JCI

The course recommended by JCI was Excel, word and PowerPoint.

The Members and the Management informed to check with these kind of Institutions and fitting in our budget.

**Subjects 3: Purchase of Computers by Johnson Controls Donation**

Mr Stalin Michael informed the members that JCI has designated 1000000 for the purchase of Computers.

The management agreed as it was a donated by JCI for the development of our Computer Lab.

It was further decided to give the order to our Service Provider for the Purchase.

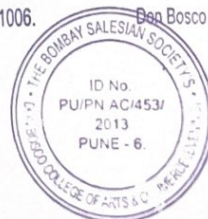
President

Secretary  
SECRETARY

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Principal  
PRINCIPAL

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College Development Committee- 2

Minutes

Meeting Date: 28/04/2023

Agenda of meeting

- 1) Software for College Automation
- 2) Activities for the year
- 3) Hiring of Principal

Academic Year-2022-2023

| Sr No | Members                 | Designation                               | Position held in the Institution |
|-------|-------------------------|---|----------------------------------|
| 1     | Fr Crispino D'souza     | President                                 | Director                         |
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| 7     | Ms Arati S Shrungarpure | Women Teachers                            | Asst Prof                        |
| 8     | Fr Michael Fernandes    | Local Members                             | Management Member                |
| 9     | Khyati Kumari           | President of the College Students Council | Student                          |
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**Subject 1: Software for College Automation**

The staff requested had proposed that we should have a software to Automate the process of documentation of events, activities and all the reports.

The committee discussed and further stated the Administration office to look out for these kind of software's.

**Subject 2: Activities for the year**

The members discussed that there should be activities in the month of November and December

**Subject 3: Hiring of Principal**

There was a need for qualified and eligible Principal to administer the day to day working of the college.

The management agreed to it and asked the office to post an advertisement for the same.

President

Secretary  
SECRETARY

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Principal

PRINCIPAL  
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ID NO. PU/PN/AC/453/2013

College Development Committee- 3

Minutes

Meeting Date: 29/04/2023

Agenda of meeting

- 1) Hiring of Staff
- 2) Establishment of Internal Quality Assurance Cell
- 3) New Xerox machine for the Strong Room
- 4) Notice boards
- 5) Examination Centre

Academic Year-2022-2023

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**Subject 1: Hiring of Staff**

There was a need for qualified Assistant Professors to teach Arts Stream.

The management agreed to it and asked the office to post an advertisement for the same.

**Subject 2: Establishment of Internal Quality Assurance Cell**

As the IQAC was not in place therefore the Principal proposed to have a IQAC cell in the building. The suggested place for the same was on the 4th floor. The room had to be revamped and converted into IQAC Cabin.

The management and the members agreed to it.

**Subject 3: New Xerox machine for the Strong Room**

As the strong rooms machine was old and always breaking down. The exam coordinator requested for a new machine.

The management agreed to the same.

**Subject 4: Notice boards**

The Principal suggested that we should have a separate notice board for activities

And separate for notices and also suggested a place for it.

The management agreed to it.

**Subject 5: Examination Centre**

The Management suggested that our students have been appearing for their university exams at St. Vincents College, as we did not have an exam Centre earlier.

With the advent of Dr. Shende as an approved Principal, we could now apply for having examination centre in our college to avoid inconvenience caused to our students and staff.

The management and the members agreed and decided to apply for the same to the University.

President

Secretary  
SECRETARY

Principal

PRINCIPAL

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ID NO. PU/PN/AC/453/2013

College Development Committee- 4

Minutes

Meeting Date: 30/04/2023

Agenda of meeting

- 1) New books in the library
- 2) MOUs
- 3) Hiring of Staff
- 4) Renovation of the Administration office

Academic Year-2022-2023

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College Development Committee- 4

Minutes

Meeting Date: 30/04/2023

Agenda of meeting

- 1) New books in the library
- 2) MOUs
- 3) Hiring of Staff
- 4) Renovation of the Administration office

Academic Year-2022-2023

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# THE BOMBAY SALESIAN SOCIETY

## DON BOSCO COLLEGE OF ARTS & COMMERCE (EVENING)

DON BOSCO MARG,  
YERVADA, PUNE 411 006  
Ph: 020 26615646/86163  
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E-mail: donboscoyervada@yahoo.com

ID NO. PU/PN/AC/453/2013  
(Permanently Unaided)

Subject 1: New books in the library

The Librarian suggested that we should have more textbooks for the students

And gave the proposal for the same

The management agreed.

Subject 2: MOUs

The members suggested that we should have MOUs with various sectors for an extra learning of our students.

The management agreed and suggested the staff to look for Collaborations.

Subject 3: Hiring of Staff

There was a need for qualified Assistant Professors for both Arts and Commerce.

The management agreed to it and asked the office to post an advertisement for the same.

Subject 4: Renovation of the Administration office

It was proposed by the Principal to change the structure of the office and put cabins and glasses in the office as lots of students enter and there could be a possibility of loss of information and important documents.

The management agreed to the same.

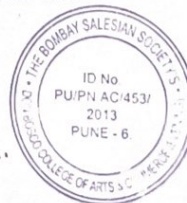
President

Secretary

SECRETARY  
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(EVENING COLLEGE)  
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Principal

PRINCIPAL  
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EVENING COLLEGE  
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**Bombay Salesian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

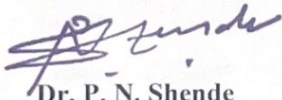
6<sup>th</sup> Oct 2022

**Notice**

The First College Grievance Redressal Cell meeting is scheduled to be held on Friday, 7<sup>th</sup> Oct 2022 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

- 2.01. Establishment of the grievances redressal Committee
- 2.02. Allocation of roles and responsibilities
- 2.03. Discussing the idea of 'suggestion box'.



**Dr. P. N. Shende**

**Principal**

**PRINCIPAL  
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**Bombay Salisian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

7<sup>th</sup> Oct 2022

**Minutes of the first College Grievance Redressal Cell Meeting.**

|                   |                                |                                      |
|-------------------|--------------------------------|--------------------------------------|
| Meeting No.<br>01 | Date: 7 <sup>th</sup> Oct 2022 | Meeting Time: 4:30 P.M. to 5:30 P.M. |
|-------------------|--------------------------------|--------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Asst. Prof Kiran Nagare – Head of the Committee
3. Ms. Pearl Fernandis – Member
4. Mr. Leo Fernandis - Member

**1. Allocation of the roles and responsibilities.**

The chairperson welcomed all the members for attending the meeting. Asst. Prof. Kiran Nagare introduced about the grievances redressal committee and its purpose. The roles and responsibilities were allocated in the meeting. The nature of the work was also discussed.. All the members agreed and approved the work distribution. Prin. Dr. P. N. Shende asked Ms. Kiran Nagare to present the details of the various items under the cell before all the members.

**2. Suggestion Box**

It was unanimously agreed that suggestion box should be put for the students in the office and the suggestions would be read and discussed at the end of every month. The dealing with the grievances would take place in the meeting. It was decide that the course of the resolution of the grievances should be 8 to 10 days.

**3. Any other matter**

There was no other matter for discussion.

The meeting ended with the Head of the committee proposing vote of thanks.



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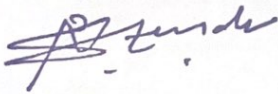
7<sup>th</sup> Dec 2022

**Notice**

The second College Grievance Redressal Cell meeting is scheduled to be held on Thursday, 8<sup>th</sup> Dec 2022 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

- 2.01. Read and confirm the minutes of the first meeting.
- 2.02. Discussion of any grievances submitted
- 2.03. Any other matter



**Dr. P. N. Shende  
Principal**

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**Bombay Salisian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

**8<sup>th</sup> Dec 2022**

**Minutes of the second College Grievance Redressal Cell Meeting.**

|                   |                                      |                                      |
|-------------------|--------------------------------------|--------------------------------------|
| Meeting No.<br>02 | Date: <b>8<sup>th</sup> Dec 2022</b> | Meeting Time: 4:30 P.M. to 5:30 P.M. |
|-------------------|--------------------------------------|--------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Asst. Prof Kiran Nagare – Head of the Committee
3. Ms. Pearl Fernandis – Member
4. Mr. Leo Fernandis - Member

**1. Read and confirm the minutes of the first meeting.**

The chairperson welcomed all the members for attending the meeting. Ms. Kiran Nagare read the minutes of the meeting. All the members agreed and approved the minutes of the first meeting. Prin. Dr. P. N. Shende asked Ms. Kiran Nagare to present the details of the various items of the agenda before the cell members.

**2. Discussion of any grievances submitted**

**Case 01. Required a mirror in girls wash room.**

Discussion: The principal mam was solved this issue at the college level. The request letter was issued to the admin department. This issue will be solved as early as possible. It was hereby discussed that the cell will propose that the college will follow the process of applying a letter to the institute.

**3. Any other matter –**

There was no other matter for discussion.

The meeting ended with the head proposing vote of thanks.



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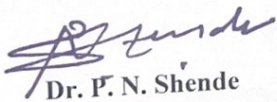
**19<sup>th</sup> March 2022**

**Notice**

The third College Grievance Redressal Cell meeting is scheduled to be held on Friday, 20<sup>th</sup> 2022 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

- a. Read and confirm the minutes of the second meeting.
- b. Discussion of any grievances submitted.
- c. Any other matter.



**Dr. P. N. Shende**

**Principal**

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**Bombay Salisian Society's  
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Yerwada- Pune**

20<sup>th</sup> March 2022

**Minutes of the third College Grievance Redressal Cell Meeting.**

|                   |                                   |                                     |
|-------------------|-----------------------------------|-------------------------------------|
| Meeting No.<br>03 | Date: 20 <sup>th</sup> March 2022 | Meeting Time: 4:30P.M. to 5:30 P.M. |
|-------------------|-----------------------------------|-------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Dr. Vijeta Chaudhari - Head of the Committee
3. Asst. Prof Kiran Nagare – Member
4. Asst. Prof Arati Shrungarpure

**1. Read and confirm the minutes of the third meeting.**

The chairperson welcomed all the members for attending the meeting. Ms. Kiran Nagare read the minutes of the meeting. All the members agreed and approved the minutes of the second meeting. Prin. Dr. P. N. Shende asked Dr. Vijeta Chaudhari to present the details of the various items of the agenda before the cell members.

**2. Discussion of any grievances submitted.**

There were no grievances received by the cell for the last six months.

**3. Any other matter - There was no any matter for further discussion.**

The meeting was ended with the proposing vote of thanks.





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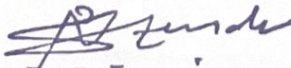
13<sup>th</sup> July 2023

**Notice**

The fourth College Grievance Redressal Cell meeting is scheduled to be held on Friday, 14<sup>th</sup> 2023 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

1. Read and confirm the minutes of the second meeting.
2. Discussion of any grievances submitted.
3. Any other matter.



**Dr. P. N. Shende**

**Principal**

**PRINCIPAL**  
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Yerwada- Pune**

14<sup>th</sup> July 2023

**Minutes of the third College Grievance Redressal Cell Meeting.**

|                   |                                  |                                     |
|-------------------|----------------------------------|-------------------------------------|
| Meeting No.<br>04 | Date: 14 <sup>th</sup> July 2023 | Meeting Time: 4:30P.M. to 5:30 P.M. |
|-------------------|----------------------------------|-------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Dr. Vijeta Chaudhari - Head of the Committee
3. Asst. Prof Kiran Nagare – Member
4. Asst. Prof Arati Shrungarpure
5. Asst. Prof. P. B. Baisane

**1. Read and confirm the minutes of the third meeting.**

The chairperson welcomed all the members for attending the meeting. Dr. Vijeta Choudhari read the minutes of the meeting. All the members agreed and approved the minutes of the third meeting. Prin. Dr. P. N. Shende asked Dr. Vijeta Chaudhari to present the details of the various items of the agenda before the cell members.

**1. Requirement of the Remedial Classes**

There were some student' application regarding the remedial Class. Prin. Dr P. N. Shende resolved the issue by asking the faculty members of the concerned subject to arrange the remedial classes for the students. Asst. Prof. Baisane took the charge of the Remedial Session.

**3. Any other matter. –**

There was no any matter for further discussion.

The meeting was ended with the proposing vote of thanks.



1. Introduction  
2. Literature Review  
3. Methodology  
4. Results  
5. Discussion  
6. Conclusion

Author's Name  
Institution  
Address  
City, State, Zip  
Country

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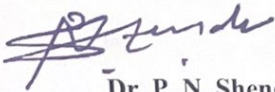
**4<sup>th</sup> Dec 2023**

**Notice**

The fifth College Grievance Redressal Cell meeting is scheduled to be held on Tuesday, 5<sup>th</sup> Dec 2023 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

1. Read and confirm the minutes of the second meeting.
2. Discussion of any grievances submitted.
3. Any other matter.



**Dr. P. N. Shende**

**Principal**

**PRINCIPAL**  
DON BOSCO COLLEGE OF ARTS & COMMERCE  
(EVENING)  
Don Bosco Marg., Yerwada, Pune - 411006



**Bombay Salisian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

5<sup>th</sup> Dec 2023

**Minutes of the third College Grievance Redressal Cell Meeting.**

|                   |                                |                                     |
|-------------------|--------------------------------|-------------------------------------|
| Meeting No.<br>05 | Date: 5 <sup>th</sup> Dec 2023 | Meeting Time: 4:30P.M. to 5:30 P.M. |
|-------------------|--------------------------------|-------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Asst. Prof Arati Shrungarpure
3. Asst. Prof. P. B. Baisane
4. Asst. Prof Ritu Chhabra

**1. Read and confirm the minutes of the third meeting.**

The chairperson welcomed all the members for attending the meeting. Asst. Prof. Arati Shrungarpure read the minutes of the meeting. All the members agreed and approved the minutes of the third meeting. Prin. Dr. P. N. Shende asked Ms. Arati Shrungarpure to present the details of the various items of the agenda before the cell members.

**2. Discussion regarding the usage of washroom**

Since the washroom of the first floor had been kept only for staff, girl students had an issue regarding using the washroom of the downstairs. The issue had been resolved by the head of the committee by allowing the access of the first floor washroom to the girl students. Among the four washrooms, one washroom was decided to keep exclusively for female staff and the girl students should be given access to the remaining three washrooms

**3. Any other matter.**

There was no any matter for further discussion. The meeting was ended with the proposing vote of thanks.



**Bombay Salisian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

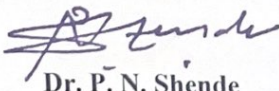
19<sup>th</sup> April 2023

**Notice**

The Sixth College Grievance Redressal Cell meeting is scheduled to be held on Saturday, 20<sup>th</sup> April 2023 at 4:30 p.m. in the Principal's Cabin. All are requested to be present for the meeting.

**The following are the points in the agenda.**

1. Read and confirm the minutes of the second meeting.
2. Discussion of any grievances submitted.
3. Any other matter.



**Dr. P. N. Shende**

**Principal**

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS & COMMERCE  
(EVENING COLLEGE)

Don Bosco India, Yerwada, Pune - 411006



**Bombay Salisian Society's  
Don Bosco College of Arts and Commerce (Evening)  
Yerwada- Pune**

**20<sup>th</sup> April 2023**

**Minutes of the third College Grievance Redressal Cell Meeting.**

|                   |   |                                     |
|-------------------|---|-------------------------------------|
| Meeting No.<br>06 | Date: <b>20<sup>th</sup> April 2023</b> | Meeting Time: 4:30P.M. to 5:30 P.M. |
|-------------------|---|-------------------------------------|

Members present:

1. Prin. Dr. P. N. Shende – Chairperson
2. Asst. Prof Arati Shrungarpure
3. Asst. Prof. P. B. Baisane

**1. Read and confirm the minutes of the third meeting.**

The chairperson welcomed all the members for attending the meeting. Asst. Prof. Arati Shrungarpure read the minutes of the meeting. All the members agreed and approved the minutes of the third meeting. Prin. Dr. P. N. Shende asked Ms. Arati Shrungarpure to present the details of the various items of the agenda before the cell members.

**2. Requirement of the revision sessions.**

There was a suggestion of the students for the revision of the lectures for certain subjects. The issue was resolved by the Principal. He asked the concerned faculty to organize the extra lectures as per the demand of the students. Asst. Prof. Baisane was given the charge of the matter.

**3. Any other matter.**

There was no any matter for further discussion. The meeting was ended with the proposing vote of thanks.





THE BOMBAY SALESIAN SOCIETY

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ID NO. PU/PN/AC/453/2013

Internal Quality Assurance Cell

AY 2022-2023

The meeting of IQAC is conveyed on Tuesday, 6<sup>th</sup> 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  
Don Bosco Marg., Yervada, Pune - 411006





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IQAC Meeting  
AY 2022-2023  
Minutes of Meeting

Minutes of the IQAC meeting held on 6<sup>th</sup> 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.

**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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Internal Quality Assurance Cell

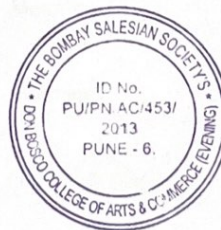
AY 2022-2023

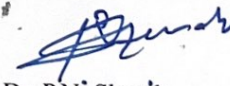
The meeting of IQAC is conveyed on Monday, 2<sup>nd</sup> January, 2023, in the Principal's Office at 4 pm

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

  
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  
Don Bosco Marg., Yervada, Pune - 411006



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IQAC Meeting  
AY 2022-2023  
Minutes of Meeting

Minutes of the IQAC meeting held on 2<sup>nd</sup> 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.

IQAC  
COORDINATOR

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

  
Dr. P.N. Shende

Principal

PRINCIPAL  
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Internal Quality Assurance Cell

AY 2022-2023

The meeting of IQAC is conveyed on Saturday, 4<sup>th</sup> March, 2023, in the Principal's Office at 4<sup>pm</sup>

Agenda of meeting

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

**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 4<sup>th</sup> March, 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: 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  |

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



Dr. P.N. Shende

Principal

PRINCIPAL  
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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Thursday, 15<sup>th</sup> June, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Admissions
2. NAAC Accreditation

*Alizon*

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



*P.N. Shende*  
Dr. P.N. Shende

Principal

**PRINCIPAL**  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
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THE BOMBAY SALESIAN SOCIETY  
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IQAC Meeting  
AY 2022-2023  
Minutes of Meeting

Minutes of the IQAC meeting held on 15<sup>th</sup> June, 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. Kaushal Bagul      | Assistant Professor | Member           |
| 4       | Mr. Jagannath Kundu    | Non-Teaching Staff  | Member           |
| 5       | Mr. Stalin Michael     | Non-Teaching Staff  | Member           |
| 5       | Ms. Arati Shrungarpure | Assistant Professor | IQAC Coordinator |

Agenda 1: Admissions

The Principal proposed a plan to get First Year admissions, Mr. Stalin and Mr. Jagannath were asked to arrange a meeting with the students of Don Bosco Jr. College and make



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pamphlets and QR codes for communication. Also, Mr. Stalin to meet  
and Mr. Jagannath to check the documents of students before admissions.  
Mr. Stalin and Mr. Jagannath agreed to the same

**Agenda 2: NAAC Accreditation**

The Principal addressing the committee mentioned that the University has mandatorily asked all affiliated colleges to get themselves accredited by NAAC as per UGC norms. Hence it was asked by all members to start studying the process of NAAC and preparing the documents required. Ms. Arati was assigned the role of IQAC coordinator to oversee the process.

Ms. Arati and all committee members agreed to the same.



*[Signature]*  
Dr. P.N. Shende

Principal

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
Don Bosco Marg., Yervada, Pune - 411006

*[Signature]*

IQAC  
COORDINATOR  
DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING  
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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Monday, 11<sup>th</sup> September, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Checking the status of documentation of the last 5 years for NAAC purposes.
2. Establishing procedures for robust documentation and storage of records
3. Spearheading initiatives such as Outcome Based Education (OBE), NEP, ERP- LMS, stakeholder satisfaction

*A. Nagar*  
Azati Shringarpure

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



*Dr. P.N. Shende*  
Dr. P.N. Shende

Principal

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IQAC Meeting  
AY 2023-2024  
Minutes of Meeting

Minutes of the IQAC meeting held on 11<sup>th</sup> September, 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. Ritu Chhabra       | Assistant Professor | Member           |
| 5       | Mr. Kaushal Bagul      | Assistant Professor | Member           |
| 4       | Mr. Jagannath Kundu    | Non-Teaching Staff  | Member           |
| 5       | Mr. Stalin Michael     | Non-Teaching Staff  | Member           |
| 5       | Ms. Arati Shrungarpure | Assistant Professor | IQAC Coordinator |



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DWC/PU/NAAC/453/2013

Agenda 1: Checking the status of documentation of the last 5 years for NAAC purposes

The IQAC coordinator, Ms. Arati mentioned the difficulty in arranging all academic and administrative documents for the last 5 years. The Principal urged other committee members to take up the responsibility as well and assist Ms. Arati as NAAC is an institutional responsibility and requires teamwork.

Agenda 2: Establishing procedures for robust documentation and storage of records

The Principal proposed making separate files related to all criterias and for all 5 years and asked Mr. Jagannath to request the management for a separate room for IQAC for proper storage of all NAAC related data.

Mr. Jagannath and all committee members agreed.

Agenda 3: Spearheading initiatives such as Outcome Based Education (OBE), NEP, ERP-LMS etc.

The Principal mentioned the importance of inculcating NEP initiatives apart from the regular curriculum for the students. The Principal also asked Mr. Jagannath and other teaching staff to use softwares for digitising the documentation and storing of academic and administrative data from now on.

All members unanimously agreed to the same.

*A. Jagannath*

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



*P.N. Shende*

Dr. P.N. Shende

Principal

**PRINCIPAL**  
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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Friday, 8<sup>th</sup> December, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Conducting and facilitating various audits – AAA, Green Audit, Energy Audit
2. Monitoring the institutional perspective plan
3. Division of NAAC work, criteria wise

  
Ms. Rita Chhabra  
IQAC

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



  
Dr. P.N. Shende

Principal  
PRINCIPAL  
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IQAC Meeting  
AY 2023-2024  
Minutes of Meeting

Minutes of the IQAC meeting held on 8<sup>th</sup> December, 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.Arati Shrungarpure | Assistant Professor | Member           |
| 5       | Mr. Kaushal Bagul     | Assistant Professor | Member           |
| 4       | Mr. Jagannath Kundu   | Non-Teaching Staff  | Member           |
| 5       | Mr. Stalin Michael    | Non-Teaching Staff  | Member           |
| 5       | Ms. Ritu Chhabra      | Assistant Professor | IQAC Coordinator |

Agenda 1: Conducting and facilitating various audits – AAA, Green Audit, Energy Audit  
Ms Ritu Chhabra, the IQAC coordinator addressed and welcomed the committee members. Looking at the NAAC requirements it was necessary to conduct certain audits- Academic and Administrative, Green, Energy and Gender Audit.  
The Principal assigned the duty of looking for vendors to conduct these audits to Ms. Ritu and Mr. Stalin.





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All committee members agreed to the same.

Agenda 2: Monitoring the institutional perspective plan

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, as per NAAC requirements.

Mr. Stalin was assigned the responsibility of refining the perspective plan of the college.

Agenda 3: Division of NAAC work, criteria wise

The IQAC coordinator mentioned that there should be a proper criteria wise division of 7 criterias of NAAC.

The staff members took the responsibility of 1 criteria each.

**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

Don Bosco Marg., Yervada, Pune - 411006



THE BOMBAY SALESIAN SOCIETY  
**DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)**

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Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

Internal Quality Assurance Cell  
AY 2023-2024

The meeting of IQAC is conveyed on Friday, 22<sup>nd</sup> March, 2024, in the Principals Office at 4 pm

Agenda of meeting

1. Setting a timeline for NAAC
2. Checking the availability of documents required for IIQA
3. Review of work done

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



*P.N. Shende*  
Dr. P.N. Shende  
Principal  
**PRINCIPAL**  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
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IQAC Meeting

AY 2023-2024

Minutes of Meeting

Minutes of the IQAC meeting held on **22<sup>nd</sup> March, 2024**

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.Arati Shrungarpure          | Assistant Professor | Member           |
| 5       | Mr. Kaushal Bagul <sup>1</sup> | Assistant Professor | Member           |
| 4       | Mr. Jagannath Kundu            | Non-Teaching Staff  | Member           |
| 5       | Mr. Stalin Michael             | Non-Teaching Staff  | Member           |
| 5       | Ms. Ritu Chhabra               | Assistant Professor | IQAC Coordinator |



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Setting a timeline for NAAC  
Fax: 020 26615646

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

Agenda 1: The Principal laid the emphasis on getting the accreditation done before starting the next session i.e First Year admissions. It was decided to go for the first step of NAAC that is IIQA by 15Th April, SSR to be filed 45 days later on 30th May, next 15 days for DVV clarifications and expecting a visit by the end of July or beginning of August.

It was unanimously agreed by all members

Agenda 2: Checking the availability of documents required for IIQA

Looking at the timeline set for filing the IIQA, the documents related to IIQA were discussed and Mr. Jagannath was asked by The Principal to keep all the documents readily available.

Mr Jagannath agreed to the same.

Agenda 3: Review of work done

The IQAC coordinator presented a report to the Principal and all committee members of the work done so far and urged them to put in more effort to meet the set timeline.

All members agreed to the same.

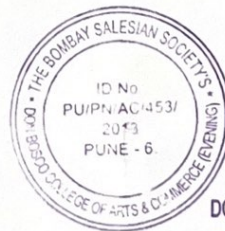
Ms. Ritee Chhablia

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

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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Friday, 15<sup>th</sup> June, 2024, in the Principal's Office at 4<sup>30</sup> pm

Agenda of meeting

1. Checking the status of SSR filing
2. Identifying institutional best practices and distinctiveness

Ms. Rita Chhabber

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  
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IQAC Meeting  
AY 2023-2024

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

Minutes of Meeting

Minutes of the IQAC meeting held on 15<sup>th</sup> June, 2024

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. Arati Shrungarpure | Assistant Professor | Member           |
| 5       | Mr. Kaushal Bagul      | Assistant Professor | Member           |
| 4       | Mr. Jagannath Kundu    | Non-Teaching Staff  | Member           |
| 5       | Mr. Stalin Michael     | Non-Teaching Staff  | Member           |
| 5       | Ms. Ritu Chhabra       | Assistant Professor | IQAC Coordinator |

Agenda 1: Checking the status of SSR filing

Ms Ritu Chhabra, IQAC Coordinator presented a report to the Principal and all committee members of the work done so far and urged them to put in more effort looking at the approaching deadline.

All members agreed to the same.



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Agenda 2: Identifying institutional best practices and distinctiveness

All the committee members together brainstormed about the events and activities done on campus and outside in the society that can be considered as best practices for criteria 7. Mr. Stalin was given the responsibility of noting down institutional distinctiveness for criteria 7.

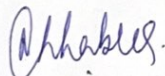
All committee members unanimously agreed.



  
Dr. P.N. Shende

Principal

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
Don Bosco Marg., Yervada, Pune - 411006



Ms. Ritu Chhabra

IQAC  
COORDINATOR  
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Anti-Ragging Meeting

A Y 2022-2023

Minutes of the Meeting

The meeting of the Anti-ragging will be held on Monday 15<sup>th</sup> October 2022, in the principal's office at 4:00. P. M.

Agenda of the meeting:

- 1) To discuss the date of Anti-ragging session.
- 2) To discuss about the Resource person who will lead the session.



Dr. P. N. Shende

Principal

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
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Anti-Ragging Meeting

A Y 2022-2023

Minutes of the Meeting

Minutes of the Anti-Ragging Committee meeting held on 15/10/2022.

Venue: Principals Office

Time: 4:00 P.M

The Following members were present for the meeting:

| Sr. No. | Name of Member       | Designation         | Role     |
|---------|----------------------|---------------------|----------|
| 1       | Dr. P. N. Shende     | Principal           | Chairman |
| 2       | Ms. Kiran Nagare     | Assistant Professor | Squad    |
| 3       | Mr. Leo D'souza      | Assistant Professor | Squad    |
| 4       | Ms. Pearl Fearnandes | Assistant Professor | Member   |

- 1) To discuss the date of Anti-ragging session.

Principal addressed the committee. It was decided that on the availability of the Resource person the date will be finalized.

- 2) To discuss about the Resource person to lead the session.

On the confirmation of the Principal and the squad it was decided that the resource person will be called from the "Damini Pathak"



Dr. P. N. Shende

Principal

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**Dt: 07/10/2022**

**Anti-Ragging Committee – 2022-23**

| Name of the Committee  | Name of the committee member | Designation | Role        |
|------------------------|------------------------------|-------------|-------------|
| Anti-Ragging Committee | Dr. P. N. Shende             | Principal   | Chairperson |
|                        | Asst. Prof. Kiran Nagare     | Faculty     | Squad       |
|                        | Mr. Leo Dsouza               | Faculty     | Squad       |
|                        | Ms. Pearl Fernandis          | Faculty     | Member      |

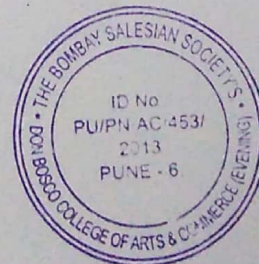
**Dr. P. N. Shende**

**Principal**

  
**PRINCIPAL**

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**ST/SC/OBC Committee**

Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Class (OBC) have been identified as the two most backward groups of Indian society. The SC/ST/OBC Cell of the College was established with the primary aim of empowering the SC, ST and OBC students in the College, and assisting them in their curricular, co-curricular and extra-curricular activities. The Cell has been set up to help students from these communities become part of the mainstream and achieve all-round development.

**Objectives**

- To ensure equal opportunities for education of SC/ST/OBC students
- To facilitate financial support to students from these communities from governmental agencies and other sources
- To make the SC/ST/OBC students aware of the various scholarships schemes of the Govt. Of Maharashtra
- To encourage these students to enroll for courses, workshops, programs, etc. which the College offers students in an attempt to equip them with the skills needed for their careers
- To provide prompt counseling for any emotional emergencies arising on account of any event on the College campus
- To ensure that the College follows the reservation policy as laid down by the Government of Maharashtra
- To provide these students with a grievance redressal mechanism in addition to the regular redressal mechanism

| Sr. No. | Name of member         | Designation         | Role     |
|---------|------------------------|---------------------|----------|
| 1       | Dr. P.N. Shende        | Principal           | Chairman |
| 2       | Ms. Arati Shrungarpure | Assistant Professor | Member   |
| 3       | Ms. Kiran Nagare       | Assistant Professor | Member   |
| 4       | Dr. Vijeita Choudhary  | Assistant Professor | Member   |
| 5       | Mr. Jagannath Kundu    | Office Admin        | Member   |





THE BOMBAY SALESIAN SOCIETY

## DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,  
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Students Council (2022-23)

E-mail: donboscoervada@yahoo.com

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

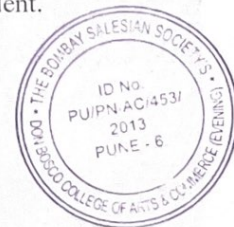
The College boasts of a dynamic Students' Council, where student leaders are selected through a rigorous nomination process. The primary goal of the Council is to provide students with a platform to cultivate leadership skills by organizing and spearheading various College activities. Beyond fostering a sense of College spirit and contributing to community welfare, the Council serves as the voice of the student body. In close collaboration with the Cultural Council, the Students' Council organizes a wide array of intramural and intercollegiate activities. The Students' Council stands as a vibrant and integral entity within the College, playing a pivotal role in fostering team building, facilitating networking opportunities, and nurturing leadership qualities among students. It is a cornerstone of the College experience, empowering students to actively engage in campus life and make a positive impact on their academic journey.

### DUTIES & RESPONSIBILITIES OF STUDENTS' COUNCIL:

The Students' Council is entrusted with various crucial responsibilities, including:

- Planning and execution of events like Teachers' Day celebrations, as well as workshops and camps focused on leadership and personality development for students. They also organize a Farewell function to bid farewell to outgoing students.
- Identification and commemoration of significant International and National Days of relevance, fostering a sense of cultural awareness and unity.
- Coordination and management providing students with enriching experiences beyond the classroom.
- Collaborating closely with the Cultural Council and Sports Council to orchestrate a range of intramural and inter-College events.
- Facilitating the selection and delegation of students to represent the College in events organized by other institutions, in conjunction with the Cultural Council and Sports Council.

The Students' Council shoulders these responsibilities with dedication, ensuring the enhancement of the college experience and the personal growth of each student.



Students Council (2022-23)

| Sr. No. | Name of member         | Designation         | Role         |
|---------|------------------------|---------------------|--------------|
| 1       | Dr. P.N. Shende        | Principal           | Chairman     |
| 2       | Ms. Arati Shrungarpure | Assistant Professor | Member       |
| 3       | Ms. Kiran Nagare       | Assistant Professor | Member       |
| 4       | Mr. Kaushal Bagul      | Assistant Professor | Member       |
| 5       | Mr. Jagannath Kundu    | Office Admin        | Member       |
| 6       | Mr. Stalline Michael   | Student Development | Co-ordinator |
| 7       | Ms. Khyati Kumari      | Student             | Member       |
| 8       | Mr. Rohit Pujari       | Student             | Member       |
| 9       | Ms. Sapna Vishwakarma  | Student             | Member       |





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## LIBRARY COMMITTEE

2022-23

### OBJECTIVE:

To give study materials to the students time to time according to their need. To provide a proper atmosphere to the students to sit and study in the College Campus in a quiet atmosphere, & maintain discipline among the students by sharing Library facility.


The committee undertake to prepare & maintain books & others library recourses of all course which are permitted by the College.

### FUNCTION OF THE COMMITTEE:

- Enhance the reading behaviour of students & to nourish the library with the latest books.
- Maintenance of the assets.
- Smooth running of routine library activities.

| Sr. No. | Name                | Designation  |
|---------|---------------------|--------------|
| 1       | Dr. P.N.Shende      | Chairman     |
| 2       | Mr. Rajesh Yedlellu | Co-ordinator |
| 3       | Mr. Kaushal Bagul   | Member       |



  
Dr. P.N. Shende  
(Principal)

PRINCIPAL  
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**Internal Complaints Committee (ICC) / College Women Development Cell (CWDC)**

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

**Office Order**

Composition of the Internal Complaints Committee

1. Presiding Officer, who has to be a woman employee at a senior level
2. Two Members from amongst employees, who should preferably be committed to the cause of women or who have had experience in social work or have legal knowledge.
3. One External Member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

**At least half of the total Members of the ICC should be women**

The constitution of the Internal Complaints Committee (ICC) for every Academic year will be shown separately on the website

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during



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the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received

#### **Who can approach ICC for help?**

Any female employee (faculty member, student or non-teaching staff member) of Don Bosco College of Arts and Commerce (Evening), Pune, can seek redressal from the ICC.

#### **Definition of Sexual Harassment:**

“Sexual harassment” includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing ‘indecent representation of women’)
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment in her employment.
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating an intimidating or offensive work environment for her
- e) Humiliating treatment likely to affect her health or safety.

#### **What are the possible actions that can be taken against the accused if found guilty?**

Depending upon the severity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions





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**If you think you are being harassed, what should you do?**

Send an email to [dbcevpune@gmail.com](mailto:dbcevpune@gmail.com)

- To know more about ICC procedures click here.
- You may also refer to <http://www.shebox.nic.in/>

Your complaint will be kept CONFIDENTIAL.

**Inquiry process:**

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

**Caveat**

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason

**ANNUAL GENDER SENSITIZATION ACTION PLAN 2022-23**

One of the most fundamental methods to promote gender equality is to establish a safe environment free of injustice and violence against women. Women empowerment and gender equality are critical concerns at Don Bosco College of Arts and Commerce (Evening), Pune. In keeping with the provisions of the POSH Act, every year, the College constitutes an Internal Complaints Committee (ICC) as an instrument to redress complaints of sexual harassment.



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In light of this, the College will look into the following aspects through its proactive staff and student activities:

- Create awareness about Sexual Harassment of Women at the Workplace, as laid down in the POSH Act
- Create a safe workplace by ensuring respectful and dignified behaviour, and sensitization of all individuals on a regular basis.
- Conduct activities related to cybercrime, women safety and security.
- Promote gender parity at the governance level through the student Code of Conduct.
- Ensure equal and unbiased measures for everyone for their teaching and learning activities.
- Develop women leadership skills in order to lead change.
- Promote effective communication on women's rights and gender equality.
- Provide a path for open and transparent discussions with faculty members of the appropriate gender for related issues and complaints under the mentor-mentee system.

**DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

- Taking all possible steps and measures to prevent sexual harassment in the institution and on the campus
- Creating a safe environment on the campus for women employees and students
- Conducting workshops, activities and lectures to create awareness among staff and students about
- What constitutes sexual harassment at the workplace
- The provisions of the POSH Act
- the ICC, its duties and how to file a complaint
- Dealing swiftly and effectively with any reported incidents of sexual harassment on the campus, fairly and in an unbiased manner, in accordance with the provisions of the POSH Act
- Submission of Annual Reports to the relevant authority in the prescribed format and within the prescribed time

Committee Members 2022-23

Dr. P.N. Shende, Principal – Chair Person

Ms. Pearl Fernandes, Assistant Professor – Faculty Member

Mr. P.B Baisane, Assistant Professor – Faculty Member

Mr. Jagannath Kundu, Sr. Clerk – Staff Member

Ms. Mansi Pawar – Student Member

Ms. Sharon Pinto – Student Member

Ms. Payalkaur Tak – Student Member

Ms. Kiran Nagare, Assistant Professor – Secretary



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Committee Members 2023-24

Dr. P.N. Shende, Principal – Chair Person

Ms. Arati Shringarpure, Assistant Professor – Faculty Member

Mr. P.B Baisane, Assistant Professor – Faculty Member

Mr. Jagannath Kundu, Sr. Clerk – Staff Member

Ms. Mansi Pawar – Student Member

Ms. Sharon Pinto – Student Member

Ms. Payalkaur Tak – Student Member

Ms. Ritu Chhabra, Assistant Professor – Secretary

Dr. P. N. Shende

Principal

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
Don Bosco Marg., Yervada, Pune - 411006



THE BOMBAY SALESIAN SOCIETY  
**DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)**

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Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

**Cultural Committee**

**A Y 2023-2024**

**Minutes of the Meeting**

The meeting of the Cultural Committee will be held on 10<sup>th</sup> January 2024, in the principal's office at 4:00. P. M.

**Agenda of the meeting:**

- 1) To decide the events that to be conducted in cultural day and sports day.
- 2) Dates to selected for the events.
- 3) To send students for the inter collegiate competitions.

Dr. P. N. Shende

Principal  
**PRINCIPAL**

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**Cultural Committee**  
**A Y 2023-2024**

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

**Minutes of the Meeting**

Minutes of the Cultural Committee meeting held on 10/01/2024

Venue: Principal's Office

Time: 4:00 P.M

The Following members were present for the meeting:

| Sr. No. | Name of Member    | Designation         | Role                 |
|---------|-------------------|---------------------|----------------------|
| 1       | Dr. P. N. Shende  | Principal           | Chairman             |
| 2       | Mr. P. B. Baisane | Assistant Professor | Member               |
| 3       | Arati Shrungapure | Assistant Professor | Member               |
| 4       | Ritu Chhabra      | Assistant Professor | Member               |
| 5       | Mr. Kaushal Bagul | Assistant Professor | Cultural Coordinator |

**Agenda 1)** To decide the events that to be conducted in cultural day and sports day.

The Principal spoke to the committee, and following their discussion, they decided that the cultural coordinator would meet with the students to plan the activities for Cultural Week. The final activities will be chosen based on the students' feedback.

**Agenda 2)** Dates to selected for the events.

The cultural and sport week should be scheduled for the last week of February 2024, as discussed. The principal has requested another meeting before finalizing the dates. The agenda for the dates is currently on hold.

**Agenda 3)** To send students for the inter collegiate competitions.

The principal mentioned that if college issues proper invitation and broacher regarding the inter collegiate competition then all students are welcome to participate in any inter collegiate competition they choose.

  
Dr. P. N. Shende

Principal  
**PRINCIPAL**

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**Cultural Committee**


**A Y 2022-2023**

**Minutes of the Meeting**

The meeting of the Cultural Committee will be held on Monday 12<sup>th</sup> December 2022, in the principal's office at 4:00. P. M.

**Agenda of the meeting:**

- 1) To Select the schedule of the activities which needs to be conducted in the A Y 2022-2023.
- 2) To finalize the date of the Graduation day.
- 3) Welcome of Fr. Savio Silveira (Provincial of Bombay Salesian Society)

  
Dr. P. N. Shende

Principal

**PRINCIPAL**

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**Cultural Committee**

**A Y 2022-2023**

**Minutes of the Meeting**

Minutes of the Cultural Committee meeting held on 12/12/2022.

**Venue:** Principal's Office

**Time:** 4:00 P.M

The Following members were present for the meeting:

| Sr. No. | Name of Member       | Designation                     | Role                            |
|---------|----------------------|---------------------------------|---------------------------------|
| 1       | Dr. P. N. Shende     | Principal                       | Chairman                        |
| 2       | Ms. Kiran Nagare     | Assistant Professor             | Member                          |
| 3       | Mr. Leo D'souza      | Assistant Professor             | Member                          |
| 4       | Mr. P. B. Baisane    | Assistant Professor             | Member                          |
| 5       | Mr. Kaushal Bagul    | Assistant Professor             | Cultural Coordinator            |
| 6       | Mr. Stalline Michael | Student Development Coordinator | Student Development Coordinator |

**Agenda 1)** To Select the schedule of the activities which needs to be conducted in the A Y 2022-2023.

The committee was addressed by the Principal, who inquired about potential activities for the students. The members then shared their suggestions and proposals for the upcoming events.

**Agenda 2)** To finalize the date of the Graduation day.

The graduation day celebration has been scheduled for January 25, 2023. The Principal has instructed to issue a Notice regarding the Event. Emphasizing that this marks the first event of the academic year, he also stressed the importance of giving it extra attention.

**Agenda 3)** Welcome of Fr. Savio Silveira (Provincial of Bombay Salesian Society)

It was decided that the welcome of Fr. Savio Silveira will be done at the Event of Graduation day. Fr. Savio Silveira will be called as Chief Guest for the graduation ceremony.

It was decided that Mr. Stalline Michael will be the Program coordinator of Graduation Day.

  
Dr. P. N. Shende

Principal  
PRINCIPAL

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**Cultural Committee**

**A Y 2022-2023**

**Minutes of the Meeting**

The meeting of the Cultural Committee will be held on Thursday 30th January 2023, in the principal's office at 4:00. P. M.

Agenda of the meeting:

- 1) To finalize the dates for the Cultural Fest.
- 2) To finalize the dates for Sports Activities.
- 3) Which Events to be conducted in the Cultural Fest and Sports Day.

Dr. P. N. Shende

Principal  
**PRINCIPAL**

**DON BOSCO COLLEGE OF ARTS & COMMERCE  
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**Cultural Committee**

**A Y 2022-2023**

**Minutes of the Meeting**

Minutes of the Cultural Committee meeting held on 30/01/2023.

Venue: Principal's Office

Time: 4:00 P.M.

The Following members were present for the meeting:

| Sr. No. | Name of Member       | Designation                     | Role                            |
|---------|----------------------|---------------------------------|---------------------------------|
| 1       | Dr. P. N. Shende     | Principal                       | Chairman                        |
| 2       | Ms. Kiran Nagare     | Assistant Professor             | Member                          |
| 3       | Ms. Pearl Fernandes  | Assistant Professor             | Member                          |
| 4       | Mr. Leo D'souza      | Assistant Professor             | Member                          |
| 5       | Mr. P. B. Baisane    | Assistant Professor             | Member                          |
| 6       | Mr. Kaushal Bagul    | Assistant Professor             | Cultural Coordinator            |
| 7       | Mr. Stalline Michael | Student Development Coordinator | Student Development Coordinator |
| 8       | Mr. Rajesh Yedlellu  | Physical Director               | Physical Director               |

**Agenda 1)** To finalize the dates for the Cultural Fest.

Following the deliberation with the committee members and their prior involvement at Don Bosco College under the guidance of the Principal, a decision has been reached to designate a week starting from 20th February 2023 for the celebration of Cultural and Sports days. Throughout this week, a series of Sports activities and Cultural events will be organized.

**Agenda 2)** To finalize the dates for Sports Activities.

The dates for conducting the sports activities were finalized from 20th February onwards for a week, specifically on 21st, 22nd, and 24th February. Mr. Rajesh Yedlellu was instructed by the principal to reserve the college ground and turf for these events.



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**Agenda 3) Which Events to be conducted in the Cultural Fest and Sports Day.**

- 1) All day/ Dress Day
- 2) Heritage Day (Solo dance, Group dance, Individual singing, Group singing, Instrumental performance, Rangoli creation, and Traditional attire day)
- 3) Within the realm of sports (Football, Basketball, Cricket, Chess, Carrom, Athletics (100m sprint), and Badminton)

These events and activities were determined by the committee, and the ultimate verdict was delivered by the Principal.

  
Dr. P. N. Shende

Principal

PRINCIPAL

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**Cultural Committee**


**A Y 2023-2024**

**Minutes of the Meeting**

The meeting of the Cultural Committee will be held on Thursday 21<sup>st</sup> July 2023, in the principal's office at 4:00. P. M.

Agenda of the meeting:

- 1) To discuss the schedule of the activities to be conducted in the Academic year 2023-2024
- 2) To discuss the dates of Farewell of the 3<sup>rd</sup> year students.

  
Dr. P. N. Shende  
Principal

**PRINCIPAL**

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**Cultural Committee**

**A Y 2023-2024**

**Minutes of the Meeting**

Minutes of the Cultural Committee meeting held on 21/07/2023

Venue: Principal's Office

Time: 4:00 P.M

The Following members were present for the meeting:


| Sr. No. | Name of Member       | Designation                     | Role                            |
|---------|----------------------|---------------------------------|---------------------------------|
| 1       | Dr. P. N. Shende     | Principal                       | Chairman                        |
| 2       | Mr. P. B. Baisane    | Assistant Professor             | Member                          |
| 3       | Arati Shrungapure    | Assistant Professor             | Member                          |
| 4       | Mr. Kaushal Bagul    | Assistant Professor             | Cultural Coordinator            |
| 5       | Dr. Vijeta Chaudhary | Assistant Professor             | Member                          |
| 6       | Mr. Stalline Michael | Student Development Coordinator | Student Development Coordinator |

**Agenda 1)** To discuss the schedule of the activities to be conducted in the Academic year 2023-2024

The committee was addressed by the Principal, who inquired about potential activities for the students. The members then shared their suggestions and proposals for the upcoming events.

**Agenda 2)** To discuss the dates of Farewell of the 3<sup>rd</sup> year students.

5<sup>th</sup> August 2023 was decided to celebrate the farewell. Principal sir gave the responsibility of the program to Dr. Vijeta Chaudhary.

  
Dr. P. N. Shende  
Principal

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**DISCIPLINARY COMMITTEE**

**2022-23**

**OBJECTIVES**

Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute. Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction and promotion of the manners, personality, character and civilization

- To maintain the activities of college joint venture in regards to disciplinary act.
- To uplift the student's potential and to develop them as a balanced citizen in the society.
- The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.
- To scrutinize and prevent any indisciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, patients or colleague, damage to hospital and college property) and riots.
- To provide a medium through which the committee can monitor and control the discipline of its students.

**Key functions of the committee:**

- To make the rules and regulations as per the disciplinary requirement.
- To make the student aware about the discipline.
- To make the student follow the disciplinary rules.
- To take disciplinary action against any of the misconduct.
- To coordinate with legal cell of People's Group in case of any major indisciplinary activity

| Sr. No. | Name                | Designation  |
|---------|---------------------|--------------|
| 1       | Dr. P.N.Shende      | Chairman     |
| 2       | Mr. Rajesh Yedlellu | Co-ordinator |
| 3       | Mr. P.B. Baisane    | Member       |
| 4       | Mr. Jagannath Kundu | Member       |



Dr. P.N. Shende

DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE

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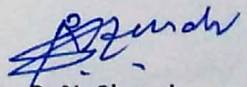
### Examination committee – 2022-23

| Name of the Committee | Name of the committee member | Designation         | Role        |
|-----------------------|------------------------------|---------------------|-------------|
| Examination committee | Dr. P. N. Shende             | Principal           | Chairperson |
|                       | Asst. Prof Kiran Nagare      | Examination Officer | Member      |
|                       | Mr. Jagannath Kundu          | Office Clerk        | Member      |

| Name of the Committee                      | Name of the committee member | Designation   | Role        |
|--|------------------------------|---------------|-------------|
| Examination Grievances Redressal committee | Dr. P. N. Shende             | Principal     | Chairperson |
|  | The concerned class teacher  | Class teacher | Member      |
|  | Mr. Jagannath Kundu          | Office Clerk  | Member      |

| Class  | Name of the Class teacher |
|--------|---------------------------|
| FYBCom | DR. Vijeta Choudhari      |
| FYBA   | Asst. Prof. Kaushal Bagul |
| SYBCom | Asst. Kiran Nagare        |
| TYBcom | Asst. Prof P. B. Baisane  |



  
Dr. P. N. Shende

Principal

PRINCIPAL

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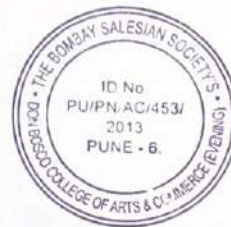
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Academic Monitoring Committee  
2022-2023

The Academic Monitoring Committee is in charge of planning and implementing different academic activities. The Committee analyses the results of semester examination and support students with lower marks by devising remedial classes.

| Sr. No. | Name of member         | Designation         | Role               |
|---------|------------------------|---------------------|--------------------|
| 1       | Dr. P.N. Shende        | Principal           | Chairman           |
| 2       | Ms. Arati Shrungarpure | Assistant Professor | Member- BA         |
| 3       | Ms. Kiran Nagare       | Assistant Professor | Member- B.Com      |
| 4       | Mr. Jagannath Kundu    | Non-Teaching Staff  | Non-Teaching Staff |
| 5       | Dr. Vijeita Choudhary  | Assistant Professor | Secretary          |





Dr. P.N. Shende  
Principal

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Academic Monitoring Committee

AY 2022-23

The meeting of the Academic Monitoring Committee will be held on Monday, 20th June, 2022 in the Principal's Office at 4 pm.

Agenda of meeting:

1. Assignment of courses to teachers
2. Requirement of additional/ Clock-hour basis (CHB) faculty
3. Preparing Timetables



  
Ms. Pearl Fernandes

Officiating Principal  
**(Officiating)**  
PRINCIPAL

DON BOSCO COLLEGE OF ARTS AND COMMERCE  
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Academic Monitoring Committee

AY 2022-2023

Minutes of Meeting

Minutes of the Academic Monitoring Committee meeting held on 20th June, 2022

Venue: Principal's Office

Time: 4:00 pm

The following members were present

| Sr. No. | Name of member  | Designation           | Role      |
|---------|-----------------|-----------------------|-----------|
| 1       | Pearl Fernandes | Officiating Principal | Chairman  |
| 2       | Ajay Rao        | Assistant Professor   | Member    |
| 3       | Pratima Shukla  | Assistant Professor   | Member    |
| 4       | Jagannath Kundu | Non-Teaching Staff    | Member    |
| 5       | Leo D'Souza     | Assistant Professor   | Secretary |

Agenda 1: Assignment of courses to teachers

The Principal addressed the committee and discussed the allotment of subjects to all staff members according to their eligibility and qualifications.

All members unanimously agreed to the same.

Agenda 2: Requirement of additional/ Clock-hour basis (CHB) faculty

The staff mentioned the shortage of work force for carrying out all teaching and non-teaching tasks in a semester, hence suggested hiring 1-2 more faculty.


The committee kept the above agenda on hold.

Agenda 3: Preparing Timetables

The Principal asked Mr. Leo D'souza to prepare timetable for the new session.

It was agreed to by Mr. Leo D'souza and rest of the committee members.



  
Ms. Pearl Fernandes  
Officiating Principal  
(Officiating)

PRINCIPAL  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
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Academic Monitoring Committee

AY 2022-23

The meeting of the Academic Monitoring Committee will be held on Friday 26th August, 2022 in the Principal's Office at 4 pm.

Agenda of meeting:

1. Identifying and offering electives, value added courses
2. Identifying various co-curricular, extracurricular, and other activities to be offered during term

Ms. Pearl Fernandes

Officiating Principal  
**(Officiating)**

PRINCIPAL

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Academic Monitoring Committee

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ID NO. PU/PN/AC/453/2013

AY 2022-2023

Minutes of Meeting

Minutes of the Academic Monitoring Committee meeting held on 26th August, 2022

Venue: Principal's Office

Time: 4:00 pm

The following members were present

| Sr. No. | Name of member  | Designation           | Role      |
|---------|-----------------|-----------------------|-----------|
| 1       | Pearl Fernandes | Officiating Principal | Chairman  |
| 2       | Ajay Rao        | Assistant Professor   | Member    |
| 3       | Pratima Shukla  | Assistant Professor   | Member    |
| 4       | Jagannath Kundu | Non-Teaching Staff    | Member    |
| 5       | Leo D'Souza     | Assistant Professor   | Secretary |

Agenda 1: Identifying and offering value added courses

In the CBCS pattern, there was seen a need to add value added courses in the curriculum to provide holistic education to the students. The Principal proposed to start some additional courses in the college and asked the committee members to give suggestions in the next meeting.

All members agreed to the same.

Agenda 2: Identifying various co-curricular, extracurricular, and other activities to be offered during term

The Secretary suggested to plan some extra-curricular activities for the students along with their regular curricular for the students to get motivated to attend and participate in college activities.

The Principal and all committee members agreed to the same and decided to schedule extra-curricular activities for students.



*Pearl*

Ms. Pearl Fernandes  
Officiating Principal  
(Officiating)  
PRINCIPAL

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Academic Monitoring Committee


AY 2022-23

The meeting of the Academic Monitoring Committee will be held on Monday, 17th October, 2022 in the Principal's Office at 4 pm.

Agenda of meeting:

1. Variety of teaching pedagogy used
2. Attendance of the students
3. Conduction of Concurrent Internal Evaluation (CIE) i.e. Internal Assessment i.e. Formative Assessment



  
Dr. P.N Shende  
Principal

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Academic Monitoring Committee

AY 2022-2023

Minutes of Meeting

Minutes of the Academic Monitoring Committee meeting held on 17th October, 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       | Ms. Pearl Fernandes | Assistant Professor | Member             |
| 3       | Ms. Kiran Nagare    | Assistant Professor | Member             |
| 4       | Mr. Jagannath Kundu | Non-Teaching Staff  | Non-Teaching Staff |
| 5       | Leo D'Souza         | Assistant Professor | Secretary          |

Agenda 1: Variety of teaching pedagogy used

Dr. Shende, the new Principal welcomed and addressed the committee. Sir interacted with the staff members and discussed teaching methods and tools used by them in the class. Sir suggested that new age and digital tools should be used in the classroom to keep the students attentive and interested.

All members agreed to the same.

Agenda 2: Attendance of the students

The Principal, concerned with low attendance of the students, mentioned the need of interacting with the students and explaining to them the importance of attending lectures.

All members agreed to take initiatives to increase attendance in the classroom.



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ID NO. PU/PN/AC/453/2013

Agenda 3: Conduction of Concurrent Internal Evaluation (CIE) i.e. Internal Assessment I.e. Formative Assessment

The Principal took a review of how internal assessments are conducted in the college. Ms. Pearl briefed the Principal and explained the internal exam policy and the conduct of the same.

  
Dr. P.N. Shende

Principal



DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
Don Bosco Marg., Yervada, Pune - 411006



THE BOMBAY SALESIAN SOCIETY  
**DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)**

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Affiliated to University of Pune  
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Academic Monitoring Committee


AY 2022-23

The meeting of the Academic Monitoring Committee will be held on Monday, 9th January, 2023 in the Principal's Office at 4 pm.

Agenda of meeting:

1. Student Feedback
2. Assignment of courses to teachers
3. Preparing Timetables



  
Dr. P.N Shende  
Principal

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Academic Monitoring Committee

AY 2022-2023

Minutes of Meeting

Minutes of the Academic Monitoring Committee meeting held on 9th 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       | Ms. Pearl Fernandes | Assistant Professor | Member             |
| 3       | Ms. Kiran Nagare    | Assistant Professor | Member             |
| 4       | Mr. Jagannath Kundu | Non-Teaching Staff  | Non-Teaching Staff |
| 5       | Leo D'Souza         | Assistant Professor | Secretary          |

Agenda 1: Student Feedback

The Principal proposed that there should be a feedback mechanism for the students to review their as well as the performance of the teachers.

All the members unanimously agreed to the same.

Agenda 2: Assignment of courses to teachers.

The Principal addressed the committee and discussed the allotment of subjects to all staff members according to their eligibility and qualifications.

All members agreed to the same.





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**Agenda 3: Preparing Timetables**

The Principal asked Mr. Leo D'souza to prepare a timetable for the new session.

It was agreed to by Mr. Leo D'souza and rest of the committee members.



Dr. P.N Shende

Principal

*P.N. Shende*  
PRINCIPAL

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Academic Monitoring Committee  
AY 2022-23

The meeting of the Academic Monitoring Committee will be held on Monday, 13th March, 2023 in the Principal's Office at 4 pm.

Agenda of meeting:

1. Syllabus Completion
2. Conduction of Concurrent Internal Evaluation (CIE) i.e. Internal Assessment i.e. Formative Assessment



  
Dr. P.N. Shende

Principal

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Academic Monitoring Committee

AY 2022-2023

Minutes of Meeting

Minutes of the Academic Monitoring Committee meeting held on 13th March, 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       | Ms. Pearl Fernandes | Assistant Professor | Member             |
| 3       | Ms. Kiran Nagare    | Assistant Professor | Member             |
| 4       | Mr. Jagannath Kundu | Non-Teaching Staff  | Non-Teaching Staff |
| 5       | Leo D'Souza         | Assistant Professor | Secretary          |

Agenda 1: Syllabus Completion

The Principal addressed the committee and asked the staff members about the status of syllabus completed in the class.

The members mentioned that till date 1/3rd unit has been completed.

Agenda 2: Conduction of Concurrent Internal Evaluation (CIE) i.e. Internal Assessment i.e. Formative Assessment

Considering the syllabus covered in the class, the Principal suggested to conduct the internal exams with ample amount of time to submit the assignments and prepare for the exam.

All members agreed to the same.



  
Dr. P.N. Shende

Principal

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Date - 05/12/2022

### Internal Examination Notice

All the faculties of Commerce and Arts Department are hereby informed to submit checked Answer sheets and Mark's list of SPPU Regular Internal Examination 2022-23 for your respective subjects on or before 13<sup>th</sup> December 2022 to examination department.

- 1) Fr Evangelo D'souza
- 2) Asst. Prof. Pearl Fernandes
- 3) Asst. Prof. Leo D'souza
- 4) Asst. Prof. Kiran Nagare
- 5) Asst. Prof. P.B. Baisane
- 6) Asst. Prof. Kaushal Bagul

  
Asst. Prof. Kiran Nagare  
CEO

  
Dr. P.N. Shende  
Principal



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### Internal Examination Policy

**Policy Applies to** - All the Faculty

**Approval Authority** – Principal

**Administrative Committee Responsible Officer** – College Examination Officer

- 1. Policy Statement:** The purpose of this policy is to establish coordination among the staff regarding the procedure of internal examination.
- 2. Policy Scope :** The policy applies to all the faculty members of Don Bosco Senior College

### Policy

1. An internal assessment of the students is categorically divided according to the SPPU format that is 10 + 20 + 20 (For practical subject only).
2. SPPU instructions regarding the distribution of the marks of internal assessment will be followed.  
Theory Subjects: Assignment (10 marks) + Formative Test (20 marks) =30  
Practical Subject: Assignment (10 marks) + Formative Test (20 marks)+ 10 marks Journal + 10 marks (Viva) =50
3. Each subject teacher will give his/her assignments and practical tasks for journal in the mid of the term.
4. Each subject teacher can choose any form of the internal assignment given in the SPPU syllabus.
5. 20 days should be given to the students to submit their assignment
6. Internal examination will be conducted in the month of Oct and March
7. Internal examination will be based on half of the entire portion.
8. The format of the internal examination will include both multiple choice based questions as well as descriptive questions.
9. Each faculty is supposed to give the question bank to the students.
10. Each faculty is supposed to submit the internal question paper before 10 days of the internal examination.
11. Practical examination will be conducted as per the schedule of SPPU.



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12. Each respective faculty is supposed to issue the notice regarding the credit courses assigned to them in order to convey the students about the tasks related to

each credit.

13. The result of the internal examination should be submitted to the examination department in the stipulated time.

14. Re-test should be taken of the students who do not reach to the minimum expected level of performance.

13. The faculty has to enter the internal marks in the college spreadsheet and in the SPPU internal marks entry system as well in the stipulated time.

14. The first year's examination will be conducted in the college according to the norms of SPPU.

Dr. P. N. Shende

Principal

PRINCIPAL

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