

**Evaluation Report of ACADEMIC AND ADMINISTRATIVE AUDIT
2022 - 2023**

SECTION – I: GENERAL INFORMATION

1. Name and Address of the Institution	Don Bosco College of Arts & Commerce (Evening) Don Bosco Marg, Yerwada, Pune – 411 006
2. Year of Establishment	2013
3. Name of Principal Email i.d.: Contact No.	Dr.Pandurang Narhari Shende drpnshende@gmail.com 9766708907
4. Name of the IQAC Coordinator: Email i.d.: Contact No.:	Prof. Ritu Chhabra rituchhabra@donboscoyerwada.in 7276628801
5. Affiliating University	Savitribai Phule Pune University
6. NAAC Grade with Cycle, Accreditation Year & CGPA	NOT APPLICABLE
7. Status of UGC 2 (f) & 12 (b)	
8. AISHE I.D.	C-41371
9. Minority Status	Christian Minority
10. Programmes & Courses Offered	B.A and B.Com
11. Permanent Faculty Members	10 (All are contractual bases 2022-23)
12. Permanent Support Staff	3 (All are contractual bases 2022-23)
13. Student Strength	218 (2022-23)
14. Special Status	Evening College
15. Date of visit of AAA	10 th January, 2024
16. Composition of AAA Peer Team	
Auditor 1	Dr. Shailesh Kasande
Auditor 2	Dr. Poonam Vatharkar

SECTION II: OBSERVATION	
Name of the Criteria	Remarks
1. Curricular Aspects	<ul style="list-style-type: none"> • Institute adopts Choice Based Credit System (CBCS) Pattern • Institute has a well - developed academic structure • Institute follows the Academic Calendar thoroughly • 1 Certificate Course have been undertaken no. Of students enrolled 60 and passed 35 • Feedback is well analysed and proper action is taken accordingly • The institution has its own academic monitoring committee that makes plan for the year and follows it thoroughly-academic calendar, the workload is duly divided amongst the faculty and they maintain a course plan for each subject each semester, examination committee, examination policy, CIE and internal exam policy, exam grievance committee ensure smooth examinations in the institution. • The institution only used to collect student- teacher feedback, as suggested in the AAA, the institute has started course exit and program exit surveys. Alumni feedback, teacher feedback on the curriculum and institute is also included.
2. Teaching Learning & Evaluation	<ul style="list-style-type: none"> • 4 of ICT enabled classrooms • ICT tools and resources available and used for enhancing the teaching – learning process • Use of E-resources in the teaching – learning process • Well – developed mentoring system • Mentor – Mentee ratio is 1: 120 • Experiential and student – centric mode of learning for students are conducted • Multi – disciplinary activities and activities related to skill – development as per NEP guidelines implemented • Concurrent Evaluation conducted as per university guidelines • Passing percentage is <u>76 %</u>
3. Research, Innovation & Extension	<ul style="list-style-type: none"> • Less Research papers presented and published by Faculty members • Extension Activities carried out by the institute 1. Old Age Home Visit.

	<p>2. My Health My Right Government (world health day)</p> <p>3. Lifelong Learning Extension- National Integration and Health Literacy.</p> <p>4. Blood donation</p> <p>5. Tree Plantation.</p> <p>6. Covid 19 Vaccination Drive.</p> <p>7. River Cleaning.</p> <p>8. Kerala and Kolhapur Relief Fund.</p> <p>9. Fees Waiver Benefit Scheme.</p> <p>10. IPR- workshop</p> <p>11. IKS- workshop</p> <p>12. Workshop on Research Literacy.</p> <ul style="list-style-type: none"> • Good number of faculty participation in Extension Activities • The Institute has 5MoUs with industry and social organisation
4. Infrastructure & Learning Resources	<ul style="list-style-type: none"> • The institute has good infrastructure facilities for supporting teaching – learning process • Wifi enabled campus • Library has 2922 books and uses Vriddhi software • Interactive boards and LCD projectors available in every classroom • It was suggested to update the stock register and input the configuration of computers, printers, UPS, Projectors, Interactive boards • It was also suggested to showcase the bills of everything purchased for infrastructure. • The IT policy for the computer lab and Library policy for the Library was to be updated and displayed to the students and Network diagram. Open source software to be added • Fire extinguisher and fire drill need to be conducted. Evacuation points need to be marked. • Gym resister need to created, separate time table for boys and girls.
5. Student Support & Progression	<ul style="list-style-type: none"> • Around 6.45% students avail Institutional scholarship along with Government of Maharashtra scholarship • More than 50% students are benefitted through capability enhancement and development courses like personal counselling, language lab, confidence

	<p>building sessions etc.</p> <ul style="list-style-type: none"> • 21 number of sports and cultural activities organised by the institute • Student committees contribute towards the effective functioning of the development and the enhancement of the students
6. Governance, Leadership & Management	<ul style="list-style-type: none"> • The institution follows decentralized and participative management style. • The IQAC prepares and monitors the perspective plan • The academic processes are approved through the CDC • The institute organises Faculty Development Programmes for upskilling the soft infrastructure of the institute • The administrative processes are regulated and monitored by the Management. • All finance and accounts are audited by the external auditors • Welfare schemes are provided to the staff • It was suggested to prepare the Organisational Chart • It was suggested to prepare the Prospective plan • Internal audit should be conducted • Staff Insurance facility should be provided. • All statutory committee boards need to be displayed. • FDP and NDP should be promoted and increase the participation for the same.
7. Institutional Values & Best Practices	<ul style="list-style-type: none"> • All facilities for Divyanggan (disabled students) have been made available in the institute • Rain water harvesting system is in the campus • Solar panels are installed. • Bio-gas initiative has been undertaken • Initiatives have been taken for gender equity • Gender, Green, Energy and environment audit need to be conducted by an approved agency. • Rain water harvesting pit should be cleaned • Display of boards about no plastic, no water wastage, dust bin wet and dry need to be cleaned and updated • Tree count and tree labelling to be done. • Women's committee to be formed.



8. Best Practices	<ul style="list-style-type: none"> ● Service to Society: Embedding Human Values in Students. ● Environment Care: Creating Social Awareness amongst Local Community
9. Distinctiveness	<ul style="list-style-type: none"> ● Net Zero Carbon Emission for electrical energy ● Service to the Local community ● Scholarship/ Concession to students/ Low tuition fee ● Free courses for students ● Green campus ● Personality Development class

SECTION III: Recommendations for Quality Enhancement of the Institute:

1. Emphasizing and focusing on the Soft Skill Grooming for meeting the industry requirements.
2. Rigorous student profiling by professionals for identifying diversity in student composition.
3. Orientation and Awareness Programmes related to upcoming contemporary industry and technological advancements.
4. Organizing conference on contemporary topics and strengthening research publications.
5. Encouraging students for Entrepreneurship – Skill & Innovation Pune, an initiative under Maharashtra Government (Maharashtra Student Innovation Challenge)
6. Conscious engagement of students in community services by Identifying and Conducting projects / surveys on topics of social relevance
7. Multidisciplinary Courses and Online Certifications using MOOCs platform as per the NEP guidelines.
8. Provide holistic value based education through activities like Vedic Day, State representation activity, celebrating days in remembrance of national idols etc.

We have gone through the observations and recommendations in this report made by the AAA Expert Team for Quality Enhancement of the Institute. We agree aforesaid the observations and recommendations

Signatures of the AAA Team Members:

Sr. No.	Name	Designation	Signature
1.	Dr Shailesh Kasande	Auditor 1 (Chairman)	
2.	Dr Poonam Vatharkar	Auditor 2	



Memorandum of Understanding

BETWEEN

Ekayan Foundation.....(Henceforth referred to as Ekayan)
Shree Punit CHS, Sec 29,
Kharghar,
Navi Mumbai - 410210

AND

Don Bosco College of Arts & Commerce(Evening).....(Henceforth referred to as Don Bosco)
Don Bosco Marg,
Yerwada,
Pune - 411006

Subject –Regarding the project (Henceforth referred to as “The Project”) between two parties mentioned above with the objective of providing career guidance to lesser privileged students of age 15 to 25 years in the school/college.

The aim of the project is to provide assistance in guiding youth so they may make clear and concise career plans.

Project Summary:

In order to help youth make a smooth transition from college to a job, the intervention program will include the following:

- **Spoken English classes:** Spoken English classes will help students improve their language skills so they may communicate effectively in the workplace.
- **One-to-one counselling:** Ekayan will work with students to develop their career goals and create a plan to achieve them. They will also provide support and guidance throughout the college application process and beyond.
- **Career mentor support:** Mentors will provide students with guidance and support as they navigate the college experience.
- **Interaction with student's families:** This interaction helps families understand the college application process and the importance of providing support so their children may pursue their dreams.

The project will help level the playing field for lesser-privileged students and give them the support they need to succeed in their chosen careers.

On behalf Ekayan, I am pleased to confirm our desire to collaborate with Don Bosco on the project, as more particularly described in the “Project Summary” in accordance with this

Agreement and its schedules (the "Agreement"). Don Bosco and Ekayan Foundation shall be a "Party" and collectively "the Parties" to this Agreement.

The Project shall be implemented by or under the direction and supervision of Fr Joseph Braganza from Don Bosco and I from our party.

Mr. Stalline Michael shall be the Program Coordinator from DonBosco.

Meetings to discuss the project and its progress will be held regularly over the period of the project, either in person, by telephone, or using video conferencing. They shall be convened by the Principal Investigators and attended by us often as possible. Meetings shall be the forum to discuss changes to the project, personnel, resources, publications, creation of results, and any possible exploitation.

Term

The agreement made by the parties by this Memorandum shall remain in place from 1st June 2023 to 31st May 2026. The term can be extended only by agreement by both the Parties.

Infrastructure and Logistics

In respect of the allocated work, Don Bosco will provide the necessary infrastructure, material, required equipment, youths, and support staff to complete such work and to carry out the work diligently within the scope of the project.

Intellectual Property

Whenever one Party receives any confidential information from the other Party under a clearly defined non-disclosure agreement, necessary steps will be taken to protect the confidential information received, to the extent of the law possible. Nothing in this Agreement shall affect the ownership of any background intellectual property (being any intellectual property owned by a Party prior to the commencement of the project or generated by a Party outside the scope of the project) used in the implementation of the project. Use of name and logo: Neither Party shall use the other Party's name or logo in any press release or product advertising, or for any other promotional purpose, without the other Party's prior consent.

Publicity

Neither party shall issue any publications, publicity and/or promotional material in relation to the project without prior written consent of the other Party. Where appropriate, recognition will be given in publications arising from the project to the contribution of both Parties.

Both parties shall procure that in carrying out the project, they will comply with all applicable laws, regulations and statutes, including those relating to anti-bribery, modern slavery and data protection.

Either Party may at any point during the term end this Agreement and withdraw from the project by written notice to the other Party if the other Party has materially failed to comply with the terms of this Agreement and, where any such breach is remediable, has failed to remedy such breach within 30 days of having been notified of the breach.

The Parties will use their best efforts to negotiate in good faith and resolve any dispute or difference arising between them in respect to the interpretation of, or any matter arising out of, the performance or breach of this Agreement. If any such dispute cannot be settled through ordinary negotiations by the representatives of the Parties, either Party may give the other Party notice that it wishes to refer such dispute to their respective designees, in which event, such individuals will, during a 30-day period following the date of such notice, attempt to resolve such dispute.

This Agreement will be executed in two (2) originals in the English language. If this Agreement is translated into another language (whether signed by the Parties or not), that translation is for information and does not have legal effect.

Yours Sincerely,

Angita Verma,
Founder & Director,
Ekayan Foundation

Ekayan Foundation
CIN U80900MH2023NPL396596

Signature

Date:

Agreed and accepted,
Fr Crispino D'Souza
Director,
Don Bosco College of Arts &
Commerce (Evening)

Signature

Date:


DIRECTOR
DON BOSCO COLLEGE OF ARTS & COMMERCE
(EVENING COLLEGE)
DON BOSCO MARG, YERAWADA, PUNE-411 004

Ekayan Foundation

Flat A/601, Shree Punit CHS Plot C/69, Sec-21, Kharghar, Navi Mumbai, Raigardi, Maharashtra
Email- ekayanfoundation@gmail.com



Memorandum of Understanding

This Memorandum of Understanding (the Memorandum) is made on 10th October, 2022 by and between ITESKUL, of Pune, Maharashtra, hereinafter referred to as ITESKUL and **The Bombay Salesian Society's Don Bosco College of Arts & Commerce (Evening)**, of Pune, Maharashtra, hereinafter referred to as **Don Bosco College of Arts & Commerce** for the purpose of achieving the various aims and objectives relating to the **On-campus Advance Excel Training** (the Project).

WHEREAS ITESKUL and **Don Bosco College of Arts & Commerce** desire to enter into an agreement in which ITESKUL and **Don Bosco College of Arts & Commerce** will work together to complete the Project;

AND WHEREAS ITESKUL and **Don Bosco College of Arts & Commerce** are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the **Advance Excel Training** between ITESKUL and **Don Bosco College of Arts & Commerce**.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- a. Services to be rendered by ITESKUL include (everything at **Don Bosco College of Arts & Commerce**):
 - Conduct Training for Computer Course
- b. Services to be rendered by **Don Bosco College of Arts & Commerce** include:

FOR ITESKUL
Ching Ksh
PROPRIETOR



- Classroom with audio/video facilities for the trainer
- Provide study material including textbooks, practice sheets and assignment sheets to participants

Communication Strategy

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Co-coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Partners by this Memorandum shall remain in place from **11th October, 2022 to 10th October, 2025**. The term can be extended only by agreement of all of the Partners.

Notice

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

FOR ITESKUL
Ching Kellie
PROPRIETOR



Governing Law

This Memorandum shall be construed in accordance with the laws of the Jurisdiction of Pune ONLY.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

Severability

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- e. This Memorandum will be effective upon the signature of both Partners.
- f. Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner.
- g. None of the Partners herein are entitled to contact any of the employees of the other partner directly.
- h. Getting into a business deal with any of the employees for a period of 2 years from

FOR ITESKUL
Ching Kalle
PROPRIETOR



the date of this MoU signing is prohibited for all the partners. Be it directly or indirectly, without the involvement of the said partners.

Signatories

This Agreement shall be signed on behalf of ITESKUL by **Mr. Chirag Kothari** and on behalf of **Don Bosco College of Arts & Commerce** by **Fr Ajit Munis**. This Agreement shall be effective as of the date first written above.

For ITESKUL,

FOR ITESKUL
Chirag Kothari
PROPRIETOR

(Mr. Chirag Kothari)

Date: _____

For Don Bosco College of Arts & Commerce

Ajit Munis

(Fr Ajit Munis.)

Date: _____

Stalline Michael
(Mr Stalline Michael)
(Student Development Coordinator)

Date: _____



Memorandum of Understanding

This Memorandum of Understanding (the Memorandum) is made on 20th August, 2022 by and between **ITESKUL**, of Pune, Maharashtra, hereinafter referred to as **ITESKUL** and **The Bombay Salesian Society's Don Bosco College of Arts & Commerce (Evening)**, of Pune, Maharashtra, hereinafter referred to as **Don Bosco College of Arts & Commerce** for the purpose of achieving the various aims and objectives relating to the **On-campus MS Office Training** (the Project).

WHEREAS **ITESKUL** and **Don Bosco College of Arts & Commerce** desire to enter into an agreement in which **ITESKUL** and **Don Bosco College of Arts & Commerce** will work together to complete the Project;

AND WHEREAS **ITESKUL** and **Don Bosco College of Arts & Commerce** are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the **MS office Training** between **ITESKUL** and **Don Bosco College of Arts & Commerce**.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- a. Services to be rendered by **ITESKUL** include (everything at **Don Bosco College of Arts & Commerce**):
 - Conduct Training for Computer Courses

FOR ITESKUL
Ching Kethu
PROPRIETOR



Services to be rendered by **Don Bosco College of Arts & Commerce** include:

- Classroom with audio/video facilities for the trainer
- Provide study material including textbooks, practice sheets and assignment sheets to participants

Communication Strategy

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Co-coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Partners by this Memorandum shall remain in place from **21st August, 2022 to 20th August, 2025**. The term can be extended only by agreement of all of the Partners.

Notice

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Governing Law

This Memorandum shall be construed in accordance with the laws of the Jurisdiction of **Pune ONLY**.

FOR ITESKUL
Ching Kothu
PROPRIETOR



Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

Severability

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- e. This Memorandum will be effective upon the signature of both Partners.
- f. Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner.
- g. None of the Partners herein are entitled to contact any of the employees of the other partner directly.
- h. Getting into a business deal with any of the employees for a period of 2 years from the date of this MoU signing is prohibited for all the partners. Be it directly or indirectly, without the involvement of the said partners.

FOR ITESKUL
Chig Keth
PROPRIETOR



Signatories

This Agreement shall be signed on behalf of **ITESKUL** by **Mr. Chirag Kothari** and on behalf of **Don Bosco College of Arts & Commerce** by **Fr Ajit Munis**. This Agreement shall be effective as of the date first written above.

For **ITESKUL**,

FOR ITESKUL
Chirag Kothari
PROPRIETOR

(Mr. Chirag Kothari)

Date: _____

For Don Bosco College of Arts & Commerce,

Fr Ajit Munis
(Fr Ajit Munis.)

Date: _____



Stalline Michael

(Mr. Stalline Michael)
(Student Development Coordinator)

Date: _____

Memorandum of Understanding

This Memorandum of Understanding (the Memorandum) is made on 15th June, 2022 by and between ITESKUL, of Pune, Maharashtra, hereinafter referred to as **ITESKUL** and **The Bombay Salesian Society's Don Bosco College of Arts & Commerce (Evening)**, of Pune, Maharashtra, hereinafter referred to as **Don Bosco College of Arts & Commerce** for the purpose of achieving the various aims and objectives relating to the **On-campus German Language Training** (the Project).

WHEREAS **ITESKUL** and **Don Bosco College of Arts & Commerce** desire to enter into an agreement in which **ITESKUL** and **Don Bosco College of Arts & Commerce** will work together to complete the Project;

AND WHEREAS **ITESKUL** and **Don Bosco College of Arts & Commerce** are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the **German Language Training** between **ITESKUL** and **Don Bosco College of Arts & Commerce**.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

FOR ITESKUL

PROPRIETOR



Cooperation

The activities and services for the Project shall include, but not limited to:

- a. Services to be rendered by **ITESKUL** include (everything at **Don Bosco College of Arts & Commerce**):
 - Conduct Training for German language

- b. Services to be rendered by **Don Bosco College of Arts & Commerce** include:
 - Classroom with audio/video facilities for the trainer
 - Provide study material including textbooks, practice sheets and assignment sheets to participants

Communication Strategy

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Co-coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

FOR ITESKUL
Ching Kilha
PROPRIETOR

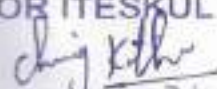


- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- e. This Memorandum will be effective upon the signature of both Partners.
- f. Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner.
- g. None of the Partners herein are entitled to contact any of the employees of the other partner directly.
- h. Getting into a business deal with any of the employees for a period of 2 years from the date of this MoU signing is prohibited for all the partners. Be it directly or indirectly, without the involvement of the said partners.

Signatories

This Agreement shall be signed on behalf of **ITESKUL** by **Mr. Chirag Kothari** and on behalf of **Don Bosco College of Arts & Commerce** by **Fr Ajit Munis**. This Agreement shall be effective as of the date first written above.

For ITESKUL,

FOR ITESKUL

 PROPRIETOR
 (Mr. Chirag Kothari)
 Date: _____

For Don Bosco College of Arts & Commerce,


 (Fr Ajit Munis.)
 Date: _____


 (Mr Staffine Michael)
 (Student Development Coordinator)
 Date: _____



Game Changer Application Form _ Community College

The Game Changer is a new philanthropic initiative whereby Johnson Controls make a significant donation to support college in a city where Johnson Controls has a major project.

Goal of the Program: Enroll and graduate underrepresented students in local Finance & Accounting, Computer Science college programs.

Result: Students from the program will be employed in family – supporting jobs in the disciplines they studied.

Game Changer Applications will be evaluated on the following:

1. Program plan of Game Changer to successfully enroll and graduate underprivileged diversity students.
2. Plan of the College on how they will utilize the allocated grant for the benefit of the students and report to Johnson Controls periodically.
3. Plan of College to seek out and engage with local Johnsons Controls employee regularly for mentoring, speaking engagements, volunteer opportunities or continued innovative partnering.
4. Plan of College to have an individual overseeing the program who can retain students with the resources they need to be successful.
5. Significance of Johnson Controls presence & investment in the city where the college is located. Levels of Support: Requests will be considered on the metrics above, with the most robust programs with detailed plans and specific call – outs of the individuals and organizations poised to participate more likely to receive a more significant grant from Jonson Controls. Johnson Controls reacts favorably to organizations who value collaboration in programming and funding sources. Johnson Controls, recognized that a relationship – based approach to students is a crucial for retaining ad graduating students from a program.

The minimum grant awarded for this program will be a one- year \$20,000 grant.



Application Form

1. Name of the College	Don Bosco College Of Arts & Commerce (Evening)
2. Mission statement	Our Goal is Integral Education, to which Don Bosco Pune is primarily committed and towards which it directs all talents, activities and energies. Integral Education Embraces A)Inculcating moral uprightness B)Developing physical and aesthetic talents, C)Fostering intellectual skills and competence, D)Furthering cultural development and social integration.
3. Address	Don Bosco College of Arts & Commerce (Evening) Don Bosco Marg, Yerwada, Pune-411006
4. Tax Id	AAATB1721D
5. City	Pune
6. State	Maharashtra
7. Zip Code	411006
8. Website Address	www.donboscoverwada.in
9. Primary Contact; First and last name	Stalin Michael
10. Title	Mr
11. Preferred Phone No.	9860299149
12. Email	stalline.michael@donboscoverwada.in
13. Name of the college Principal	Fr Ajit Munis
14. Email Address of the college principal	stalline.michael@donboscoverwada.in
15. Name and Title of the Leader who will have responsibility for the execution of the program	MrStalline Michael
16. Phone number of leader who will have	9860299149



responsibility for the execution of the program	
17. Please add other college faculty and staff members who will be part of the initiative. Please list their names, emails and titles	Mr Jagannath Kundu, jakundu@yahoo.com 9561007638
18. If a Johnson Controls employee recommended that you apply for this grant, what is his/her first and last name?	Madhabi Chatterjee
19. Johnson Controls employee title:	HR
20. Johnson Controls employee email:	madhabi.karpe@jci.com
21. Please explain the curriculum of the students. Include the length of time to graduation; key skills students learn in the program and the type of jobs they are qualified for upon completion.	<p>The Curriculum Includes: Bachelors of Commerce</p> <ul style="list-style-type: none"> *Accountancy *Office Management/ Administration * Company Law * Business Environment * Banking and Finance * Economics * Business Communication <p>The course duration is 3 years, First Year- Basic Second Year- Intermediate Third Year – Advanced</p> <p>The Examination is divided in 2 Terms Per Year, Total Exams in 3 years is 6 Semesters</p> <p>Each Year there is a Semester which decides the promotion of the students to the next year.</p> <p>During this course student can get into either of the field namely Accountancy ,Office Management/ Administration, Company Law , Business Environment, Banking and Finance, Economics, Business Communication</p> <p>After the completion of the course the students could opt for any Administrative jobs, Finance</p>



Sector, Investment Banker, Banking Clerical Job, Bank Teller, Accountant, Economist Etc

HIGHLIGHT: Mostly students get a better job right after they complete their graduation ,

They need to be upskilled with certain courses in the field they choose for their jobs.

So if there is a course which is designed for them as per their choice of stream then there is high probability of better jobs in the corporate.

We would require the help of JCI to guide us in these courses and the skills that these students should upskilled with in order to be job ready.

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22. Currently how many students are part of the courses

23. What is the current full-pay tuition cost of the programs per year?

The Total College Fee Per Year is 15000/ Rs
Inclusions- Tuition Fee-13000/- ,
Term Fee + Library Fee+ Maintenance Fee +
Examination Fee(2000/- Rs)

24. If your college would receive this grant, what would the cost be to each student in the Johnson Controls-funded program, per semester?

This depends on the Number of students that we could afford to take during the program.

Training Program Cost Per Child
A)(6000 x90=540000/- This Cost is for 1 Semester)

B)(6000 x90=540000/- This Cost is for 2 Semester)

The Total Cos for 1 Year Will be 1080000(Cost for the Training Program)

We have planned to take
First Year -30 Students (Training Program)
Second Year -30 Students(Training Program)
Third Year - 30 Students(Training Program)

Free Education or Tuition Fee Cost Per Year
C)(13000 x30= 390000/- This Cost is for 1 Year)

First Year -10 Students (Free education/ Scholarship)

Second Year -10 Students(Free education/ Scholarship)



	<p>Third Year – 10 Students(Free education/ Scholarship)</p> <p>Therefore the total cost after adding the Training Program Cost Plus the Free Education cost is 1470000/-</p> <p>Note- The Number of the students for the program and Free Education is determined with the view of the Grant Funding provided by JCI, more students could be enrolled if the Grant fund is Increased. (Please let us know if there is some Module which has to be added in view with JCI's requirement)</p>
<p>25. Please give an overview of how the grant funds would be used.</p>	<p>The grant funds will be used in conducting various certified courses by experts in the field, training sessions, seminars and in funding short term courses to enhance soft skills, industrial skills and professional courses relevant to the current needs of employability.</p> <p>The Course is divided in 3 Phases , the Student can join this program in the First Year of College.</p> <p>First Year- Phase 1 Level 1-</p> <ul style="list-style-type: none"> #Basic Accounts # Accounting Process # Real Life Documents # Bank Reconciliation Statement #Tally ERP <p>Second year- Phase 2 Level 2</p> <ul style="list-style-type: none"> # MS Office #TDS & TCS #Advance Excel # GST+Income Tax <p>Third Year – Phase 3</p> <ul style="list-style-type: none"> #Level 3 Return Filling #Data Analysis #Financial Modelling #Share Market <p>The Above Course is pertaining to the Finance,</p>



	<p>Accounting and Taxation field. And on Completion of the Above course the Students will be provided with the Certification by the approved Authority by the Education Board of India.</p> <p>The other Skills Training Such as Softskill Personality Development Industrial Skills Corporate Skills will be carried throughout the year with other Institutions and faculties. Note: The above courses are not affordable if the students opt for it outside the college in training centres. As the Course fee for the above is way too high in the Training Centres.</p>
<p>26. If your college received the Game Changer grant, how many additional students would the school be able to add to the program discussed above?</p>	<p>Before the JCI Grant program we were not able to run any program for our students as there was a problem with the affordability rate of the Students. Therefore after the Grant we Could Help 90 students Per Year for the Program and Develop them for the Future.</p>
<p>27. What is the current graduation rate for students in this program? If necessary, please include narrative to explain.</p>	<p>We are an Evening College, where the students take up some courses or work during the day. The Passing percentage per Year is 70 to 80 Percent Per Year ie Out of Every 100 Students who appear for exams every year nearly about 70 to 80 students are promoted(Pass or Graduate)</p>
<p>28. What is your goal graduation rate for the program if it were to be expanded with a GameChanger grant? If necessary, please include narrative to explain.</p>	<p>The Pass/ Promotion percentage for our Locality is 70 to 80% therefore our AIM for our students is to make them more Efficient and Skilled to Get a Better employment opportunity. We are looking for a 10 to 15 %increase in the passing percentage of graduates</p>
<p>29. Please explain the responsibilities of the person who will oversee the day-to-day aspects GameChanger program at your college if a grant would be given. Please explain some of the other main responsibilities of this person within the college, outside of the Game Changer.</p>	<p>Organizing Skill Development Courses, Softskill Program and learning of English Language, Operating new software, organizing seminars, lectures, career guidance for the students and overseeing the program and the growth of the individual. The person will be communicating with the other organizations for the Material(Software Courses,) and Johnson Controls to take their feedback and guidance inorder to carry on with the required steps for</p>



	the growth of the students. Mr Stalin Michael
30. Who will be tasked with responsibility for overseeing the Game Changer program at your college?	
31. First and last name:	Mr Stalin Michael
32. Title:	Facilitator/ Administrator
33. Email	stalline.michael@donboscoverwada.in
34. Phone number	9860299149
35. Total Game changer Project Budget	3000000 INR Per Year
36. Total amount requested from Johnson Controls:	\$20000 USD Per Year
37. Please explain your recruitment plan for new students from underrepresented groups who this grant will help fund. Discuss the support the students will be offered to ensure retention and completion of the program. Please explain your recruitment plan for new students from underrepresented groups who this grant will help fund.	<p>We will screen the students on the basis of their affordability which is their 1)Economic status 2)Merit Basis</p> <p>These students after being screen will be explained about the Grant. Further we will be following up with these students class wise with their respective class teachers in order to Monitor their growth. The Completion of the Graduation course and the Add on course for the purpose of employability will be determined by the exam for the certification.</p> <p>Follow up details-</p> <p>There will be an Individual Evaluation Report of the Student for the Curriculum which we will be providing with the JCI Funding. The Reports will be shared with the students for self Evaluation and with the help of JCI volunteers along with our faculty they will be counselled for areas of improvement.</p> <p>The Report will include certain Parameters.</p> <ol style="list-style-type: none"> 1)Attendance. 2) Marks/ Evaluation Scheme(Percentage growth. 3) Test/ Assessments/ Value Based in every Semester (Subject Knowledge). 4) Personality assessment(Presentation skills, Confidence and Language 5)Internships taken by individual
38. If the college receives a Game Changer grant, will the college allocate other funding to supplement the Johnson Controls portion to enhance the program?	Yes, we will supplement Johnson Controls portion to enhance the program and we will also be looking for guidance so as to which curriculum and courses to be started for the



<p>Please explain.</p>	<p>better employability of the students. The Fund with our college is not sufficient as we are a Non Profit Organization. As the Fee collected is directly used to meet the expenses such as, Teachers Salary, Maintenance, Electricity, Wages for the Support Staff, Sports , Activities for the Students, Fee Waiver and Concession Etc.</p> <p>But we could supplement JCI with the Infrastructure needed for any program that they would like to run on our behalf for the students. We could make our Faculty available for any upskill or training needed, seminars, cross culture, Man Power for the program and any other resources available at the Campus.</p>
<p>39. Identify Johnson Controls employees currently engaged with the college, including the role -- volunteer, board member, alumni, student, faculty, etc. Please include their emails.</p>	<p>Madhabi Chatterjee madhabi.karpe@jci.com</p>
<p>40. Identify Johnson Controls employees (with emails) who have indicated an interest in becoming engaged with the college if you receive the Johnson Controls Game Changer grant. If applicable, please include what roles they may have within your Game Changer program.</p>	<p>MsMadhabiKarpe</p> <p>We at Don Bosco would require a few volunteers to work with for the following purpose-</p> <ul style="list-style-type: none"> #Counsellors #Mentor #Trainer(who would help the students to train them about the work culture of JCI # To help our faculty of Don Bosco to Monitor students growth and development during the Training Program # To assist us in assessing the students performance
<p>41. Please explain how the college will utilize volunteers from Johnson Controls or the community to serve as speaker and mentors for the program. Be as specific as possible with the cadence of speakers, mentoring or gatherings for networking.</p>	<p>Career Counselling, Introduction to the Financing Softwares, Working on Systems, Personality Development, Taking a tour to the office station for the knowledge of the working of the company, Community building showing them the use of LinkedIn and tips for Cracking interviews, Study Management Etc</p>
<p>42. Please discuss how you will ensure job</p>	<p>The Training and Job Placement Cell will play</p>



<p>placement after the student completes the program.</p>	<p>an important role as we tie up with various Companies, Banks, Industrial Units,BPO's,Business Units, etc. Arrangement of Job Fair etc</p>
<p>43. If there are additional comments you'd like to make about this request, not covered in the above questions, please add:</p>	<p>We are happy to share the following to be associated with you. THE BOMBAY SALESIAN SOCIETY'S - DON BOSCO COLLEGE OF ARTS AND COMMERCE (EVENING), Yerwada, Pune 411 006 is an Evening College run by the Salesian Priests who are mission oriented towards the poor, underprivileged and the needy strata of the society especially the Youth. Don Bosco College of Arts and Commerce (Evening College) is affiliated to Savitribai Phule Pune University (SPPU). It basically caters to the needs of the working students, students pursuing other professional or technical courses during the day and to those who wish to carry on Higher Education. We will be starting the B.A. (Bachelor of Arts) Faculty from the academic year 2022 - 23 along with our already existing B.Com. (Bachelor of Commerce) Faculty.</p> <p>We would want to keep Events like Marathons, Clean Up drives, Company Visits, Scholarships for the 1st Rankers, Gifts Like Laptops or Tabs, and we could like to create team players and leaders to run these events</p>
<p>44. Please list up to five metrics you would suggest using at the end of each semester to identify if the program is on track to meet its goals.</p>	<p>1)Attendance. 2) Marks/ Evaluation Schemet(Percentage growth. 3) Test/ Assessments/ Value Based in every Semester (Subject Knowledge). 4) Personality assessment(Presentation skills, Confidence and Language 5)Internships taken by individual</p>
<p>45. If you receive a grant from Johnson Controls for Game Changer, are you willing to report on additional metrics?</p>	<p>The metric that we have defined above contains most of the things for the overall track and if still there is any other requirement to assess the students we could add additional metrics for a proper growth.</p>





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Affiliated to University of Pune
ID NO. PU/PN/AC/MS3/2013

Internal Quality Assurance Cell
AY 2022-2023

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

Agenda of meeting

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

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



Principal

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

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

Venue: Principal's Office

Time: 4:00 pm

The following members were present

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



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Agenda 1: To establish IQAC

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

Agenda 2: Appointment of members and coordinator

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

Agenda 3: Setting up of various policies

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

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



Principal

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Internal Quality Assurance Cell

AY 2022-2023

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

Agenda of meeting

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

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



Dr. P.N. Shenide
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 2nd January, 2023

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B. Baisane	Assistant Professor	Member
3	Ms. Kiran Nagare	Assistant Professor	Member
5	Mr. Leo D'souza	Assistant Professor	Member
4	Mr. Jagannath Kunda	Non-Teaching Staff	Member
5	Mr. Stefan 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
DON BOSCO COLLEGE OF ARTS AND COMMERCE
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Internal Quality Assurance Cell

AY 2022-2023

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

Agenda of meeting

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

**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 2022-2023
Minutes of Meeting

Minutes of the IQAC meeting held on 4th 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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ID NO. PU/PN/AC/53/2013

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
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DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING
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Dr. P.N. Shende

Principal

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Internal Quality Assurance Cell

AY 2023-2024

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

Agenda of meeting

1. Admissions
2. NAAC Accreditation

**IQAC
COORDINATOR**

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



Dr. P.N. Shende*

Principal

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ID NO. PU/PN/ACA53/2013

IQAC Meeting
AY 2022-2023
Minutes of Meeting

Minutes of the IQAC meeting held on 15th 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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and 020 26615646 for communication. Also, Mr. Stalin to meet Mr. Stalin 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.



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

Principal

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EVENING COLLEGE
Don Bosco Marg, Yervada, Pune - 411006

A. K. J.

IQAC
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Internal Quality Assurance Cell
AY 2023-2024

The meeting of IQAC is conveyed on Monday, 11th 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

Arati Shringarpur

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 11th 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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Agenda 1: ~~Check the status of documentation of the last 5 years for NAAC PURNAC/53/2013~~

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.

Arati

**IQAC
 COORDINATOR**
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Dr. 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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Internal Quality Assurance Cell
AY 2023-2024


The meeting of IQAC is conveyed on Friday, 8th 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
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 8th 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. Arali 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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Agenda 2: Meeting of 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.

Dr. P.N. Shende

Principal

PRINCIPAL

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**IQAC
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Internal Quality Assurance Cell
AY 2023-2024

The meeting of IQAC is conveyed on Friday, 22nd 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


Ms. Rita Chhabra
IQAC
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Dr. P.N. Shende
Principal
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IQAC Meeting
AY 2023-2024
Minutes of Meeting

Minutes of the IQAC meeting held on 22nd 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 Baisene	Assistant Professor	Member
3	Ms Arati Shrungarpure	Assistant Professor	Member
5	Mr. Kaushal Bagul ¹	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
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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 Chhabla

IQAC
COORDINATOR

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Dr. P.N. Shiende

Principal

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Internal Quality Assurance Cell

AY 2023-2024

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

Agenda of meeting

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

Chhabler
Ms. Rita Chhabler
IOAC
COORDINATOR
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P.N. Shende
Dr. P.N. Shende
Principal
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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 15th 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 Shrungerpure	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

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Ms. Anita Chhabra
IQAC
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